

## APPENDIX I

**BRIEFBACK AND DEBRIEFING FORMATS**

*The briefpack and debrief convey information about the impending mission and the completed mission, respectively. The briefback is a formal or an informal presentation normally given to the commander and any guests who may be invited. The amount of information presented is usually established by SOP. The debrief draws information from the team, and it is usually conducted immediately following the mission. The debriefing is conducted by the commander or his representative or by someone representing the G2.*

**I-1. BRIEFBACK FORMAT**

The following is an example of a briefback format.

**EXAMPLE****1. TEAM LEADER: “Good (morning), sir.”****a. Introduction of the team personnel.**

“Sir, I am (rank, name), the team leader for Team \_\_\_\_\_, \_\_\_\_\_ Platoon, \_\_\_\_\_ Company. The other members of the team are—

(rank, name), assistant team leader.

(rank, name), senior observer.

(rank, name), radiotelephone operator.

(rank, name), observer.

(rank, name), observer.

**b. Location and description of briefing aids.**

“Sir, in front of the mission packet is a briefback format, and our team SOPs. Please hold questions until the end of the briefback.”

**c. Mission statement.**

“Sir, the mission of Team \_\_\_\_\_ is: (from operation order). (He uses the chart to show objective, grid, coordinate, from, and to.)

END BRIEF OF TEAM LEADER: “Sir, I will be followed by (rank, name) observer.”

**2. OBSERVER: “Good (morning), sir.”****a. Terrain.**

(1) “Sir, I will point out the terrain considerations on the map.”

(2) "Obstacles in our area of operations that interfere with dismounted movement are \_\_\_\_\_."

(3) "Obstacles that interfere with mounted movement are \_\_\_\_\_."

(4) "Avenues of approach in our area that help mounted movement are \_\_\_\_\_."

**b. Key terrain.**

"Sir, the following areas are not occupied by enemy forces; however, if occupied, this key terrain would cause the team to change its plan. \_\_\_\_\_."

**c. Observation and fields of fire.**

(1) "Sir, the team will have to avoid the following areas: \_\_\_\_\_."

(2) "The team will have to cross these danger areas: \_\_\_\_\_."

(3) "There are \_\_\_\_ potential observation points around the objective: \_\_\_\_\_."

**d. Cover and concealment.**

"These points provide the team with the best cover and concealment of all possible observation points around the objective: ."

**e. Weather and light data.**

(1) "Sir, the weather and light data are shown on the chart. (Point.)

(2) Average sunrise is \_\_\_\_\_, with the average sunset \_\_\_\_\_. Moon rise is \_\_\_\_\_, with \_\_\_\_\_ percent illumination. The average temperature in the daytime is \_\_\_\_\_, with a nighttime average of \_\_\_\_\_."

**f. Enemy situation.**

(1) *General situation.*

"Sir, the major enemy units in and around our area of operations are believed or suspected to be the

\_\_\_\_\_ at \_\_\_\_\_ ;

\_\_\_\_\_ at \_\_\_\_\_ ;

\_\_\_\_\_ at \_\_\_\_\_ ."

(2) *Detailed situation.*

(a) "Sir, the units in our area that we are most concerned with are: \_\_\_\_\_ at \_\_\_\_\_; \_\_\_\_\_ at \_\_\_\_\_; \_\_\_\_\_ at \_\_\_\_\_."

(b) "These units will affect our mission as follows: \_\_\_\_\_."

(3) *Reaction times.*

(a) "Sir, the reaction time for the units in our area are \_\_\_\_\_."

(b) "Sir, the priority intelligence requirements and associated specific information requirements for our mission are shown on this chart."

(c) "Other information requirements and associated SIR for this mission are shown on this chart."

END BRIEF OF OBSERVER: "Sir, I will be followed by (rank, name) senior observer."

3. SENIOR OBSERVER: "Good (**morning**), sir."a. **Infiltration.**

(1) "Sir, Team \_\_\_\_\_ will infiltrate by means of \_\_\_\_\_, at LZ or DZ, at grid coordinates \_\_\_\_\_ at \_\_\_\_\_. The alternate LZ or DZ is at grid coordinates \_\_\_\_\_ at \_\_\_\_\_."

(2) "The load plan is shown by this chart." (He explains, if necessary.)

(3) "The route for our infiltration is shown on this map (chart) (general flight, truck, or foot routes)."

(4) "Checkpoints along the infiltration route are (location pinpointed on map and description of each)—

1. \_\_\_\_\_; 2. \_\_\_\_\_; 3. \_\_\_\_\_; 4. \_\_\_\_\_."

(5) "The point of no return is \_\_\_\_\_."

(6) "The assembly plan in case of downed aircraft (wrecked truck) is as shown by this chart." (He explains, if necessary.)

(7) "The assembly plans for the primary and alternate LZs or DZs are as shown on these charts." (Primary and alternate rally point for each LZ or DZ.)

Primary \_\_\_\_\_, Alternate \_\_\_\_\_, Primary \_\_\_\_\_, Alternate \_\_\_\_\_."

(8) "Sir, our actions on enemy contact during infiltration are as shown on these charts." (He explains, if necessary.)

(9) "Diagram of LZs or DZs shows what actions to perform or the direction to move for enemy contact."

**b. Foot Movement.**

(1) "Sir, the primary route for foot movement is shown on the overlay."

(a) "Leg 1 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (obstacles, contour, terrain feature)."

(b) "Leg 2 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (terrain features)."

(c) "Leg 3 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (terrain features)."

(d) "Leg 4 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (terrain features)."

(2) "Sir, the alternate route for foot movement is shown on the overlay."

(a) "Leg 1 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (obstacles, contour, terrain feature)."

(b) "Leg 2 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (terrain features)."

(c) "Leg 3 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (terrain features)."

(d) "Leg 4 is \_\_\_\_\_ degrees magnetic for \_\_\_\_\_ meters, to \_\_\_\_\_ (terrain features)."

(3) "Sir, the route is boxed by \_\_\_\_\_ (terrain features)."

(4) "Significant obstacles and danger areas along the route are \_\_\_\_\_."

(5) "Our planned rally points are \_\_\_\_\_." (He points out on the map.)

(6) "Action at the rally points are \_\_\_\_\_ (in accordance with the team SOP)."

(7) "Sir, the movement formations that will be used by the team are shown on these charts." (He explains, as necessary.)

**c. Actions on Contact.**

(1) "Sir, actions on enemy contact are as shown on these charts (in accordance with the team SOP)."

(2) "Sir, actions at danger areas are as shown on these charts (in accordance with the team SOP)."

(3) "Sir, **this chart shows our** actions at short halts, long halts, overnight rest positions, patrol bases, communications sites, en route radio transmissions, and observation points."

(4) "Sir, actions at the objective are as follows: \_\_\_\_." (He uses a sketch or sand table, and explains.)

(5) "Sir, follow-on missions will be received by way of \_\_\_\_\_."

END BRIEF OF SENIOR OBSERVER: "Sir, I will be followed by (rank, name), observer."

**5. OBSERVER: "Good (morning), sir."**

**a. Exfiltration.**

(1) "Sir, Team \_\_\_\_\_ will exfiltrate by way of \_\_\_\_\_, at \_\_\_\_\_, from PZ \_\_\_\_\_ at grid coordinates \_\_\_\_\_. The Alternate PZ is at grid coordinates \_\_\_\_\_."

(2) "The PZ will be secured by \_\_\_\_\_."

(3) "We will set up and mark the PZ using \_\_\_\_\_, with the proper code from the SOI."

(4) "Sir, the load plan for exfiltration is as depicted on the chart (in accordance with the team SOP)." (He explains, if necessary.)

**b. Evasion Plan.**

"Sir, the evasion plan is as shown on the overlay. The following situations and code words will cause us to initiate our evasion plan: \_\_\_\_\_. (Evasion corridor is shown on map.)

c. **Partisan or Friendly Unit Linkup.**

- (1) "Sir, the friendly units (or partisan forces) we expect to link up with are \_\_\_\_\_."
- (2) "The linkup point at (point out on map) is a \_\_\_\_\_."
- (3) "The far-recognition signal is \_\_\_\_\_."
- (4) "The near-recognition signal is \_\_\_\_\_."
- (5) "The challenge is \_\_\_\_\_."
- (6) "Sir, our security plan for the linkup is \_\_\_\_\_."
- (7) "Our contingency plan is \_\_\_\_\_."
- (8) Diagram of action at linkup point.
- (9) Actions on enemy contact.

END BRIEF OF OBSERVER: "Sir, I will be followed by (rank, name), assistant team leader."

6. ASSISTANT TEAM LEADER: "Good (**morning**), sir."

a. Administration.

- (1) "Sir, the personnel status of Team \_\_\_\_\_ is:"
  - (1) (MOS), \_\_\_\_\_ (Rank) \_\_\_\_\_.
  - (1) (MOS), \_\_\_\_\_ (Rank) \_\_\_\_\_.
  - (1) (MOS), \_\_\_\_\_ (Rank) \_\_\_\_\_.
  - (1) (MOS), \_\_\_\_\_ (Rank) \_\_\_\_\_.
  - (2) (MOS), \_\_\_\_\_ (Rank) \_\_\_\_\_.
- (2) "Sir, enemy prisoners of war will be treated in accordance with the Geneva Convention; civilians will be treated in accordance with the Law of Land Warfare."
- (3) "Team \_\_\_\_\_ received instructions on the Geneva Convention and Law of Land Warfare on \_\_\_\_\_."
- (4) "Sir, friendly soldiers killed in action will be handled \_\_\_\_\_."
- (5) "A preparation for oversea movement was conducted on \_\_\_\_\_. All members of the team needing a **will or power of attorney** have one."

(6) "All pay and allowances during the mission are being handled by \_\_\_\_\_."

b. Logistics.

(1) "Sir, the uniform and equipment common to all is shown by this chart."

(2) "The equipment drawn and carried by Team \_\_\_\_\_ is shown by individual breakdown on this chart."

(3) "Equipment shortages encountered are \_\_\_\_\_."

(4) "Projected logistical needs are \_\_\_\_\_."

(5) "Sir, resupply plans, types and contents of aerial bundles, and caches are as follows: \_\_\_\_\_."

(6) "Our destruction plan and priority of destruction are \_\_\_\_\_."

(7) "Sir, all serial numbered items are shown on this chart."

c. Medical.

(1) "Sir, the health status of the personnel on the team is \_\_\_\_\_."

(2) "The team will carry medical supplies listed on this chart for the mission."

(3) "Sir, the expected health hazards in the area of operations include \_\_\_\_\_."

(4) "Sir, each member of the team will carry \_\_\_\_ (type and quantity of rations)."

(5) "Each member will carry \_\_\_\_ quarts of water, and our expected water resupply will be \_\_\_\_\_."

(6) "The team will handle field sanitation by \_\_\_\_\_."

(7) "The team will handle wounded friendly and enemy soldiers by \_\_\_\_\_."

END BRIEF OF ASSISTANT TEAM LEADER: "Sir, I will be followed by (rank, name), radiotelephone operator."

7. RADIOTELEPHONE OPERATOR: "Good (**morning**), sir."

- a. "Sir, communications equipment being carried by this team, and who will be carrying it, are shown on this chart."

- b. "Our scheduled receive times along with our high and low frequencies, call signs, and code words are shown on this chart."
- c. "Sir, we have \_\_\_\_ receive times per day."
- d. "Our **no communications plan** is \_\_\_\_."
- e. "Sir, our azimuth and distance to the primary base station is \_\_\_\_ for \_\_\_\_ miles, and the alternate base station is \_\_\_\_ for \_\_\_\_ miles."
- f. "The challenge and password is \_\_\_\_."
- g. Logs.
  - (1) "The patrol log will be kept \_\_\_\_."
  - (2) "The communications log will be at \_\_\_\_."
  - (3) "The one-time pads will be at \_\_\_\_."
  - (4) "Sir, all arm-and-hand signals are as follows (he shows each one):"

END BRIEF OF RADIOTELEPHONE OPERATOR: "Sir, I will be followed by (rank, name), team leader."

8. TEAM LEADER:

- a. "Sir, the team held the following classes and rehearsals: \_\_\_\_." (He shows the chart.)
- b. "The following inspections were held: \_\_\_\_."
- c. "Sir, the team will be debriefed immediately on exfiltration."
- d. "Sir, the support areas where we have encountered problems are: \_\_\_\_."
- e. "Sir, this concludes the briefback."
- f. "What are your questions?"

END OF BRIEFBACK



**I-2. DEBRIEFING FORMAT**

The following example aids LRS units in debriefing an LRS team during the recovery phase of operations.

**EXAMPLE**

TEAM NUMBER                      DATE/TIME GROUP

MAPS USED:            1:50,000  
                             1:100,000  
                             1:250,000  
                             Special (Photos)

**A. SIZE AND COMPOSITION OF TEAM:**

Team Leader  
Assistant Team Leader  
Radiotelephone Operator  
Senior Observer  
Observer  
Observer  
Attachments  
Detachments

**B. MISSION:****C. TIME OF DEPARTURE (Date/Time Group):**

METHOD OF INFILTRATION:

POINT OF DEPARTURE:

**D. ENEMY SPOTTED EN ROUTE:**

1. Ground activity
2. Air activity
3. Miscellaneous activity

**E. ROUTES OUT (The team provides a detailed description, written and on overlay, of routes from planning area to objective to include):**

1. Planned primary and alternate
2. Actual routes taken and reason for deviation from planned routes.
3. Halts en route, to include objective, LZ, security.
4. Date/time group arrived at objective area.

**F. TERRAIN THROUGHOUT THE OBJECTIVE AREA:**

1. Roads, trails, and railroad tracks:
  - a. Type (single or multi-lane, hard, gravel or dirt surface).
  - b. Condition (dry, wet, muddy, well used, seldom used).
  - c. Trafficability (what type of vehicle will it support).
  - d. Trails or roads not on the map.
2. All open areas:
  - a. Type (pasture, meadow, cultivated, slash, new tree farm).
  - b. Is it suitable for use as a PZ, LZ, or DZ?
  - c. Will the ground support tracked or wheeled vehicles?
3. Forested areas:
  - a. Type of trees.
  - b. Thickness.
  - c. Undergrowth.
  - d. Effects on maneuverability of vehicles and dismounted soldiers.
  - e. Thickness of overhead cover.
4. Rivers and streams:
  - a. Width.
  - b. Depth.
  - c. Fordability to vehicles and soldiers.
  - d. Bridges (include classification report).
  - e. Trafficability under the bridge for boats or barges.
5. Key terrain.
6. Limiting terrain.
7. Major obstacles to soldiers and vehicles.
8. Availability of cover and concealment.
9. Major avenues of approach, any that a battalion-size element or larger, in attack formation, can maneuver through.
10. Any map corrections not already given.

**G. ENEMY FORCES AND INSTALLATIONS (the team uses an attached sheet for sketch maps):**

**H. MISCELLANEOUS INFORMATION:**

1. NBC:

2. Abandoned equipment (type, number, location, and markings):
  - a. Out of fuel.
  - b. Destroyed or damaged.
  - c. Abandoned towns or villages.

**I. RESULTS OF ENCOUNTERS WITH ENEMY FORCE AND LOCAL POPULACE:**

1. All sightings (date/time group, activity, location):
  - a. Did the soldiers appear clean shaven, was their morale good or bad?
  - b. Did the uniforms appear clean? All in same uniform? Type of uniforms.
  - c. Weapons (kind, locked and loaded?).
  - d. Condition of vehicles and equipment.
  - e. Nationality and language.
2. Results of enemy contact (date/time group, location, prisoners of war, personnel killed and missing in action).

**J. CAPTURED ENEMY EQUIPMENT AND MATERIAL:**

- K. ROUTES BACK** (The team provides a detailed description, written and on overlay, of routes from planning area to objective to include):
1. Planned primary and alternate.
  2. Actual routes taken and reason for deviation from planned routes.
  3. Halts in route to include designated areas of recovery, PZ, security.
  4. Date/time group arrived at PZ.

**L. EXFILTRATION:**

1. TIME OF EXFILTRATION (Date/time Group):
2. METHOD OF EXFILTRATION:
3. POINT OF EXFILTRATION:

**M. ENEMY ENCOUNTERED EN ROUTE TO BASE:**

1. GROUND ACTIVITY:
2. AIR ACTIVITY:
3. MISCELLANEOUS ACTIVITY:

**N. TIME OF RETURN (Date/time Group):**

POINT OF RETURN:

- O. CONDITION OF TEAM (including disposition of dead and wounded) (team leader includes an estimate of when team is ready to start a new mission):
- P. ALL MAPS RETURNED OR ANY OTHER IDENTIFIABLE MATERIAL RETURNED WITH TEAM: YES or NO?  
WHAT IS MISSING? STATE ITEM AND APPROXIMATELY WHERE LOST:
- Q. CONCLUSIONS AND RECOMMENDATIONS:
1. To what extent was the mission accomplished?
  2. Recommended changes in tactics or operational procedures.
  3. What additional information is needed in the mission brief?
  4. Recommended equipment changes.
  5. The weather effects on the team's operational capability.
  6. What else should another team know before going into this area?
  7. Is there anything that has not been covered or something that should be highlighted?

TEAM LEADER (PRINT NAME AND GRADE)

UNIT SIGNATURE

DEBRIEFER (PRINT NAME AND GRADE)

UNIT SIGNATURE

ADDITIONAL REMARKS BY INTERROGATOR OR DEBRIEFER:

ENCLOSURES:

1. Patrol Log
2. Communications Log
3. Surveillance Log
4. Photograph Log
5. Additional Enclosures

DISTRIBUTION:

Operations, LRSU  
S3, MI Battalion  
G2, Division or Corps