

The Company Leader

Leadership Lessons from the Tactical Level of War

The
Company
Leader



HOW TO MAKE A BRIEFING BOARD

Step By Step Guide to Creating a Portable,
Durable Briefing Board for OPORDs in The Field





HOW TO MAKE A PORTABLE BRIEFING BOARD



This Portable Briefing Board was a design I learned from a friend and peer. Instead of using the traditional “Science Fair” Tri-Fold Board at the Maneuver Captain’s Career Course (MCCC), we decided to make and test a product more applicable to tactical use. The goal was to create a board that met our needs for OPODs, was intuitive for Briefing, and was compact and rugged enough for use in the field. This board folds up to fit perfectly in a rucksack or assault pack. You can jump it in and hang it from a tree in your Patrol Base in the light world, or carry it in a Stryker or Bradley and hang it off the side in your TAA for briefing.

It is designed to brief from the top left panel in an inverted L-shape direction down to the bottom right panel to brief Enemy. You then flip the slides and start back in the top left panel to brief Friendly. Your bottom right panel holds the Timeline and WARNORDs and your bottom two left panels are for your Micro and Macro maps. This board was tested at MCCC, multiple NTC rotations, home-station training, and on a Pacific Pathways rotation. It also features a configuration to allow for note taking with a map marker.

At the end of this document, you will find the templates for your insertable slides in the document protectors.

I hope this guide helps. If you have questions or recommendations, you can contact us at thecompanyleader@gmail.com, on [Twitter](#), or [Facebook](#). If you like this product, please share and show people to the [website](#).

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HOW TO MAKE A PORTABLE BRIEFING BOARD



Step 1: Compile Supplies

Step 2: Spray Paint Plexi Glass

Step 3: 100mph Tape Boards Together

Step 4: Attach Flip Document Protectors

Step 5: Drill Holes and attach 550 Cord for Use





HOW TO MAKE A PORTABLE BRIEFING BOARD



BOARD ORIENTATION



Board 1

- Enemy "Red" Checklist
- Friendly Situation 2 Levels Up
- Passage of Lines (If Needed)

Board 2

- Macro Map: Used for briefing Enemy and Friendly Scheme of Maneuver. Use to brief enemy concept 1 and 2 levels up. Also used for Briefing Terrain.

Board 3

- Micro Map: Used for the Actions on the Objective for briefing Enemy and Friendly Scheme of Maneuver.

Board 4

- Enemy Task Organization
- Friendly Situation 1 Level Up
- SOSRA (If Needed)

Board 5

- Enemy Concept Sketch
- Friendly Concept Sketch
- Friendly Task Organization

Board 6

- Weather Effects or TTLODAC & the Timeline on the horizontal slide
- WARNORD 1 & 2 on Vertical Slides



HOW TO MAKE A PORTABLE BRIEFING BOARD



THE RUCKSACK

Step 1: Compile Supplies

- 6x Plexi-glass Boards from Home Depot/Lowes. They are pre-cut to be about 10x13 or so.
- Black Spray Paint
- Yellow Spray Paint
- Camo Spray Paint (I used OD Green, Tan, and Foliage Green)
- Document Protectors
- 100mph Tape
- Binder Clips
- 3x feet of 550 cord
- Velcro Circle Stickies (you can use these in different configurations to hold the document protectors to each other)
- Scotch Tape





HOW TO MAKE A PORTABLE BRIEFING BOARD



THE RUCKSACK

Step 2: Spray Paint Plexi-glass

Spray Paint all boards on only 1x Side (the “back”)

Board 1, 2, 4, and 5: First spray paint black. Once dry, spray (over the black) camo pattern.

Boards 3 & 6: First spray yellow. Once dry, spray black.



This picture shows boards 3&6 folded up to reveal the yellow.





THE RUCKSACK

Why Spray the backs of boards 3 & 6 Yellow before the Black?

The other boards will be placed with the non-sprayed side (glossy side) facing up before tapping. But, boards 3 & 6 will be placed with the spray painted side (black matte) facing up and the glossy side (with the yellow showing through) facing down. This will allow you to flip up boards 3 & 6 to use for notes. The yellow could be replaced with any light color. The purpose is for you to be able to use map markers to take notes. I usually wrote down key times, grid locations for Key Terrain, and other key grid locations.





HOW TO MAKE A PORTABLE BRIEFING BOARD



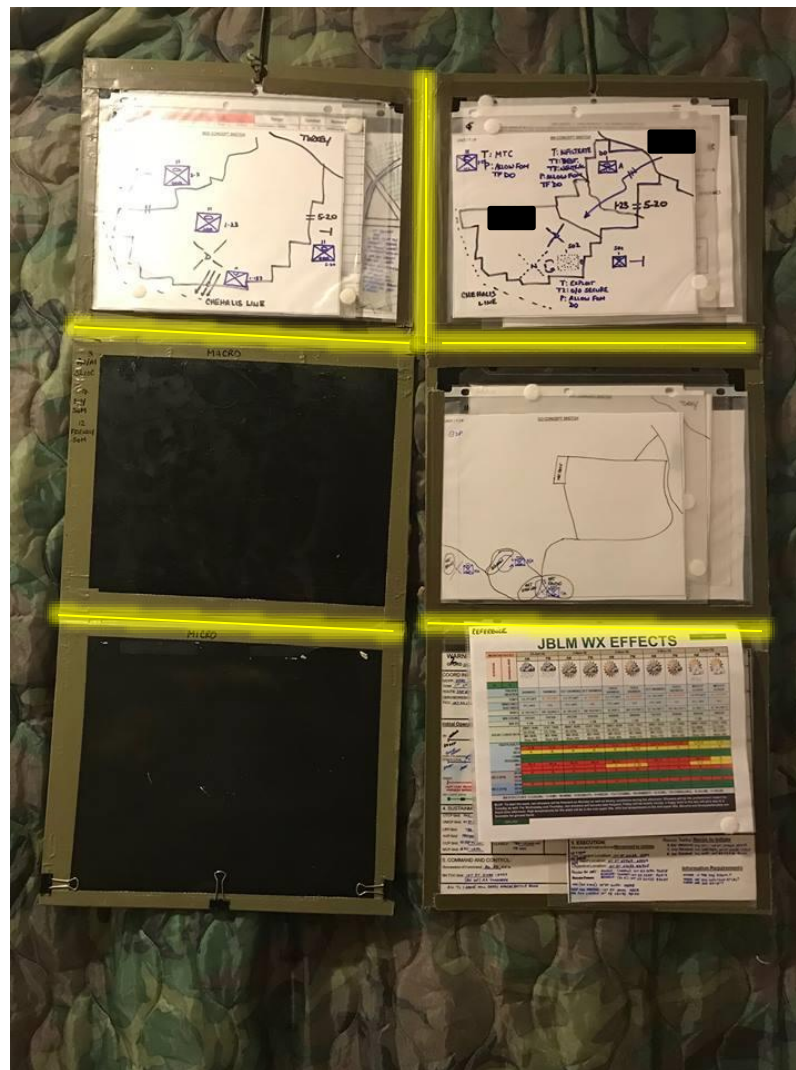
THE RUCKSACK



Step 3: 100mph Tape Boards Together

- ❑ Tape the edges of each board individually.
- ❑ Tape Board 1 and Board 4 together via the short edges (on both sides).
- ❑ Tape Board 1 to Board 2 via the long edges (on both sides).
- ❑ Repeat long edge taping for 4 to 5, 2 to 3, and 5 to 6.

SEE HIGHLIGHTED YELLOW LINES TO SHOW WHERE BOARDS ARE TAPES TOGETHER.





HOW TO MAKE A PORTABLE BRIEFING BOARD



THE RUCKSACK

Step 4 cont...: Attach Flip Document Protectors

- Create 3x Document Protectors per Boards 1, 4, 5, and 6. (Boards 2 and 3 will be left open to binder clip micro and macro maps to the them).
- Attach 3x Document Protectors to each of the above boards. One will be scotch taped at the top, one on the left edge, and one on the right edge. Boards 1, 4, and 5 should have all three document protectors in landscape format. Board 6 should have the document protectors taped on the left and right going portrait format with the one taped to the top landscape. See pictures on next slide for a reference. When taping document protectors, ensure you tape a non-open side to allow for paper to still be placed inside the protector.
- Print, centered on a white piece of 8.5x11 paper, keys for what goes into each document protector. (See Board Orientation Slide for organizing slides to each board. See Templates at end of this document.)





HOW TO MAKE A PORTABLE BRIEFING BOARD

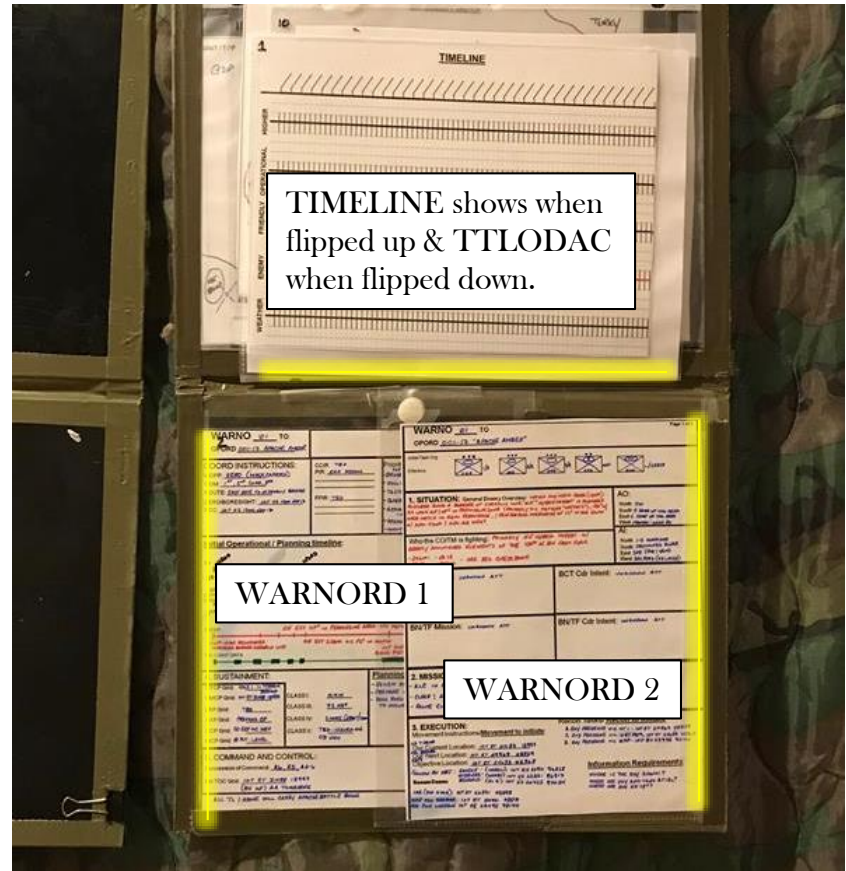
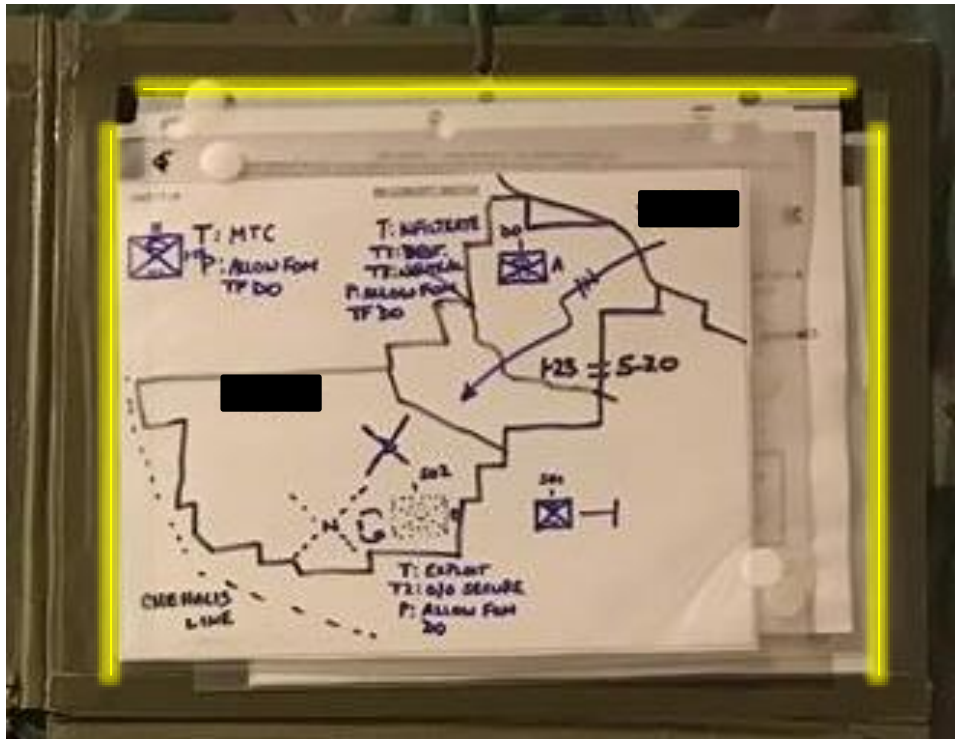


Step 4 cont...: Attach Flip Document Protectors

Boards 1, 4, & 5

Yellow Lines Signify Where to Tape the Sheet Protectors

Board 6



TIMELINE shows when flipped up & TTLODAC when flipped down.

WARNORD 1

WARNORD 2





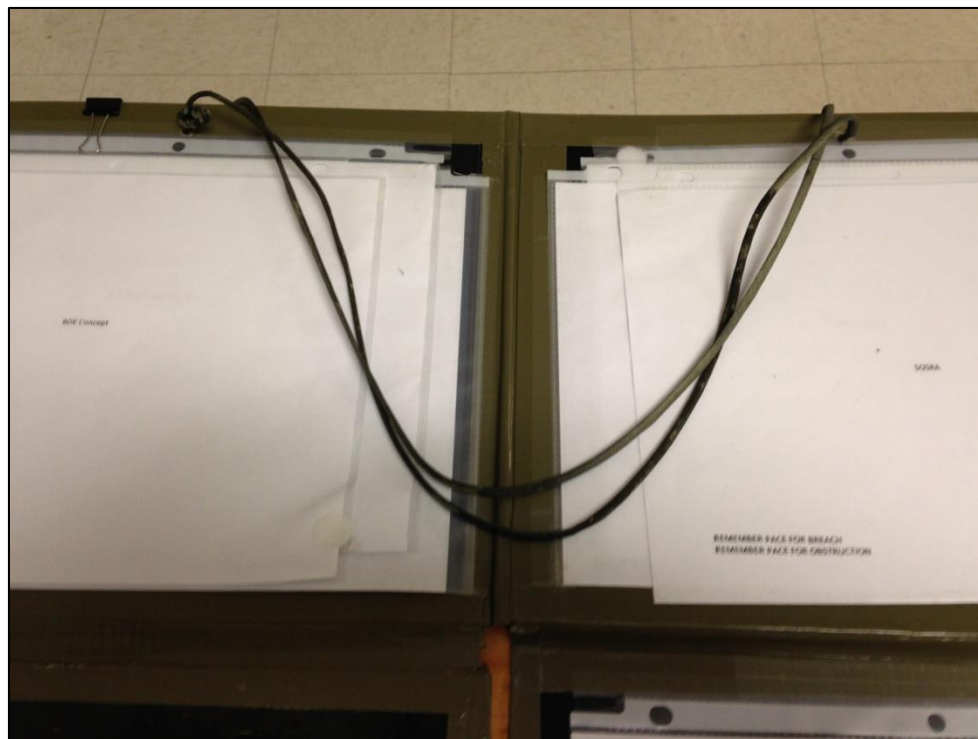
HOW TO MAKE A PORTABLE BRIEFING BOARD



THE RUCKSACK

Step 5: Drill Holes and Attach 550 Cord for Use

CAREFULLY drill holes in the top of board 1 and 4. Attach 550 cord to hang board from tree branch or something.





HOW TO MAKE A PORTABLE BRIEFING BOARD



Folding Your Map Board.



Fold Boards 3 and 6 upward onto Boards 2 and 5



Fold Boards 3/2 and 6/5 upward onto Boards 1 and 4



Collapse Boards 1/2/3 onto Boards 4/5/6





HOW TO MAKE A PORTABLE BRIEFING BOARD

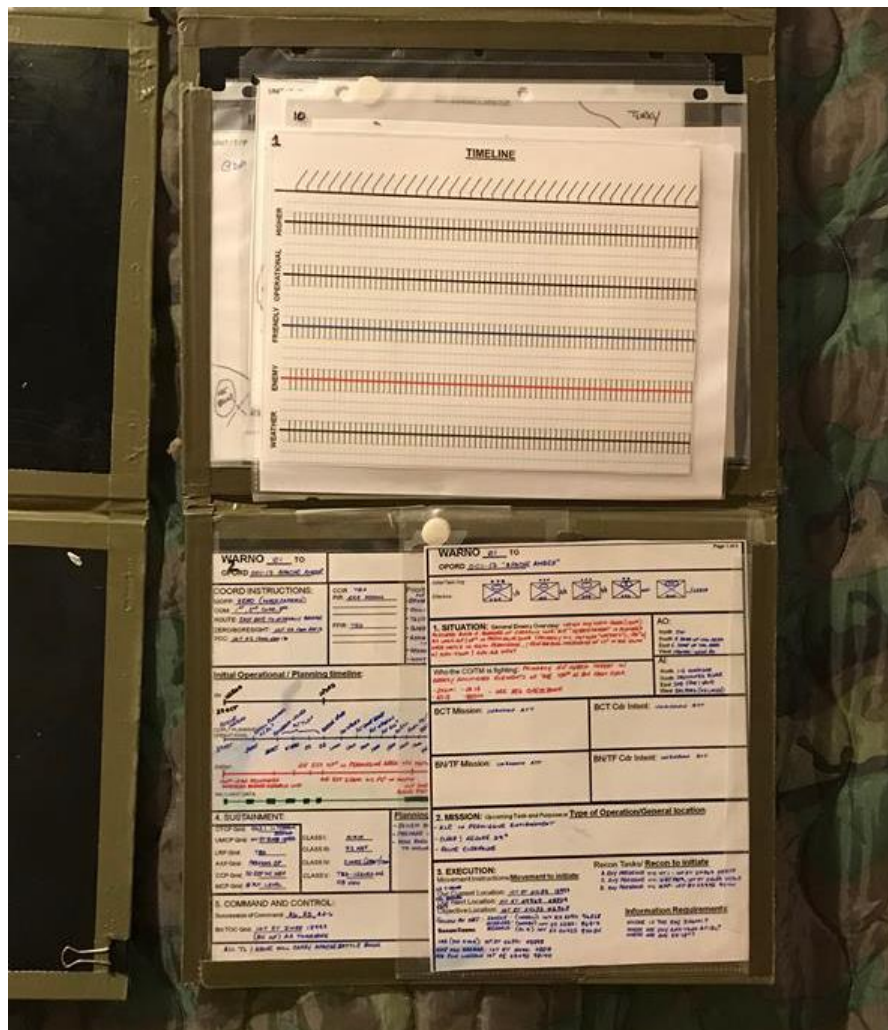
Using Your Briefing Board



WARNORDs & TIMELINE

Note your WARNORDs are posted and point out some key times on your TIMELINE.

Make the WARNORDs and TIMELINE available to your unit after the brief.





HOW TO MAKE A PORTABLE BRIEFING BOARD

Using Your Briefing Board



TERRAIN & WEATHER

Use your MACRO and MICRO Maps with the MCOO posted on the maps to brief your TERRAIN & WEATHER with OAKOC.

Remember to use Box/Trace/Familiarize when briefing your AO/AI.





HOW TO MAKE A PORTABLE BRIEFING BOARD

Using Your Briefing Board

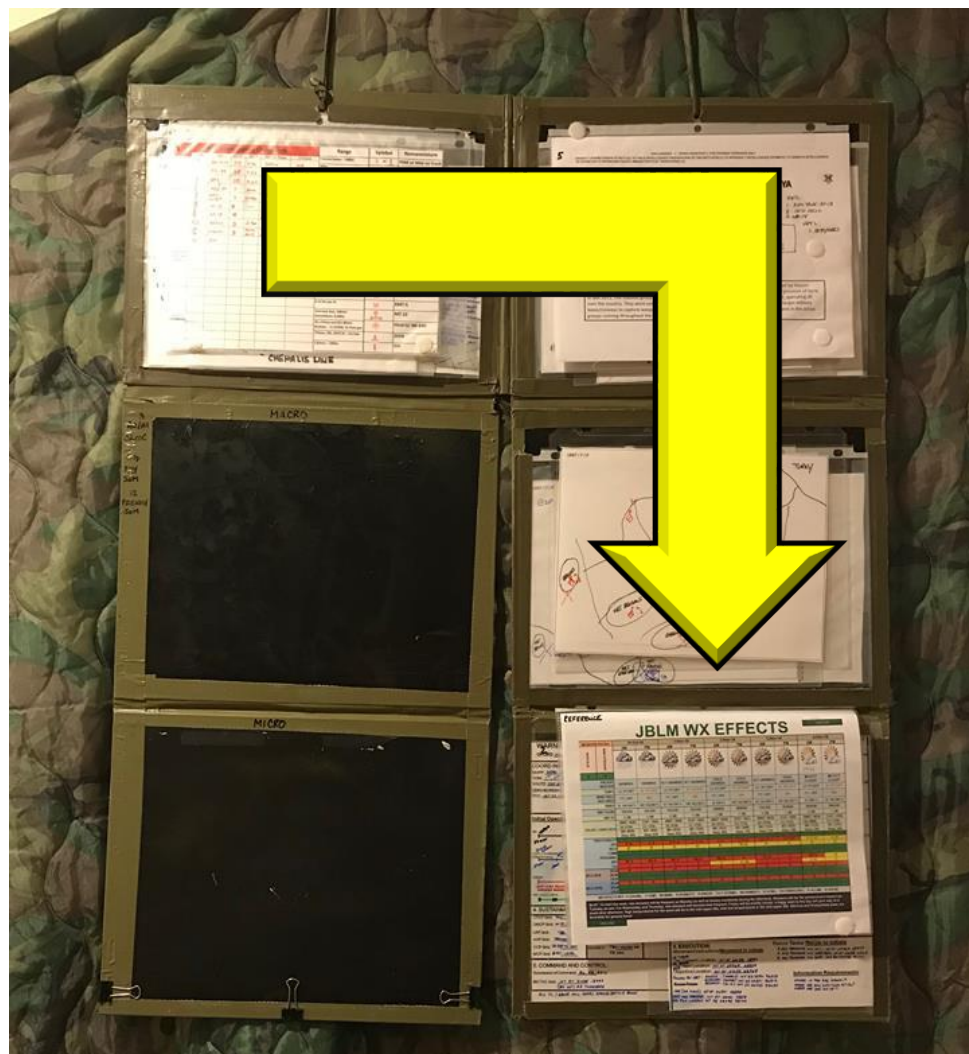


THE RUCKSACK

BRIEFING ARCHITECTURE

This board is designed to brief in 4 Phases. We have already discussed Phase I (Task Organization & Terrain). Phase I Uses Boards 6 and your two Maps (Boards 2 & 3).

Phase II (Enemy Situation), Phase III (Friendly Situation), and Phase IV (Execution) are all briefed in an “Upside Down L” Fashion, starting on Board 1 and progressing to Board 4, and Board 5. Throughout, you will reference the Maps on Boards 2 & 3.





HOW TO MAKE A PORTABLE BRIEFING BOARD

Using Your Briefing Board



THE RUCKSACK

ENEMY SITUATION

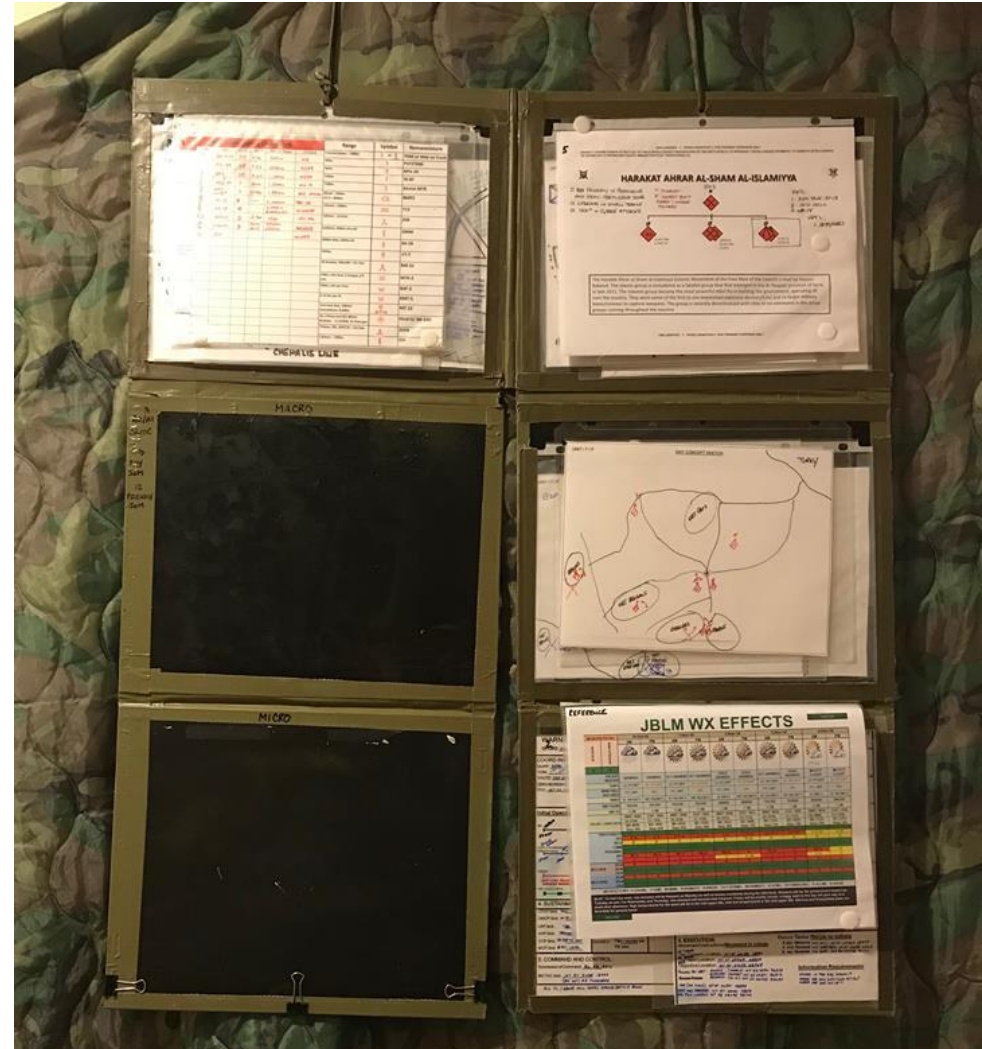
MACRO/MICRO: Brief the Enemy Concept of the Operation 2 and 1 Levels Up.

BOARD 1: Brief the Red Checklist, specifically mentioning the type of weapons the enemy you will face have, the number of each weapon, their capabilities, and their U.S. Equivalent.

BOARD 4: Brief the Disposition & Composition of the Enemy you will face.

BOARD 5: Brief the Enemy Concept of the Operation off a Concept Sketch.

MACRO/MICRO: Brief the Enemy Scheme of Maneuver by Phase. Tell it like a story, driven by Action-Reaction-Counteraction.





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Using Your Briefing Board

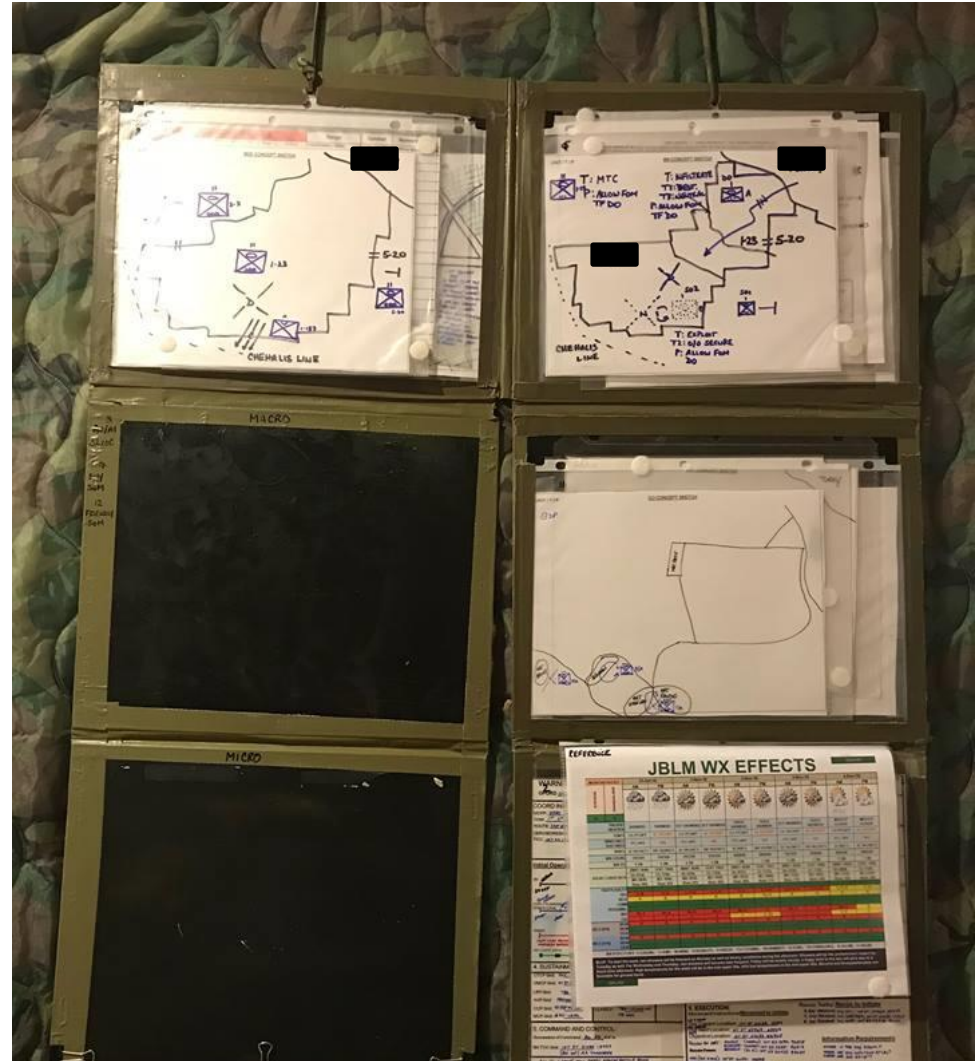
FRIENDLY SITUATION

BOARD 1: Friendly Situation 2 Levels Up.

BOARD 4: Friendly Situation 1 Level Up

Transition to Paragraph 2 - Brief Your Mission Statement 2x.

BOARD 5: Concept of the Operation. Read Concept Statement and Brief the Concept of the Operation off Concept Sketch.





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Using Your Briefing Board

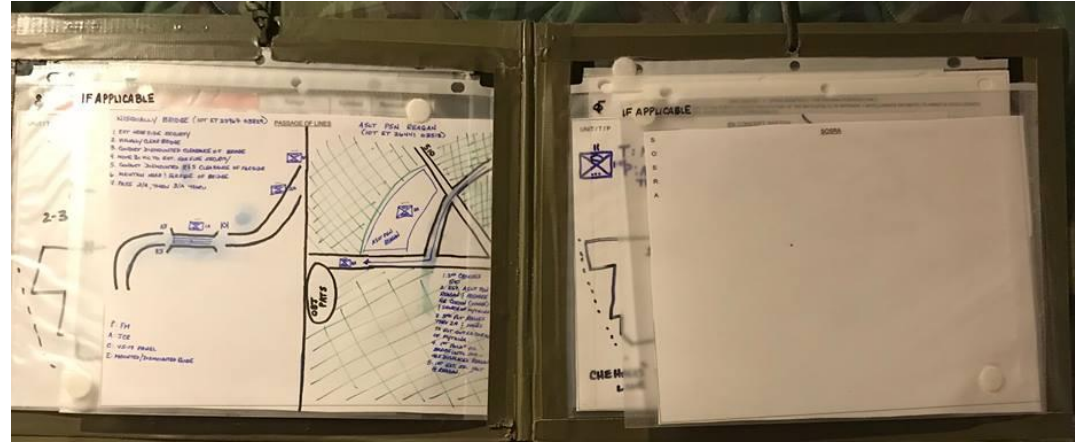
SCHEME OF MANEUVER

Brief your **SCHEME OF MANEUVER** off your **MACRO** and **MICRO** Maps using **Overlays by Phase**.

Use the Boards below as required to supplement.

BOARD 1: Passage of Lines

BOARD 4: SOSRA





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Using Your Briefing Board

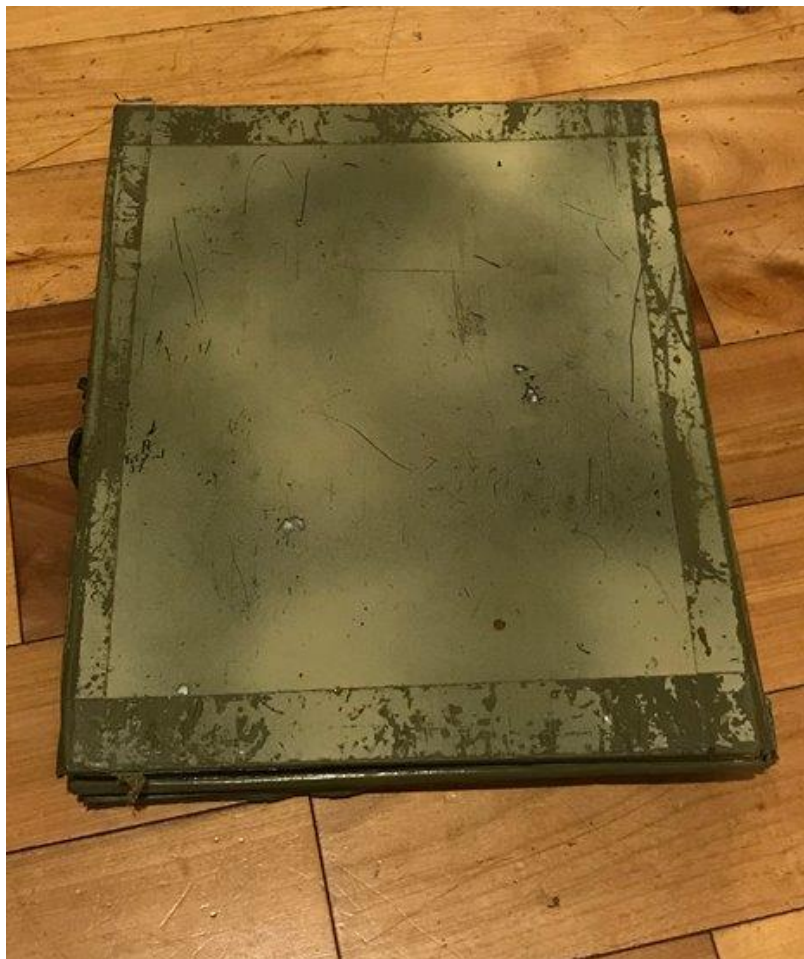


THE RUCKSACK

PARAGRAPHS 4 & 5

You can use the board to brief Paragraphs 4 and 5 in multiple ways. You can put frequencies on the yellow boards and flip them up. Or you can brief off the map. You could also do a sketch and put it in one of the slides to brief CASEVAC/MEDEVAC.

You can use your NCO Counterpart, RTO, Medic, etc. to brief portions of these paragraphs. Use the board to fit your needs and your style.



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INSERTS FOR YOUR BRIEFING BOARD

Ready to Print Templates to Slide into the Sleeves
of your Briefing Board

Print, Laminate, & Use in Briefing Board



WARNO _____ **TO**
OPORD _____

Initial/Task Org:

--	--	--	--	--

Effective:

1. SITUATION: General Enemy Overview:

AO:
 North
 South
 East
 West

AI:

North
 South
 East
 West

Who the CO/TM is fighting:

BCT Mission:

BCT Cdr Intent:

BN/TF Mission:

BN/TF Cdr Intent:

2. MISSION: Upcoming Task and Purpose or **Type of Operation/General location:**

3. EXECUTION:

Recon Tasks/ Recon to initiate

Movement Instructions/**Movement to initiate:**

Our Current Location: _____

Our Next Location: _____

Objective Location: _____

Information Requirements

Recon Team:

WARNO _____ **TO**
OPORD _____

COORD INSTRUCTIONS:

MOPP: _____
OOM: _____
ROUTE: _____
ZERO/BORESIGHT: _____
PCC: _____

CCIR
PIR: _____

Priorities of Work/Priorities of Rehearsal

Initial Operational / Planning timeline:

BN

CO/PLT PLANNING/
OPERATIONAL

ENEMY

WX/LIGHT DATA

4. SUSTAINMENT:

CTCP Grid: _____
UMCP Grid: _____
LRP Grid: _____
AXP Grid: _____
CCP Grid: _____
MCP Grid: _____

CLASS I: _____
CLASS III: _____
CLASS IV: _____
CLASS V: _____

Planning/preparation instructions

5. COMMAND AND CONTROL:

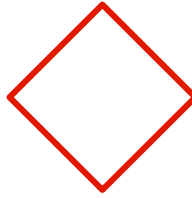
Succession of Command: _____

BN TOC Grid: _____

CPT _____

ENEMY TASK ORGANIZATION

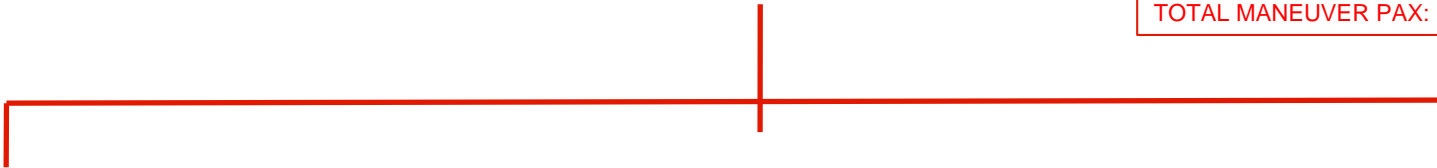
T: _____
P: _____



HVTL: _____

HPTL: _____

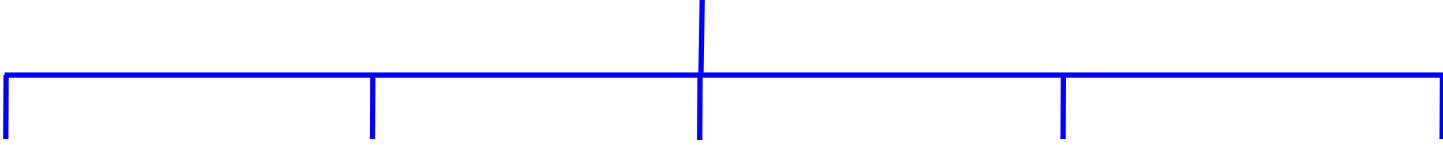
_____ % STRENGTH
TOTAL PAX :
TOTAL MANEUVER PAX:



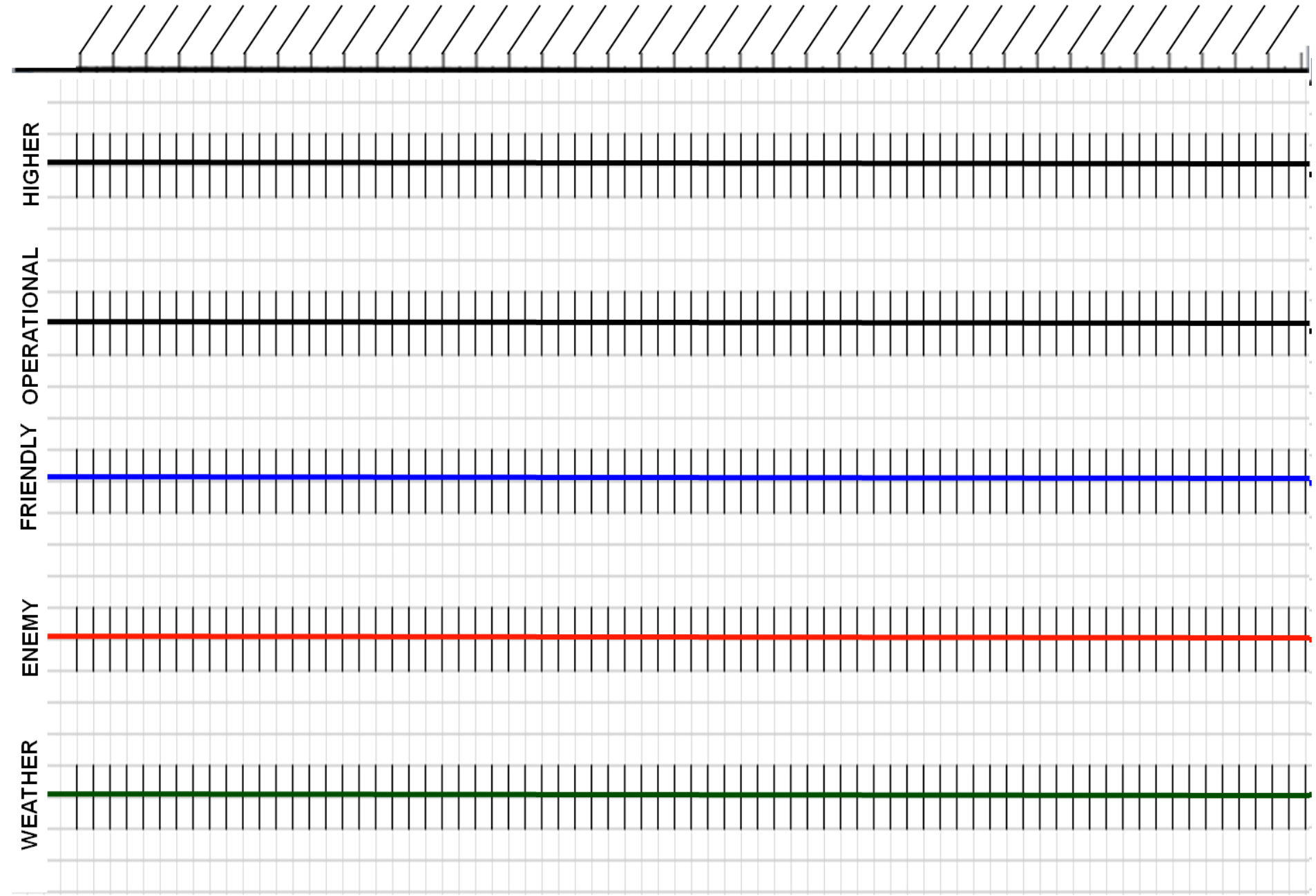
FRIENDLY TASK ORG

T: _____

P: _____



TIMELINE



UNIT / T / P

ENY CONCEPT SKETCH

UNIT / T / P

BDE CONCEPT SKETCH

UNIT / T / P

BN CONCEPT SKETCH

UNIT / T / P

CO CONCEPT SKETCH

PASSAGE OF LINES

SOSRA

S:

O:

S:

R:

A: