

July 8, 2002

COMMAND LEVEL BRIEFINGS

A. REFERENCE. DRMS Instruction 5000.1, Staff Briefings, April 12, 1996, (hereby superseded).

B. PURPOSE. This instruction establishes procedures and responsibilities for preparing formal staff briefings delivered by or for the Commander for both internal use and to external command elements and high-level visitors.

Supersedes reference A.

C. APPLICABILITY AND SCOPE. This directive is applicable to DRMS Headquarters.

D. DEFINITIONS.

1. LAN. Local Area Network.

2. *Visual aids - charts or graphs in Power Point format used for Command level briefings.*

3. *Template.ppt - Name of file, used as template for all briefings, located on the LAN in the Template folder at "Data on "usersrvr" (J:)"*.

4. *Transitional cues - documentation on the chart/graph signaling additional information.*

5. *Trends - General direction of a set of numbers/statistics over a set period of time.*

6. *Volume comparison - a quantity, bulk, mass, or amount; or a large quantity.*

7. *Financial growth - increases or decreases in revenue/expenses of the organization.*

8. *1200 position - the position for the largest slice of the pie chart to begin at 12:00 as on the face of a clock.*

E. PROCEDURES.

1. All **Command level** briefings will be supplemented with visual aids that facilitate quick evaluation of pertinent data with a minimum of text.

2. Prepare visual aids on personal computers using Microsoft Power Point **7.0** (or upgrade)

3. **Print color copies for incoming high-level visitors only. All other copies should be black and white.**

F. RESPONSIBILITIES.

1. The Command Support Office (DRMS-DDA) will:

- a. Function as the central point of contact within DRMS concerning preparation of visual aids for command level briefings.
- b. Provide guidance to offices preparing visual aids.
- c. Task offices/directorates with specific topics for inclusion in agency briefings.
- d. Prepare visual aids for the Commander's briefings using **raw data provided**.
- e. **Review office/directorate input to ensure it complies with Command direction and redirect for additional information.**
- f. Format material to ensure information is presented in a professional, concise manner.
- g. Maintain record/computer file of all command level briefings **on J drive**.
- h. Maintain this instruction in a current status and review it **biennially**.

2. Heads of HQ DRMS Office/Directorates will:

- a. Maintain a standard briefing package, **using the DRMS Briefing Standards enclosed**, illustrating mission and functions for presentation to a variety of audiences and constructed so that it can be used repetitively without major revisions.
- b. **Provide raw data on diskette (or provide location on the LAN) to the Command Support Office, DRMS-DDA, for the completion/coordination of Commander's briefings.**
- c. **Respond in a timely manner to all requests for data.**
- d. Prepare visual aids for staff briefings according to Paragraph H, Information Requirements.
- e. Ensure technical and statistical content of briefing is accurate.
- f. **Provide administrative support to setup equipment and assist in the presentation of the briefing.**

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective and shall be implemented upon **signature by the DRMS Executive Assistant**.

H. INFORMATION REQUIREMENTS.

1. **Microsoft Power Point 7.0 (or upgrade) is the prescribed software** for all Command level briefings.

2. **Use DRMS Logo located in Template folder on LAN (J Drive). Use the template designated by the Command Office located in the Template folder on the LAN (J Drive) as Master Slide for all pages of Command level briefings except title page (see enclosure).**

3. Font styles.

- a. Titles - New Times Roman, Size 44
- b. Subtitles - New Times Roman, Size 32
- c. Text - **Arial, Size 32**

4. Charts are to be clear and concise with **no transitional cues**.

5. Trends, volume comparison or financial growth should be illustrated by bar, line, or pie charts rather than columns of numbers. This helps the audience interpret data quickly.

- a. The bar chart format should be used to compare items that compare two or more series over a set period of time.
- b. The line chart format compares data movement over time and is especially effective if data changes drastically from period to period. A line chart should have not more than four intersecting lines.
- c. The pie chart format shows quantitative data in parts of a whole. If possible, limit a pie chart to six slices with the largest slice beginning at the top of the pie chart, i.e., the 1200 position.

BY ORDER OF THE COMMANDER

JANINE DES VOIGNES
Executive Assistant

Enclosure

COORDINATION: DRMS Vice Presidents