



Learning Activity #3

Type: Small Group Discussion

Total Time: 25 minutes

Participants should explain important FHQ
Activities and Reports



Important FHQ Activities

Period	Event	Location	Participants/Reporting line
Daily	Situation Update to HOMC/FC	Briefing Room	HOMC/FC, DFC, Force CoS
Daily	Daily Information Summary (INFOSUM)	U-2	DPKO/OMA (0600hrs NYT)
Daily	Daily Situation Report (SITREP)	U-3	DPKO/SITCEN (0600hrs NYT)
Weekly	Weekly Information Report (INFOREP)	U-3	DPKO/OMA (0600hrs NYT)
Weekly	Weekly Situation Report	U-3	UNHQ DPKO/SITCEN/OMA
Monthly	Monthly Military Strength Report	U-3	DPKO/OMA/OO
Ad-hoc	Notification of Casualty (NOTICAS)	U-3	DPKO/OMA/OO
As Required	Special Incident Flash Report (SINREP)	U-3 (JOC)	DPKO/SITCEN/OMA



Urgent Communications

Incident: Casualty/Fatality

- Report to be initiated: NOTICAS
- Distributions/Recipients: UNHQ, Attn: OMA (CMOS), with copies to SitCen, Medical
- Service Division/OHRM/DM, Medical Support Section/LSD/DFS, PMSS and to the
- Office of the United Nations Spokesperson
- Timeline: Within 12 hours of the incident



Staff Estimate

1. **MISSION.** Restated mission resulting from the mission analysis.

2. **SITUATION AND CONSIDERATIONS.**
 - a. Characteristics of area of operation.
 - (1) **Weather.** How will different military aspects of weather affect specific staff area of concern and resources?
 - (2) **Terrain.** How will aspects of the terrain affect specific staff areas of concern and resources?
 - (3) **Other pertinent facts.** Analyses of political, economic, sociological, psychological, and environmental infrastructure, as they relate to the area.
 - b. **Parties to the conflict including Host Nation.** Dispositions, composition, strength, capabilities, and COAs as they affect mandate implementation.
 - c. **Friendly Forces.**
 - (1) Friendly courses of action.
 - (2) Current status of resources within staff area of responsibility.
 - (3) Current status of other resources that affect staff area of responsibility.
 - (4) Comparison of requirements versus capabilities and recommended solutions.
 - (5) Key considerations (evaluation criteria) for COA supportability.
 - d. **Assumptions.**



Staff Estimate (cont'd)

3. **ANALYSIS.** Analyze each COA using key considerations (evaluation criteria) to determine advantages and disadvantages.
4. **COMPARISON.** Compare COAs using key considerations (evaluation criteria). Rank order COAs for each key consideration. Comparison should be visually supported by a decision matrix.
5. **RECOMMENDATION AND CONCLUSIONS**
 - a. Recommended COA based on the comparison (most supportable from specific staff perspective).
 - b. Issues, deficiencies, and risks with recommendations to reduce their impacts.



FRAGMENTARY ORDER [FRAGO]

DATE AND TIME (DTG)

UNIT/FORMATION (Unit/Formation Making Report)

FRAGO ORDER NO (Fragmentary Order)

REFERENCES (Changes to OPORD Only)

TIME ZONE (Time Zone Used in FRAGO)

1. SITUATION (Mandatory Include Changes)
2. MISSION (Mandatory)
3. EXECUTION -- INTENT (Optional)
 - a. CONCEPT OF OPERATIONS (Changes to OPORD Only)
 - b. TASKS TO UNITS / SUB-UNITS (Changes to OPORD Only)
 - c. COORDINATING INSTRUCTIONS. (Changes to OPORD Only)
4. SERVICE SUPPORT (With Changes)
5. COMMAND AND SIGNAL (With Changes)

ACKNOWLEDGE (Mandatory)

NAME, RANK (Commander's Name and Rank)

OFFICIAL (Optional)

ANNEXES (Optional)

DISTRIBUTION (Optional)

NARRATIVE (Free Text for Additional Information Required for Clarification of report)

AUTHENTICATION (Report Authentication)



Incident Report

1. LOGIN DATE:

- XXXX

2. UNIT:

- XXXX

3. LOGIN TIME:

- XXXX

4. INCIDENT TYPE:

- XXXX

5. TIME OF THE INCIDENT:

- XXXX

6. DESCRIPTION (WHAT WHO WHEN WHERE WHY, WHAT THEREAFTER...):

- XXXXX

7. COMMENTS/ASSESSMENT

- XXXXXX

8. ATTACHMENTS

- XXXX

Prepared by:

Rank

Name

POSITION

UN IDNO

Contact No



FLASH REPORT

“Short descriptive title”

(Example provided)

“A SMALL IED EXPLOSION 150 METERS FROM A UN CONVOY”.

WHAT *A small IED explosion 150 meters from a UN convoy*

WHEN *On 20 of May, at 1555*

WHERE *Location*

WHO *UN convoy*

WHY/HOW *A small IED explosion occurred approx.. 150 meters from a UN convoy. No UN casualties were sustained in the blast. UNXXXX HQ has received no indication of targeting in this instance.*

ACTIONS

TAKEN

UNXXXX will follow through its liaison with the parties

ADDITIONAL

INFORMATION

Additional information will be delivered as available



Information Brief

1. Introduction

- Greeting
- Address the person(s) being briefed. Identify yourself and your organization.
- Type and Classification of Briefing.
- Purpose and Scope.
- Outline or Procedure.
- Briefly summarize the key points and your general approach.

2. Body

- Arrange the main ideas in a logical sequence.
- Use visual aids correctly to emphasize main ideas.
- Plan effective transitions from one main point to the next.
- Be prepared to answer questions at any time.

3. Closing

- Ask for questions.
- Briefly recap main ideas and make



Mission Brief

General

The mission briefing is an information briefing presented under tactical or operational conditions, usually given by a single briefing officer.

Purpose

- Give specific instructions.
- The mission briefing serves to
 - (a) Issue or elaborate on an operation order, warning order etc
 - (b) Instill a general appreciation of a mission
 - (c) Review the key points of a forthcoming military operation
 - (d) Ensure participants know the mission's objective, problems they may confront, and ways to overcome them.

Format

- (a) Situation
- (b) Mission
- (c) Execution
- (d) Service support
- (e) Command and signal



Staff Brief

General

The staff briefing is a form of information briefing given by a staff officer.

Purpose

- Keep the commander and staff abreast of the current situation.
- Coordinate efforts through rapid oral presentation of key data.

Possible Attendees

- The commander, his deputy, and chief of staff.
- Senior representatives of his primary and special staff; commanders of his subordinate units.

Common Procedures

- The person who convenes the staff briefing sets the agenda.
- The chief of staff or executive officer normally presides.
- Each staff representative presents information on his particular area.
- The commander usually concludes the briefing but may take an active part throughout the presentation.