

Exhibit A-1. Briefing Checklist		
<p>Below is a checklist that you can use to plan your briefing. To download your own copy of the checklist, go to http://www.denix.osd.mil/INRMP. Once downloaded, the Microsoft Word file can be filled out electronically or printed.</p> <p>The list is divided into five sections that cover briefing preparation: event planning, material and equipment coordination, creating a presentation, responsibilities during the briefing, and postbriefing responsibilities. Not every item may pertain to your briefing, and you may wish to add items, as needed.</p>		
<i>Phase 1: Event Planning</i>	<i>Responsible Persons</i>	<i>Completed?</i>
Decide if the briefing is an information briefing or a decision briefing.		
Select focus of briefing.		
Select location of briefing.		
Assign responsibility for reserving meeting space.		
Decide date, time, and length of briefing.		
Decide on participants and target audience.		
Assign responsibility for preparing guest list.		
Assign responsibility for preparing and issuing invitations.		
Make a trip to the briefing site to do a test run.		
<i>Phase 2: Material and Equipment Coordination</i>	<i>Responsible Persons</i>	<i>Completed?</i>
Briefing slide handouts (black-and-white or color)?		
Transparencies?		
Video equipment?		
Projector for color presentation?		
Writing surface (easel and pad, dry-erase board) and markers?		
Extra pens and pencils?		
Extra paper?		

Name tags?		
Markers?		
Phase 3: Creating the Presentation		
	<i>Responsible Persons</i>	<i>Completed?</i>
Identify the main points.		
<p></p> <p>Create visuals corresponding to main points (for example, PowerPoint slide presentation).</p>		
Rehearse, making sure that time limits are observed.		
Finalize presentation (are main points communicated? is the briefing brief? are necessary approvals in place?), and rehearse again.		
Phase 4: Briefing Responsibilities		
	<i>Responsible Persons</i>	<i>Completed?</i>
Assign responsibility for speaking.		
Assign responsibility for operating projector.		
Assign responsibility for taking notes.		
Assign responsibility for distributing handouts.		
Assign responsibility for taking minutes, if needed.		
Phase 5: Postbriefing Responsibilities		
	<i>Responsible Persons</i>	<i>Completed?</i>
Meet to discuss how the briefing went and how to improve.		
Send thank-you notes to attendees (if necessary).		
Assign responsibilities for any follow-up actions.		

Follow-up action no. 1:		
Follow-up action no. 2:		