**Assessment briefs**

Prior to executing an assessment, the OPSEC Officer should schedule the proposed dates of the assessment with the Commanding Officer (CO), as well as schedule an **in-brief** at the start of the assessment, and proposed out-brief date. The purpose of the brief is to describe the activities which will take place throughout the assessment.

An in-brief should include the following:

1. Purpose of the assessment

2. Objective

3. Members of the assessment team

4. Methodology or activities that will take place

5. Any ground rules or restrictions

6. Overall timeline and proposed out-brief date

When all assessment activities are completed and data compiled for summarization, provide the CO with an **out-brief**.

An out-brief should include the following:

 1. An executive summary, or bottom line up front

 2. Findings in all areas assessed (Interviews, observations, trash collection, etc.)

3. Key findings (vulnerabilities) and recommendations (countermeasures)

for corrective action

4. Specific remediation milestones

5. Designated action officers

6. Timeline for scheduled updates to the CO