

# Briefing Title

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<b>Issue</b>
Issue
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<b>Background</b>	<b>Refs for copy</b>
<b>Current Status</b>	Network Attacks and Exploitation a Framework [1]
<b>Key Considerations</b>	DNI: Analytic Standards [2]
<b>Options</b>	Arrest Shakes Huawei as Global Skepticism of Its Business Grows[3]
<b>Conclusion and Recommendations</b>	How Huawei Wooed Europe With Sponsorships, Investments and Promises[4]
	Vodafone, One of World’s Largest Cell Carriers, Halts Buying of Huawei Gear[5]
	Poland Arrests 2, Including Huawei Employee, Accused of Spying for China[6]

## References

- [1] Matthew Monte. *Network Attacks and Exploitation a Framework*. Wiley, 2015.
- [2] DNI. Analytic standards. Intelligence Community Directive 203, Office of the Director of National Intelligence, 2 Jan 2015. <https://www.dni.gov/files/documents/ICD/ICD>
- [3] Raymond Zhong and Li Yuan. Arrest shakes huawei as global skepticism of its business grows. *New York Times*, 6 Dec 2018. <https://www.nytimes.com/2018/12/06/technology/huawei-arrest-meng-wanzhou.html>.
- [4] Adam Satariano and Raymond Zhong. How huawei wooed europe with sponsorships, investments and promises. *New York Times*, 22 Jan 2019. <https://www.nytimes.com/2019/01/22/technology/huawei-europe-china.html>.
- [5] Adam Satariano. Vodafone, one of world's largest cell carriers, halts buying of huawei gear. *New York Times*, 25 Jan 2019. <https://www.nytimes.com/2019/01/25/technology/vodafone-huawei.html>.
- [6] Adam Satariano and Joanna Berendt. Poland arrests 2, including huawei employee, accused of spying for china. *New York Times*, 11 Jan 2019. <https://www.nytimes.com/2019/01/11/world/europe/poland-china-huawei-spy.html>.

## About the Author

**David L. Fulton** is currently pursuing a MS Cybersecurity and Operations degree with an Operations concentration. He has a BSc. Computer Engineering from UC Santa Cruz, an MBA and a MS in Information Systems from Mississippi State University (MSU).

He is a Senior Web Developer for Enterprise Information Systems at MSU and teaches Software Architecture for the Department of Computer Science and Engineering at MSU

**Department of Computer Science and Engineering** Recognized nationally for its leadership in cyber security, MSU is one of only nine schools to hold all three of the National Security Agency's centers of academic excellence credentials:

- CAE-Cyber Defense Education
- CAE-Cyber Defense Research
- and CAE-Cyber Operations

**Bagley College of Engineering** It currently ranks 51st among all engineering colleges nationally in research and development expenditures according to the National Science Foundation. U.S. News and World Report ranks its undergraduate and graduate programs in the top 100 nationwide.

**Mississippi State University** Mississippi State is one of only a few schools to earn both research and community engagement rankings from the Carnegie Foundation for the Advancement of Teaching. Moreover, the National Science Foundation ranks Mississippi State among the nation's top 100 research institutions.

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## Characteristics of a good Briefing Note (BN)

A well-prepared briefing note quickly and efficiently fills a person in on an issue. The most valuable BN is clear, concise and easy to read. To succeed, a briefing note should be:

**short** one to two pages, and always as short as possible

**concise** a short document isn't necessarily concise; concise means every word is used as efficiently as possible

**clear** keep it simple and to the point; always keep your reader firmly in mind and include only what matters to that reader

**reliable** the information in a briefing note must be accurate, sound and dependable; any missing information or questions about the information should be pointed out

**readable** use plain language and design your BN for maximum readability (use white space, subheadings, lists, font, and other means of making reading easier)

## BN Structure

Briefing notes often follow a standard format, but THERE ARE MANY VARIATIONS on that format. We will look at a variety of sample briefing notes and briefing note templates in class. The most

important point to remember about the structure of briefing notes is that they have three main parts:

**the purpose** (usually stated as the issue, topic or purpose)

**a summary of the facts** (what this section contains and the headings used will be determined by the purpose of the briefing note)

**the conclusion** (this may be a conclusion, a recommendation or other advice, or both)

## Example Structure

**Issue, Topic, Purpose** A concise statement of the issue, proposal or problem. This section should explain in one or two lines why the BN matters to the reader. It sets out in the form of a question or a statement what the rest of the note is about.

**Background** The details the reader needs in order to understand what follows (how a situation arose, previous decisions/problems, actions leading up to the current situation). Typically this section gives a brief summary of the history of the topic and other background information. What led up to this problem or issue? How has it evolved? Do not repeat information that you're including in the Current Status section.

**Current Status** Describes only the current situation, who is involved, what is happening now, the current state of the matter, issue, situation, etc.

**Key Considerations** A summary of important facts, considerations, developments—everything that needs to be considered now. While you will have to decide what to include and what to leave out, this section should be as unbiased as possible. Your aim is to present all the details required for the reader to be informed or to make an informed decision. Keep the reader’s needs uppermost in your mind when selecting and presenting the facts. Remember to substantiate any statements with evidence and to double check your facts. Additional details may be attached as appendices.

**Options (also Next Steps, Comments)** Basically, observations about the key considerations and what they mean; a concise description either of the options and sometimes their pros and cons or of what will happen next.

**Conclusion and/or Recommendations** Conclusions summarize what you want your reader to infer from the BN. Many readers jump immediately to this section, so be sure it covers the points you most want your reader to be clear about. Do not introduce anything new in the Conclusion. If you are including a recommendations section, it should offer the best and most sound advice you can offer. Make sure the recommendation is clear, direct and substantiated by the facts you have put forward.

## 1. Formating Examples

Quisque ullamcorper placerat ipsum. Cras nibh. Morbi vel justo vitae lacus tincidunt ultrices. Lorem ipsum dolor sit amet, consectetur adipiscing elit. In hac habitasse platea dictumst. Integer tempus convallis augue. Etiam facilisis. Nunc elementum fermentum wisi. Aenean placerat. Ut imperdiet, enim sed gravida sollicitudin, felis odio placerat quam, ac pulvinar elit purus eget enim. Nunc vitae tortor. Proin tempus nibh sit amet nisl. Vivamus quis tortor vitae risus porta vehicula.

$$\cos^3 \theta = \frac{1}{4} \cos \theta + \frac{3}{4} \cos 3\theta \tag{1}$$

- 1. First item in a list
- 2. Second item in a list
- 3. Third item in a list

Table 1. Table of Grades

Name		
First name	Last Name	Grade
John	Doe	7.5
Richard	Miles	2

**Word** Definition

**Concept** Explanation

**Idea** Text



**Figure 1.** Wide Picture