**Prepare:**
To orient administrators around conducting a command climate assessment. At this juncture the administrator should familiarize themselves with the results of the last DEOCS (if available) as well as the status of any initiatives undertaken within the command to improve the climate from the last assessment. They should also begin to think about other data sources they will use for a complete assessment. They should use this information as well as any desire from their leader to think about what additional questions they may want to ask as part of the survey. They also should develop a plan for the DEOCS administration and communicate its importance to personnel, use materials to help assure respondents that their information remains confidential; and to familiarize the leader with the DEOCS factors and the entire command climate assessment process.

**Conduct:**
After compiling the “List of Required Information” the Administrator enters the “Request for Assessment” option and is guided through completing the request process.

**Interpret:**
The Administrator receives and interprets the DEOCS. The administrator validates the DEOCS findings by conducting focus groups and interviews, observations, and a records and reports analysis. Administrator develops a comprehensive assessment report based on findings from all assessment methods. Utilizing the Fact Sheets and Strategy Sheets can assist in providing a better understanding of each specific factor.

**Develop:**
Using the comprehensive assessment report based on findings from all assessment methods, the administrator develops an out-brief to the commander. The commander develops an action plan. The commander briefs findings and planned actions to the next senior commander. The commander develops and briefs findings and planned actions to unit members.

**Execute:**
The command team implements solutions and remedies to address assessment concerns. The Commander assesses progress and modifies actions as necessary.