

**Department of Homeland Security
Office of Intelligence and Analysis
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DHS OFFICE OF INTELLIGENCE AND ANALYSIS FIELD PERSONNEL

I. Purpose

This Instruction establishes the roles, responsibilities, and management structure for Department of Homeland Security (DHS) Office of Intelligence and Analysis (I&A) personnel assigned, detailed, or deployed to the field.

II. Scope

- A. This Instruction applies to all I&A personnel, including those assigned, detailed, or deployed to federal, state, local, tribal, and territorial (FSLTT) offices physically located outside of DHS I&A Headquarters.
- B. This Instruction does not apply to assignments falling under the Intelligence Enterprise Rotational Assignment Program as described in DHS Instruction 262-01-004.

III. References

- A. Homeland Security Act of 2002, Pub. L. No. 107-296, as amended (codified at scattered provisions of Title 6 of the United States Code).
- B. Executive Order No. 12,333, United States Intelligence Activities, as amended July 30, 2008.
- C. DHS Directive 262-05, Information Sharing and Safeguarding, September 4, 2014.
- D. DHS Directive 262-01, Intelligence Integration and Management, June 12, 2013.
- E. DHS Instruction 262-01-004, IIM-8601, Intelligence Rotational Assignment Program, August 20, 2014.
- F. DHS I&A Instruction IA-901, Review and Clearance of Analytic Products Disseminated Outside the Federal Government, April 9, 2013.

- G. DHS I&A Instruction IA-902, Producing Finished Intelligence, September 3, 2010.
- H. DHS I&A Instruction IA-904, I&A Joint Production with State and Major Urban Area Fusion Centers, August 31, 2011.
- I. DHS I&A Policy Guidance IIM-8707, DHS Intelligence Enterprise Support of the Domestic Director of the National Intelligence Representative Program, May 18, 2012.

IV. Definitions

- A. **I&A Field Personnel:** Employees of I&A assigned, detailed, or deployed to Federal, State, local, tribal, and territorial offices physically located outside of I&A Headquarters.
- B. **I&A Headquarters:** The offices and elements of I&A located at the Nebraska Avenue Complex in Washington, DC, including, but not limited to, the Under Secretary for Intelligence and Analysis and other I&A senior leadership.

V. Responsibilities

- A. The **Deputy Under Secretary of Intelligence Operations (DUSIO)** provides guidance and direction to the Directors of Field Operations and Partnership Engagement and supervises, supports, coordinates, and facilitates the work activities of I&A Field Personnel assigned, detailed, or deployed to other Federal agencies or SLTT offices.
- B. The **Director of Field Operations** supervises, supports, coordinates, and facilitates the work activities of subordinate I&A Field Personnel assigned, detailed, or deployed to SLTT offices, including Regional Directors, Intelligence Officers, and Reports Officers. The Director of Field Operations coordinates with the Director of Partnership Engagement as needed to effectively identify, manage, and respond to intelligence operational needs affecting mutual personnel and mission space.
- C. The **Director of Partnership Engagement** supervises, supports, coordinates, and facilitates the work activities of subordinate I&A Field Personnel assigned, detailed, or deployed to other Federal agencies, including I&A Senior Liaison Officers, Liaison Officers, and those serving on Intelligence Community (IC) Joint Duty Assignments (JDAs). The Director of Partnership Engagement coordinates with the Director of Field Operations as needed to effectively identify, manage, and respond to

intelligence operational needs affecting mutual personnel and mission space.

- D. **Senior Liaison Officers (SLNOs)** and **Regional Directors (RDs)** oversee, lead and supervise subordinate I&A Field Personnel within their area of responsibility (AOR), to include the following:
1. Coordinating with I&A Headquarters collection, analysis, and dissemination functions for the integration and alignment of intelligence activities consistent with applicable law and policy, including intelligence, programmatic, and administrative guidance;
 2. Within the scope of I&A's lawful authorities, supervising assigned personnel in providing national-level intelligence cycle support; and
 3. Serving as I&A's official representative in their AORs for information sharing with FSLTT partners, other DHS Components, and the IC. SLNOs and RDs may delegate this responsibility to subordinate I&A Field Personnel as appropriate.
- E. **Liaison Officers (LNOs)**, **Intelligence Officers (IOs)**, and **Reports Officers (ROs)** serve as the I&A interface within, and execute and facilitate the management and implementation of, the I&A intelligence cycle in the Federal, state, and local environment to which they are assigned, to include facilitating the sharing of threat information and intelligence within the scope of I&A's authority.
- F. **I&A Headquarters Offices** provide intelligence, policy, programmatic, and administrative guidance and support to I&A Field Personnel through the applicable I&A supervisor, including the following:
1. Coordinating activities affecting the field with the Director of Field Operations and the Director of Partnership Engagement, as appropriate; and
 2. Ensuring products that reference or are associated with individuals, infrastructure, events, or incidents within the United States are coordinated with appropriate FSLTT partners via I&A Field Personnel for any input or amplifying or supplemental information relevant to the AOR.

VI. Content and Procedures

- A. **Supervision of I&A Field Personnel (Appendix A):**
1. SLNOs and LNOs located at Federal agencies:

- a. The DUSIO is the Reviewing Official for all SLNOs.
 - b. The Director of Partnership Engagement is the supervisor and Rating Official for all subordinate SLNOs and the Reviewing Official for all subordinate JDAs and LNO personnel.
 - c. SLNOs are the supervisors and Rating Officials of subordinate JDAs and Field Personnel in their AOR.
 - d. LNOs and JDA personnel without an assigned SLNO are rated by the LNO/JDA's assigned first-line supervisor in the gaining office, who provides input into the appropriate DHS performance plan.
 - e. Rating Officials are responsible for developing performance plans with subordinate I&A Field Personnel and completing mid-year and final performance appraisal evaluations in accordance with DHS performance management policies, procedures, and standards.
 - f. SLNOs manage subordinate I&A Field Personnel time and attendance needs (WebTA) and coordinate travel, training, and leave to ensure necessary coverage.
2. RDs, IOs, and ROs located at SLTT Offices:
- a. The DUSIO is the Reviewing Official of all RDs.
 - b. The Director of Field Operations is the supervisor and Rating Official for all RDs and the Reviewing Official for all subordinate I&A Field Personnel detailed or deployed to SLTT offices.
 - c. RDs are the supervisors and Rating Officials of subordinate I&A Field Personnel in their AOR.
 - d. Rating Officials are responsible for developing performance plans with subordinate I&A Field Personnel and completing mid-year and final performance appraisal evaluations.
 - e. RDs manage subordinate I&A Field Personnel time and attendance needs (WebTA) and coordinate travel, training, and leave to ensure proper coverage.

3. Temporarily deployed (TDY) personnel other than members of the Senior Executive Service or personnel at the Senior Leader level deployed for ninety consecutive days or more:
 - a. Are supervised and report to the appropriate SLNO or RD while on TDY status.
 - b. Work with their permanent I&A Headquarters supervisor to add a minimum of one goal to their performance plan that covers their TDY assignment, in coordination with their respective SLNOs or RDs.
 - c. Receive final performance appraisal input from their respective SLNOs or RDs against the added goal(s), with this input provided to their permanent I&A Headquarters supervisors to be included as part of the TDY personnel's annual performance appraisal evaluation.

B. ***Mission of I&A Field Personnel:*** DHS I&A assigns and deploys SLNOs, RDs, LNOs, IOs, ROs, and other I&A Field Personnel across the homeland to FSLTT partners to provide intelligence cycle support in the field and promote intelligence and information sharing. In support of this mission, I&A Field Personnel are authorized to engage in the activities set forth below, as applicable.

1. Collection and Reporting:
 - a. Focus I&A collection and reporting efforts in the field on Homeland Security Standing Information Needs, Chief Intelligence Officer priorities, validated IC requirements, and other requirements and priorities, as applicable;
 - b. In coordination with the DHS Office of the General Counsel, the DHS Privacy Office, the DHS Office for Civil Rights and Civil Liberties, and the Intelligence Oversight Office, as appropriate, ensure I&A production and collection activities in the field are consistent with applicable law and policy, including I&A's intelligence oversight procedures, and adequately protect the privacy, civil rights, and civil liberties of individuals;
 - c. Share DHS and IC priorities and collection requirements with FSLTT and private sector partners;

- d. Identify and report FSLTT information that meets national and DHS collection requirements and priorities through raw intelligence reporting;
- e. Identify key intelligence gaps and provide guidance to develop collection plans;
- f. Facilitate source-directed requirements and requests for information (RFIs) from the IC and DHS Components to FSLTT partners; and
- g. Access, receive, and report FSLTT data in support of DHS Watchlisting efforts.

2. Analysis:

- a. Serve as an FSLTT access point for DHS analytic expertise and data;
- b. Facilitate joint analytic production with FSLTT partners on topics and matters relating to terrorism, other threats to homeland security, or other national intelligence or DHS missions, and solicit FSLTT expertise to provide input or information for analytical products, consistent with I&A Instruction IA-904;
- c. Provide advice, planning, and assistance, as necessary, in support of FSLTT production, including:
 - i. Facilitating DHS I&A input and review, as appropriate, of FSLTT products or in the development of analytic production plans;
 - ii. Producing and publishing analytic products relating to terrorism, other threats to homeland security, or other national intelligence or DHS missions, consistent with I&A Instruction IA-902; and
 - iii. Complying with I&A Instruction IA-901 when intelligence authored or produced by I&A Field Personnel, except those on JDA or detailed to Federal Agencies/Offices, contains or represents the analytic assessment, judgment, or other analytic input of that or another I&A official, is fully attributable to I&A, and is intended to be disseminated as, or

otherwise incorporated into, a finished analytic product; and

- d. Provide real-time analytic and information sharing support during emergent and planned events.

3. Operational Support and Incident Response

- a. Monitor and share information and intelligence related to terrorism, other homeland security threats, or other national intelligence or DHS missions;
- b. Coordinate the sharing of FSLTT and private sector information, products, notifications, and alerts with DHS I&A to determine if those products, notifications, or alerts concern terrorism, other threats to homeland security, or other national intelligence or DHS missions; and
- c. Provide support during planned or emergent events or incidents, including:
 - i. Providing real-time analytic support;
 - ii. Facilitating RFIs, name traces, and other database checks in support of DHS requirements and FSLTT requirements concerning terrorism, other threats to homeland security, or other national intelligence or DHS missions; and
 - iii. Facilitating appropriate information sharing between FSLTT and DHS Headquarters.

4. Information Sharing and Outreach

- a. Provide briefings on topics or matters relating to terrorism, other threats to homeland security, or other national intelligence or DHS missions to FSLTT, private sector, and DHS stakeholders;
- b. Coordinate the sharing of FSLTT and private sector threat information and analytic products relating to terrorism, other threats to homeland security, or other national intelligence or DHS missions with I&A; and

- c. Facilitate appropriate FSLTT and private sector access to relevant unclassified and classified products and systems.
- 5. Programmatic Support:
 - a. Facilitate FSLTT access to training, technical assistance, analytic exchanges, and exercises;
 - b. Facilitate FSLTT requests for security clearances, secure communications, and systems, as appropriate and in accordance with established IC and Departmental policies;
 - c. Facilitate authorized fusion center and Federal site visits by FSLTT, DHS, and IC personnel;
 - d. Facilitate I&A efforts to manage, track, and monitor fusion center capabilities via the annual assessment process;
 - e. Support the implementation of DHS initiatives, such as the Homeland Security Information Network (HSIN), the Nationwide Suspicious Activity Reporting Initiative (NSI), and DHS public campaign initiatives (e.g., "If You See Something, Say SomethingTM"); and
 - f. Facilitate the implementation of appropriate privacy, civil rights and civil liberties, and security safeguards in coordination with the Office of the General Counsel, the Privacy Office, the Office for Civil Rights and Civil Liberties, the Office of the Chief Security Officer, and the Intelligence Oversight Officer, as appropriate.

VII. Questions

Questions or concerns regarding this Instruction should be addressed to the office of the I&A DUSIO.

Appendix A: I&A Field Personnel Supervision Reference Chart

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Francis X. Taylor

Under Secretary for Intelligence and Analysis

June 9, 2015

Date

APPENDIX A: I&A FIELD PERSONNEL SUPERVISION REFERENCE CHART

LOCATION	POSITION	RATING OFFICIAL	REVIEWING OFFICIAL
Federal, State, Local, Territorial, Tribal Office	Regional Director (RD)	Director of I&A Field Operations	Deputy Under Secretary of Intelligence Operations (DUSIO)
	Intelligence Officer (IO) or Reports Officer (RO)	RD	Director of I&A Field Operations
National Counterterrorism Center (NCTC)	Senior Liaison Officer (SLNO)	Director of Partnership Engagement	DUSIO
	Liaison Officer (LNO) / Joint Duty Assignment (JDA)	SLNO	Director of Partnership Engagement
Strategic Analysis Section (SAS)	SAS Director (SLNO)	Director of Partnership Engagement	DUSIO
	LNO / JDA	SAS Director (SLNO)	Director of Partnership Engagement
Other Federal partner (e.g., DoD, FBI, ODNI, OPM, TSC)	LNO / JDA or I&A Representative not subordinate to a SLNO or RD	Assigned first-line supervisor in gaining office	DUSIO or the Director of Partnership Engagement, as applicable