

DHS INTELLIGENCE COORDINATION AND ENGAGEMENT WITH STATE, LOCAL, TRIBAL, AND TERRITORIAL PARTNERS

I. Purpose

This instruction implements Department of Homeland Security (DHS) Directive 264-01, Intelligence Integration and Management. It establishes standards for DHS personnel assigned, detailed, or deployed to the field to internally coordinate and externally engage with State, Local, Tribal, and Territorial (SLTT) partners on intelligence activities.

II. Scope

This Instruction applies to the DHS Intelligence Enterprise (IE) as defined in DHS Instruction 264-01-001, Intelligence Integration and Management, except for the United States Coast Guard (USCG) when operating under Title 14, United States Code, Section 3, or as an independent element of the Intelligence Community (IC).

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 12333, United States Intelligence Activities, as amended July 30, 2008.
- C. Delegation 08503, Delegation of Authority to the Under Secretary for Intelligence and Analysis/Chief Intelligence Officer,” August 10, 2012.
- D. Directive 264-01, Intelligence Integration and Management, June 12, 2013.
- E. Instruction 264-01-001, DHS Intelligence Enterprise, June 28, 2013.
- F. Instruction 264-01-009, DHS Intelligence Enterprise Support of the Domestic Director of National Intelligence Representative Program, May 18, 2012.

- G. DHS Intelligence & Analysis (I&A) Instruction IA-507, DHS Office of Intelligence and Analysis Field Personnel, June 9, 2015.

IV. Definitions

Except where defined below, all terms are as defined in Instruction 264-01-001, DHS Intelligence Enterprise.

- 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. **Priority Intelligence Requirements (PIRs)**: An organization's stated intelligence needs identifying its analytic, collection, and production priorities. To ensure the widest dissemination possible, PIRs are controlled at the "For Official Use Only (FOUO)" level. PIRs are not collection requirements.
- C. **Standing Information Needs (SINs)**: Statements that describe the full spectrum of enduring all-threats and all-hazards data and information needed by intelligence analysts to perform analytic work to answer their customers' intelligence questions.
- D. **State and Major Urban Area Fusion Center**: A collaborative effort by two or more Federal, State, local, tribal, and/or territorial government agencies, owned and operated by State and/or local entities, that combines resources, expertise, and information to maximize the ability of such entities to detect, prevent, investigate, apprehend, and respond to terrorist threats or activities, criminal activity, or other threats to public safety. State and major urban area fusion centers serve as focal points within the State and local environment for the receipt, analysis, gathering, and sharing of threat-related information between the Federal Government and State, local, tribal, territorial, and private sector partners.

V. Responsibilities

- A. **The Under Secretary for Intelligence and Analysis (USIA)**, as the Chief Intelligence Officer (CINT):
1. Develops policies, procedures, and guidelines for engaging with SLTT and state and major urban area fusion centers with respect to intelligence activities; and
 2. Oversees the coordination of intelligence activities between the DHS IE, DHS Headquarters Components, and field personnel.

B. **Key Intelligence Officials (KIOs):**

1. Maintain awareness of Component intelligence activities with SLTT partners; and
2. Coordinate with the CINT when DHS intelligence information or products present a strategic threat assessment that (a) could be viewed as a departmental intelligence position, (b) is presented to SLTT partners other than regular Component customers, or (c) affects another Component's mission space.

C. **Non-I&A DHS IE Personnel:**

1. Coordinate with the affected Component(s) and I&A prior to requesting, sharing, or disseminating information originating with or received from elements of the Intelligence Community (IC) to SLTT partners;
2. Ensure I&A and the affected Component(s) are aware of Component intelligence activities, including any activities involving the IC, as appropriate;
3. Provide Component-specific Departmental Intelligence to SLTT partners in accordance with applicable policies, procedures, standards, and guidelines;
4. Coordinate with I&A prior to requesting, sharing, or disseminating National Intelligence with SLTT partners; and
5. Ensure that all formal interactions with Domestic Director of National Intelligence (DNI) Representatives, Office of the Director of National Intelligence (ODNI) staff, or IC personnel are coordinated with appropriate I&A field personnel.

D. **I&A Field Personnel** are the CINT representatives to the IC in the field and serve as the intelligence liaison to the IC. As such, they:

1. Coordinate with respective SLTT or Component personnel on IC-related intelligence or information requests, production, or dissemination;
2. Coordinate with the appropriate DHS IE personnel to share DHS Component program capabilities and activities with IC elements;
3. Serve, with the exception of matters relating to the USCG, as the point of contact for DHS IE engagements with Domestic DNI Representatives, ODNI staff, and IC personnel within their areas of responsibility;

4. Coordinate with the USCG when appropriate to support IC and DHS IE efforts with SLTT partners;
5. Provide briefings, as necessary to inform DHS IE personnel of the I&A and CINT operational mission focus and priorities; and
6. Inform the USIA when issues arise that impact their ability to execute their responsibilities.

VI. Content and Procedures

A. Support:

1. Non-I&A DHS IE personnel ensure proper notification to or coordination with I&A (e.g., personnel placement, meetings, information exchanges, and projects) when engaging with IC elements.
2. DHS IE personnel inform, advise, and assist one another in ensuring mutual understanding of the tools and capabilities of their organizations.

B. Information Sharing and Collaboration:

1. DHS IE personnel establish methodologies to interact routinely and share intelligence and homeland security information.
2. DHS IE personnel share information with SLTT partners in accordance with established handling caveats, restrictions, and security classifications.
3. Any official SLTT requests for DHS information are sent to the DHS Single Point of Service at (b) (6), (b) (7)(E) [@hq.dhs.gov](mailto:dhq.dhs.gov) using the DHS Request For Information (RFI) form (see Appendix A).

C. Collection:

1. DHS IE personnel provide briefings, as necessary to their respective Component personnel to ensure awareness and understanding of IC intelligence collection requirements, DHS PIRs and SINS, and SLTT requirements in addition to focusing primarily on collection that supports their Component missions and addresses operational and intelligence requirements.

2. DHS IE and I&A field personnel ensure their collection and reporting activities do not conflict in order to further ensure the appropriate intelligence and homeland security information is available to SLTT partners as needed.

D. Analysis and Production:

1. When possible, DHS IE personnel appropriately incorporate, and properly source, SLTT data into their analytic products to enhance understanding of the operating environment.
2. Each Component Intelligence Program (CIP) establishes procedures and processes that facilitate timely collaborative production of joint intelligence products for SLTT personnel within respective assigned field areas of responsibility. In instances where products are not jointly collaborated on by field elements, pre-release coordination or notice of intended production with other CIPs is encouraged.
3. DHS IE personnel as appropriate share, and collaborate to produce local intelligence collection and production plans.
4. Analysis and products produced by I&A field personnel and DHS IE personnel with relevance to established SLTT information needs are released to appropriate SLTT authorities through established discovery methods.

- E. Protection of Sensitive Information: When sharing information with SLTT partners, DHS IE and I&A personnel ensure PII data is anonymized appropriately or properly encrypted to prevent unwarranted disclosure. In addition, DHS IE and I&A personnel ensure information shared with SLTT partners is marked appropriately in accordance with DHS and national security marking instructions.

VII. Questions

Questions regarding this Instruction should be addressed to the Office of the CINT via [\(b\) \(6\), \(b\) \(7\)\(E\)@hq.dhs.gov](mailto:(b) (6), (b) (7)(E)@hq.dhs.gov).

Appendix: DHS Single Point of Service Request for Information Form

(b) (6)

Francis X. Taylor

Under Secretary for Intelligence and Analysis
Chief Intelligence Officer

Jan 19, 2017
Date

Appendix:
DHS Single Point of Service Request for Information Form

UNCLASSIFIED



Homeland Security
Office of Intelligence & Analysis

Request for Information
DHS Single Point of Service



Procedures: Submit the complete form to DHS-SPS by selecting the "Submit" button and attaching any necessary source documents. Incomplete submissions (to include blank fields, overly broad or general responses, or failing to attach the required source documents) will delay response times. After receiving your request, DHS-SPS will acknowledge receipt via an e-mail which will include a tracking number. Please refer to the tracking number when corresponding with DHS-SPS. Contact us for questions concerning the form content or RFI processing.

(b)(6), (b)(7)(E) (STE) NIPRnet: (b)(6), (b)(7)(E) @hq.dhs.gov HSDN: (b)(6), (b)(7)(E) @dhs.sgov.gov JWICS: (b)(6), (b)(7)(E) @dhs.ic.gov
(b)(6), (b)(7)(E) (NSTS)

1. REQUESTOR INFORMATION

a. First Name: _____ b. Last Name: _____
c. Organization: _____ d. Position/Title: _____
e. Contact Information: Primary Telephone Number: _____
Alternate Telephone Number: _____
Primary E-mail Address: _____
Alternate E-mail Address: _____
Your Organizational Tracking Number: _____

2. REQUEST DESCRIPTION

a. Subject/Title: _____
b. Identify the specific information (or support) being requested.

c. By what date is the information/support needed? _____
d. What is the date the information/support will no longer be of value? _____
e. Is the request "Urgent"? Yes ☐ No ☐
Additional justification is required for all "Urgent" requests.

f. Does this form or supporting attachments contain USPER information? Yes ☐ No ☐
g. Does this form or supporting attachments contain PCII? Yes ☐ No ☐

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