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CORPORATE POLICY DIRECTIVE

0107D

DATE: 04-28-2011

CLASSIFIED BY 65179 dmh/stp

REASON: 1.4 (c)

DECLASSIFY ON: 04-28-2036

1. Policy Directive Title.	Intelligence Collection Requirements Policy
2. Publication Date.	2008-08-04
3. Effective Date.	2008-07-10
4. Review Date.	2012-09-03

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

5. Primary Strategic Objective.

P7-Action and/or Requirements

6. Authorities:

(U) Intelligence Reform and Terrorism Prevention Act of 2004

7. Purpose:

(U) This policy defines the process for formulating, drafting, validating, prioritizing, and tasking of FBI intelligence collection requirements. It identifies the procedures for FBI Headquarters (FBIHQ) intelligence requirements and Field Office intelligence requirements. It details the roles and responsibilities of all FBI employees involved in the Collection Requirements Management process.

8. Policy Statement:

1. (U) All intelligence collection requirements must be issued by the [redacted] or, in the case of local requirements for a specific Field Office and local law enforcement partners, by a Field Office. No other FBIHQ division or unit may issue an intelligence collection requirement on Field Offices, the US Intelligence Community (USIC), or national Law Enforcement Community.

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2. (U) All intelligence collection requirements must be prioritized by the [redacted] in concert with direction provided by the operational divisions and executive management, or in the case of local requirements for a specific Field Office and local law enforcement partners, must be prioritized by a Field Office. The [redacted] will communicate the priority of intelligence collection requirements to the FBI and Field Office respectively. No other FBIHQ division or unit may prioritize intelligence collection requirements or communicate the priority of Intelligence collection requirements.

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3. (U) All intelligence collection requirements must undergo legal review and approval to ensure compliance with constitutional requirements, existing law, executive orders, and Attorney General Guidelines.

4. (U) All intelligence collection requirements for FBIHQ must be formulated, drafted [redacted] based on the intelligence information needs and [redacted] by FBIHQ operational and analytical components.

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5. (U) [redacted]

6. (U) [redacted]

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7. (U) [redacted]

8. (U) All requirements must conform to standard formats established by DI and published on the [redacted] Intranet sites.

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9. (U) [redacted] and Leads versus Intelligence Collection Requirements:

(U) It is important that intelligence collection requirements not be confused with operational taskings and leads. The FBI does not want to delay operational taskings. [redacted] directly advance the substantive case and may not always have clearly defined intelligence value. [redacted] are issued from an operational component to operational component (e.g., from [redacted] or JTTFs).

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(U) [redacted]

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9. Scope:

(U) This policy is applicable to all FBIHQ and Field Office Intelligence users assigned to Operational or Analytical components, and to all FBIHQ and Field Office requirements originators and collection management (requirements) analysts.

10. Proponent:

(U) Directorate of Intelligence

11. Roles and Responsibilities:

FBIHQ and Field Office Senior Executives:

1. (U) Ensure that this policy is adopted and that FBI Intelligence users contact the DI to communicate their intelligence information needs and [redacted] for collection

2. (U) [redacted]

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3. (U) Ensure that this policy is trained to the workforce.

1. (U) Receive and [redacted] needs and [redacted] from FBIHQ and Field Offices, ensuring that the intelligence requirement is clear and understandable and all information deadlines are identified

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2. (U) Ensure that the request is an intelligence requirement and not an operational lead

3. (U) Prioritize the requirement according to FBI priorities and in consultation with the requirement originator

4. (U) Identify the intelligence process required to fully satisfy these information needs (e.g., production, analysis, exploitation, or collection)

5. (U) Determine if the intelligence requirement has been levied previously, either by FBI or the USIC, when the intelligence need requires collection of new information

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6. (U) Analyze the intelligence requirement and [redacted]

7. (U) Determine the type of requirement that is to be used (e.g. [redacted])

[redacted] Based on this determination, the DI then converts the intelligence requirement into an intelligence collection requirement according to the policies and needs of that specific discipline

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8. (U) [redacted]

9. (U) Submit draft intelligence collection requirements to the Office of the General Counsel (OGC) for legal review to ensure compliance with constitutional requirements, existing law, executive orders, and Attorney General Guidelines

10. (U) Levy the intelligence collection requirement on the appropriate collection entity, either in the FBI or in the USIC, and track the satisfaction of that requirement, ensuring collection requirements are levied as authorized by the appropriate legal authorities of the collecting agency(s)

11. (U) Identify the Field Offices with potential collection capability to address the collection requirement and the Field Offices currently reporting on the issue

12. (U) Task the requirements on the Field Offices with an overall capability to collect and in accordance with the national collection strategy and national collection plan

13. (U) Ensure the correct requirement citation is included on the intelligence collection requirement when it is levied and includes the appropriate national requirement citation when applicable

14. (U) Monitor all activities taken pursuant to this policy and report any non-compliance with this policy to the Executive Assistant Director [redacted]

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FBIHQ Operational and Analytical Intelligence Users:

1. (U) Identify and communicate their intelligence information needs and intelligence gaps to DI [redacted]

[redacted] e-mail at the e-mail address [redacted]. These communications should contain not only the intelligence information needs and intelligence gaps but also any relevant background information and any indication of time dominance

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2. (U) [redacted] at the earliest possible moment, particularly if the information sought supports an operational activity. This enables the requirements process to move more quickly

Once these intelligence information needs and [redacted] are communicated and [redacted] they become an intelligence requirement, and the intelligence user becomes a requirement originator

FBIHQ Requirement Originator:

1. (U) Reviews responses to his/her collection requirement and provides feedback on the responses through an Intelligence Information Report (IIR) evaluation

2. (U) Informs [redacted] when the [redacted] and updates intelligence information needs as necessary

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3. (U) Reviews his/her intelligence collection requirements prior to the expiration of that requirement to explore the need for an extension

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Field Office Intelligence Users:

1. (U) [REDACTED]

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2. (U) [REDACTED]

3. (U) Provide feedback on IIRs submitted to address the intelligence collection requirement

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OGC and CDC:

1. (U) Review and approve FBIHQ or Field Office generated draft intelligence collection requirements to ensure compliance with constitutional requirements, existing law, executive orders, and Attorney General Guidelines

FBI Intelligence Collectors:

1. (U) Maintain familiarity with FBI collection requirements issued by DI Collection Management Section or [REDACTED]

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2. (U) Collect and report information addressing the collection requirements in accordance with all applicable statutes, rules, regulation, and policies

3. (U) Ensure the ~~SECRET~~ collection requirement citation is included on any resulting IIR

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DI Reports Section:

1. (U) Provide [redacted] information on the FBI and FBI Field Office current reporting capability against a particular topic, issue, or country

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IIR Producers:

1. (U) Must incorporate the appropriate requirement citation when responding to national or FBI collection requirements
2. (U) Cite relevant FBI and community requirements that are satisfied by the information contained in the IIR at the [redacted]

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12. Exemptions:

(U) None

13. Supersession:

(U) [redacted]

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14. References, Key Words, and Links:

(U) Key Words:

1. Intelligence Requirements
2. Collection Requirements
3. Intelligence Information Needs
4. [redacted]
5. Collection Management
6. Collection Requirements Management
7. Collection

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(U) Links:

Email for submitting Intelligence Information Needs and [redacted]

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15. Definitions:

(U) Collection Requirements Management:

1. (U) Intelligence Information Need: a need expressed by users of intelligence for information necessary to support their mission. This is a general statement of a long-term need for information concerning a particular issue

2. (U) [redacted]

3. (U) Intelligence Requirement: a request designed to meet the Intelligence Information Need and fill the [redacted] There are four types of Intelligence Requirements: [redacted]

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4. (U) Intelligence Production Requirement: An intelligence requirement that requests the production of a finished intelligence product based on previous analysis to [redacted] and meet intelligence information needs

5. (U) Intelligence Analysis Requirement: An intelligence requirement that requests the analysis of previously obtained information to [redacted] and meet intelligence information needs

6. (U) Intelligence Exploitation Requirement: An intelligence requirement that requests the exploitation, such as translation, of previously obtained information to [redacted] and meet intelligence information needs

7. (U) Intelligence Collection Requirement: An intelligence requirement that requests the gathering of information, through approved techniques, to [redacted] and meet intelligence information needs

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(U) FBI Collection Requirements:

1. (U) [redacted]

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2. (U) [REDACTED]

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3. (U) Source Directed Requirement: An intelligence collection requirement directed at a specific source requesting information tailored to that specific source or a specific collection opportunity

(U) Field Office Collection:

1. (U) Local Law Enforcement: Law Enforcement entities located within and working with the Field Office

2. (U) Local Collection Requirement: Any intelligence collection requirement [REDACTED] that reflects a Field Office specific need (germane to that one Field Office) and that is tasked on that Field Office's resources. Local collection requirements can be used to fill Field Office domain knowledge gaps

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3. (U) FBI Intelligence Collectors: Any individual who has the ability to collect against intelligence requirements (i.e. Special Agents handling human sources, Surveillance Specialists, Language Analysts)

16. Appendices, Attachments, and Forms:**Final Approval****Name:** Arthur M. Cummings**Title:** Executive Assistant Director~~SECRET~~~~SECRET~~

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