

~~SECRET~~

(Rev. 01-31-2003)

DATE: 05-24-2011
CLASSIFIED BY 65179 DMH/stp
REASON: 1.4 (c)
DECLASSIFY ON: 05-24-2036

FEDERAL BUREAU OF INVESTIGATION

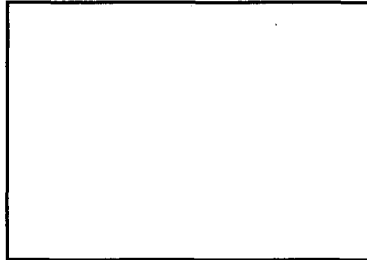
Precedence: ROUTINE

Date: 09/23/2005

To: All Field Offices


Attn: ASAC - Intelligence Program
Field Intelligence
Group Supervisor

b7E



Attn: AD Chris Swecker
SC Pedro D. Ruiz
AD Willie Hulon
DAD Donald Van Duyn
SC Leonard C. Yorke
AD Louis Riegel
SC Gail M. Seavey
AD David Szady
SC Virginia L. Bollinger
FBIHQ, Manuals Desk

b6
b7C


From: Office of Intelligence
Strategic Analysis & Production Unit, Room 5437
Contact: 


Approved By: 

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

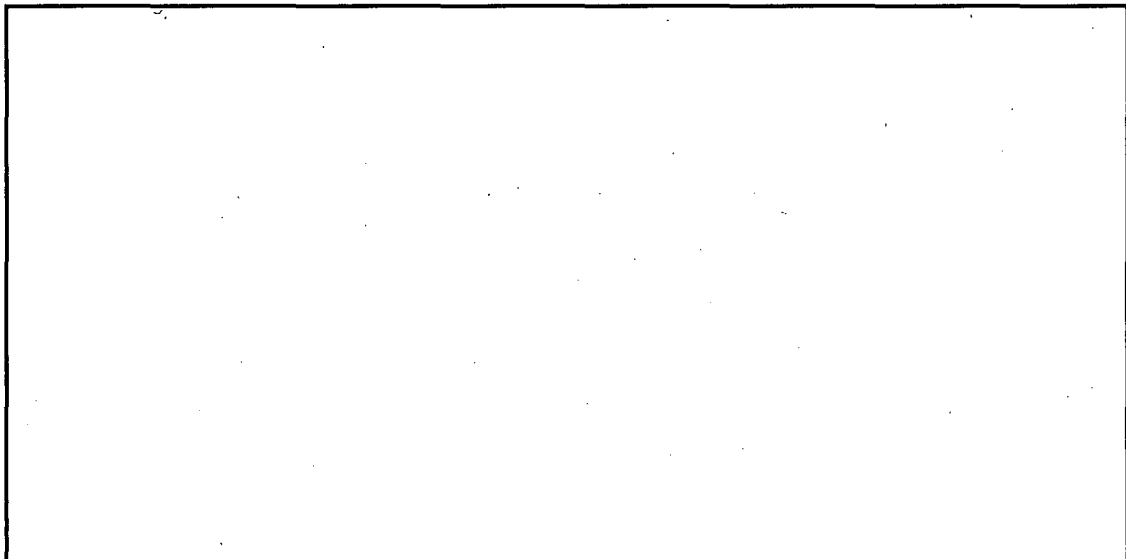
Drafted By: 

sll

Case ID #: 

(Pending) 

b7A



b7E

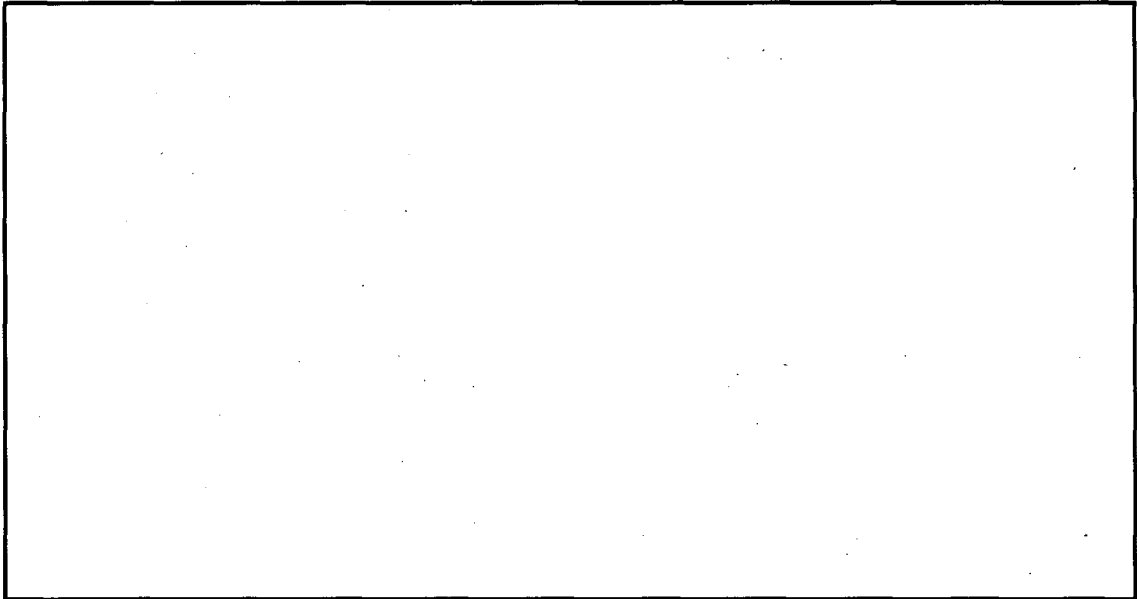
~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

FBIHQ, and local territory external customers; (2) presentation of briefings to local Field Office customer and local territory external customers on subjects of interest, and (3) support to the FBIHQ production of intelligence products that serve national-level customers.



b7E



[REDACTED] No intelligence will be disseminated by an FBI Field Office in a written format which contains logos or other designs of any type symbolizing squad designations, task force names, initiatives, or particular Field Offices. The only exception to the sole use of the FBI Seal on a finished intelligence product is when the product represents a collaborative effort between the FBI and partner agencies, such as an assessment produced jointly by members of a Regional Intelligence Center in which the FBI is a member. The Directorate of Intelligence will conduct spot-checks and will take appropriate consultation or other follow-up action with the Field Office as necessary. [REDACTED]

b7E



~~SECRET~~

~~SECRET~~

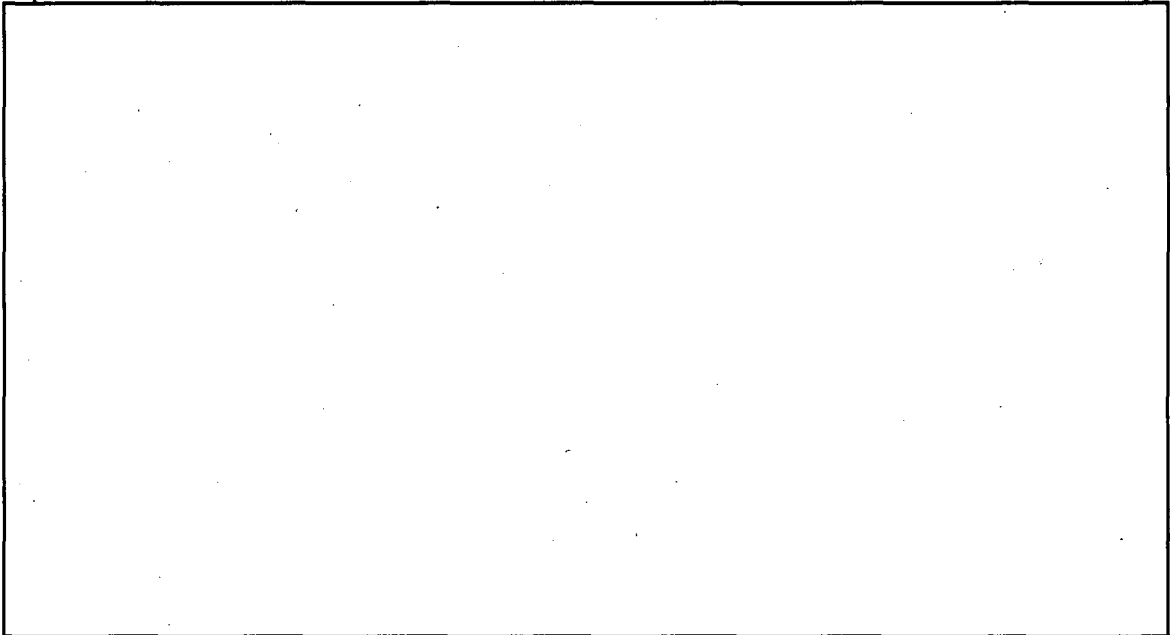
To: All Field Offices From: Office of Intelligence
Re: 09/23/2005

b7A

Production of Locally-Oriented Finished Intelligence Products



b7E



b7E

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

[REDACTED]

[REDACTED]

b7E

All draft products must be submitted to the

[REDACTED]

b7E

- To e-mail a product to the Outlook public folder, click on "To" when you create the new e-mail message. This will take you to the Address Book.
- Type [REDACTED] click on it when it appears.
- Click on "To." Click "OK."

b7E

When received, SAPU will assign a point-of-contact and a tracking number to the product. Field Offices will be notified via email of both the POC name and the tracking number. SAPU will conduct an editorial review of the product to ensure the format and style detailed in the Concept of Operations, *FBI Intelligence Assessment Process* and the current product template posted to the [REDACTED] were followed and the product focuses on subject matter germane to the office's territory. In addition, SAPU will ensure analytic judgments made are supported by the product. Concurrently, SAPU will forward the product to the appropriate FBIHQ investigative division intelligence component for comments related to the substantive nature of the product and approval.

b7E

SAPU will consolidate comments into one document and return it to the FIG Supervisor or SIA. Products submitted by a FIG will not be rewritten or line edited by either SAPU or the

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

investigative division(s). The purpose of this review is to provide editorial and substantive comment, to include ensuring adequate protection of sources and methods and appropriateness of classification level. Guidance to the FIG will be constructive and instructional and designed to strengthen and standardize FBI intelligence products. Ideally, there will be a 72 hour turn around on all product reviews and coordination. SAPU will give a suspense date to coordinating entities to try to keep within the 72 hour time frame.

Once the product is returned to the field office, the FIG Supervisor or SIA will be responsible for ensuring guidance provided by FBIHQ is incorporated into the product. Final products should be e-mailed back to the SAPU Field Coordination Outlook folder, citing the tracking number, for dissemination approval. SAPU will coordinate approval with the appropriate investigative division Intelligence Section, Section Chief. SAPU will notify the Field Division, via e-mail, of approval to disseminate.

For questions concerning the process for the coordination of products, guidelines are posted at [REDACTED]

b7E

Following coordination and dissemination approval, products can be disseminated to external customers, with the approval of the SAC, delegated no lower than the ASAC responsible for intelligence, as follows:

(a) To state or local agencies within the Field Office's territory. Local external dissemination may include the posting of the product on the Law Enforcement On-Line (LEO) [REDACTED]

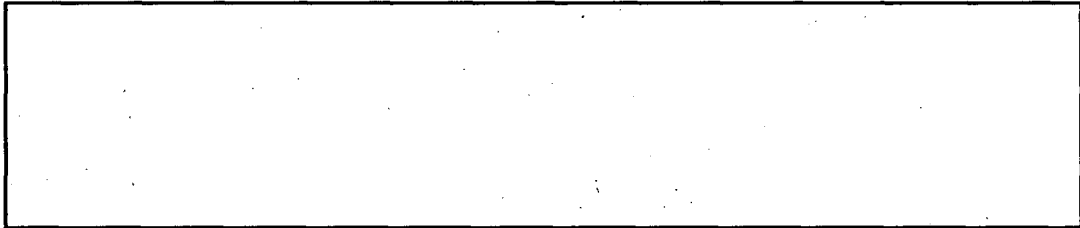
b7E

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

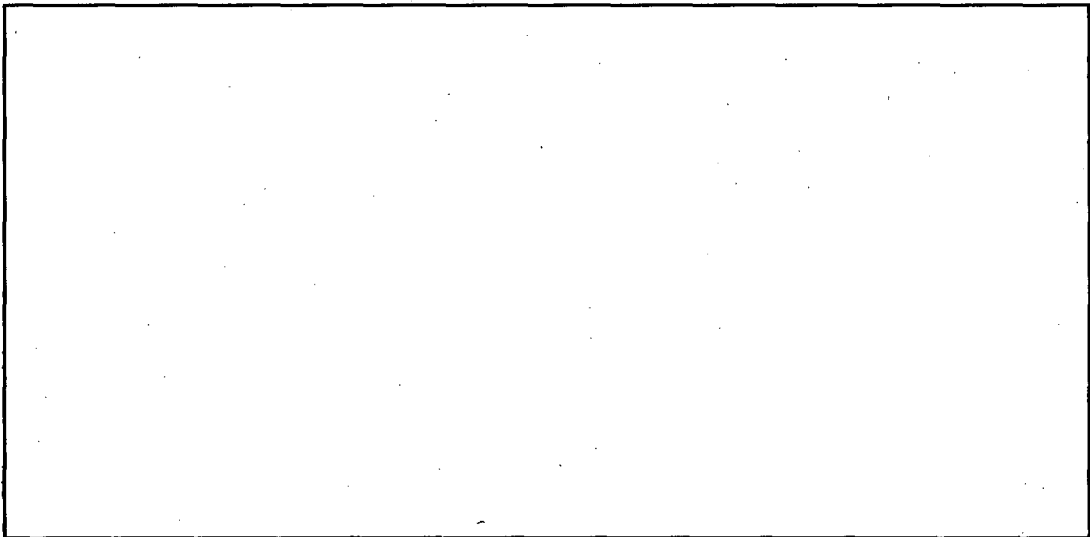


b7E

Reporting of Threat Information

This guidance applies solely to the preparation of finished intelligence products, not Intelligence Information Reports (IIRs). It does not preclude the dissemination of information by the [REDACTED] to meet operational responsibilities, and should not impede the dissemination of imminent terrorist threat warning information to state, local, and tribal law enforcement agencies in the office's territory when the information impacts upon their jurisdiction.

b7E



b7E

Intelligence Briefings

Briefings on significant trends and activities are as important analytic products as Intelligence Assessments and Intelligence Bulletins. Briefings to local law enforcement leaders can play an important role in building relationships with their agencies. Briefings are also an effective way of disseminating analysis in breaking situations or to consumers who might be less prone to read assessments. Field Intelligence

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

Groups should look to turn the judgments and information in the assessments mentioned above into briefing products for Field Office staff and local law enforcement or provide briefings on breaking events. These briefings can be derived either from FBIHQ intelligence production or from analysis conducted within the Field Office. Just as the FIGs should support FBIHQ analysis, FBIHQ analysis should support FIG intelligence activities, such as briefings.

The briefing process should be approached with the same rigor as the production of written products. Information and analytic judgments in briefings should be carefully vetted and reviewed. In addition, briefings need to be treated as an event as well as a product. They should be geared at the right level for the particular audience in terms of detail. Protocol levels need to be carefully considered; if the recipient is a senior official, a senior FBI official should be present. PowerPoint (either table-top or projected) and other handouts are useful aids. Finally, briefings, especially to senior consumers, should be rehearsed and reviewed by management when possible, with logical questions being anticipated.

Presentation of intelligence briefings should follow the same dissemination guidance within the Field Office as set forth above for finished intelligence products, e.g. approval by SAC, delegated no lower than the ASAC responsible for Intelligence.

Support to FBIHQ Production of Finished Intelligence for National-Level Customers

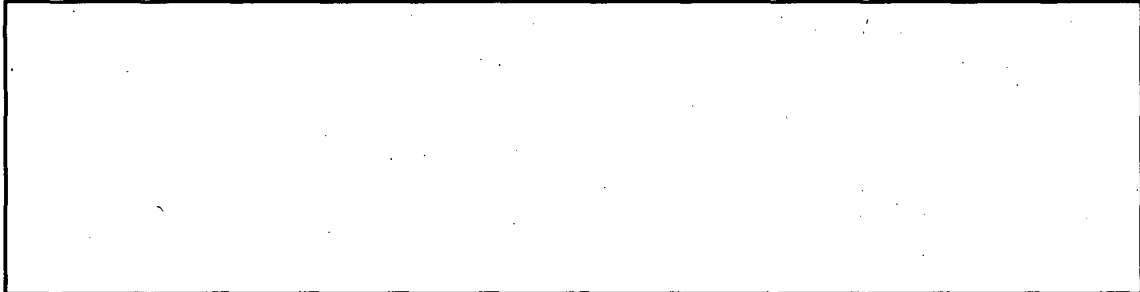
The Field Office supports the production of nationally-oriented Intelligence Assessments and Intelligence Bulletins that are prepared, approved and disseminated by FBIHQ. The field plays a pivotal role in this by producing locally-oriented products that serve as source material and by identifying and reporting raw intelligence (via IIRs) that meets national-level requirements. The FIG should conduct research and analysis to verify the reliability of raw intelligence and to more fully address significant information gaps that can be satisfied within the division, with the aim of improving the value of the intelligence to customers. Such work may result in the production of a draft assessment that would then be sent to FBIHQ for incorporation into a larger assessment and disseminated, with appropriate attribution to the contributing offices.

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

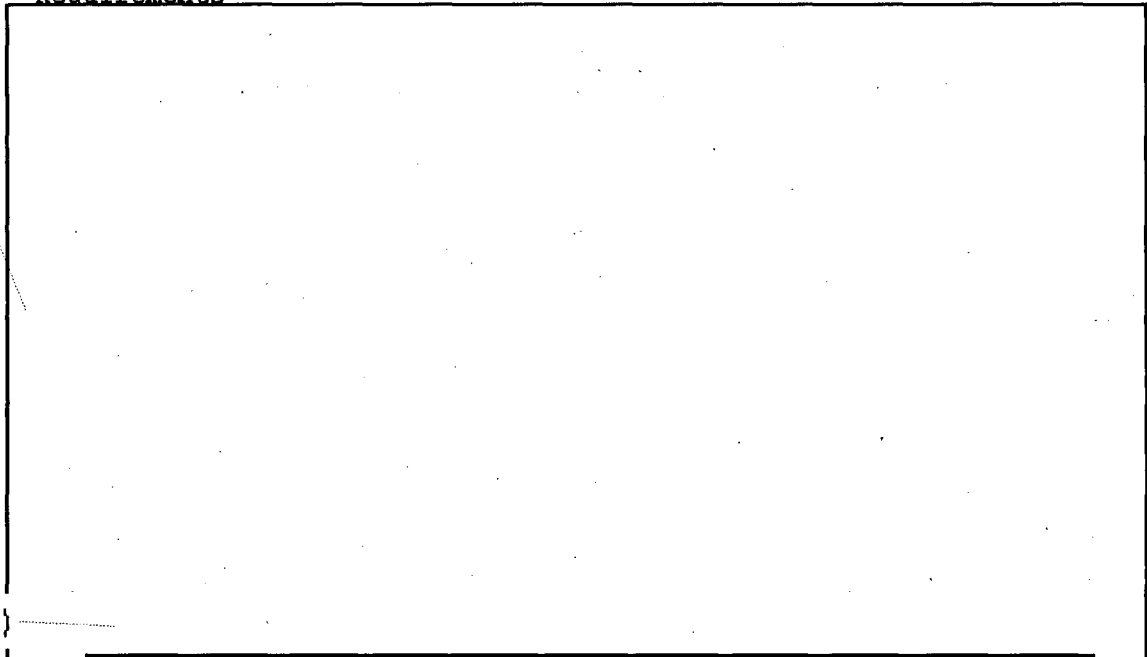
b7A



b7E

Establishing the Link Between Intelligence Products and Requirements

(S)



b1
b7E

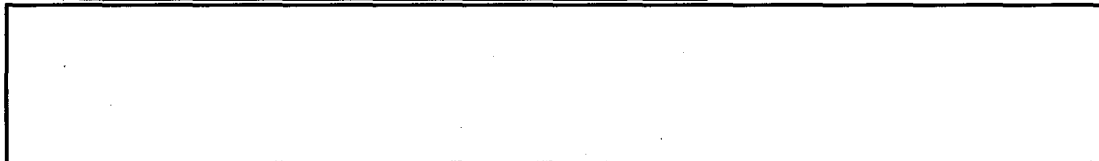
(S)



(S)



b7E



Related Initiatives

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

Product Abstract

To facilitate FBI efforts to meet national intelligence requirements and service the intelligence and law enforcement communities, SAPU has created a Product Abstract form that must be completed by the field office for all Intelligence Assessments and Intelligence Bulletins. A fillable form and instructions for the Product Abstract can be found at [REDACTED]

b7E

[REDACTED] It should be completed in full and forwarded to the SAPU via the Outlook mailbox [REDACTED] SAPU will use these product abstracts to maintain production and coordination metrics for the FBI, overcome duplication of effort throughout the FBI, and to ensure that production addresses production requirements of the FBI and the Intelligence and Law Enforcement Communities.

Dissemination

Guidance for preparing a document for dissemination is [REDACTED]

b7E

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

LEAD(s):

Set Lead 1: (Info)

CRIMINAL INVESTIGATIVE

AT WASHINGTON, DC

For information.

Set Lead 2: (Info)

CYBER

AT WASHINGTON, DC

For information.

Set Lead 3: (Info)

COUNTERINTELLIGENCE

AT WASHINGTON, DC

For information.

Set Lead 4: (Info)

COUNTERTERRORISM

AT WASHINGTON, DC

For information.

Set Lead 5: (Action)

ALL RECEIVING OFFICES:

Field Intelligence Groups are requested to route all draft intelligence assessments to the SAPU, and coordinate dissemination with the IRCMU I, as directed in this electronic communication.

~~SECRET~~

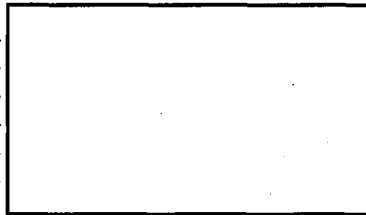
~~SECRET~~

To: All Field Offices From: Office of Intelligence
Re: [REDACTED] 09/23/2005

b7A

♦♦

1 -
1 -
1 -
1 -
1 -
1 -
1 -



b6.
b7C

~~SECRET~~