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OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
INTELLIGENCE COMMUNITY POLICY MEMORANDUM  
NUMBER 2007 -200-2

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**SUBJECT:        PREPARING INTELLIGENCE TO MEET THE INTELLIGENCE  
COMMUNITY'S "RESPONSIBILITY TO PROVIDE"**

**A. AUTHORITY:**    The National Security Act of 1947, as amended; the Intelligence Reform and Terrorism Prevention Act (IRTPA) of 2004; Executive Order (EO) 12958, Classified National Security Information, as amended; EO 13388, Further Strengthening the Sharing of Terrorism Information to Protect Americans; and other applicable provisions of law.

**B. PURPOSE:**     This Intelligence Community (IC) Policy Memorandum (ICPM) provides guidance to ensure that intelligence information is produced, disseminated, and made accessible to meet the IC's "Responsibility to Provide." This ICPM requires that the IC meet its obligation to provide and make available timely warning, analytic insight, and intelligence information to all customers and other intelligence components as needed to meet national security objectives, while protecting intelligence information and intelligence sources and methods. "Responsibility to Provide" is critical to IC success in countering terrorism and the development and spread of weapons of mass destruction, and meeting other national security mission responsibilities. This ICPM also encourages IC elements to develop and incorporate one or more "Responsibility to Provide" performance standards into annual employee performance evaluations of supervisors and managers who have a significant decision-making role in the production, dissemination, and accessibility of intelligence products to ensure that they are accountable for upholding the principles of and guidelines for "Responsibility to Provide." This ICPM does not eliminate, or limit, the requirement to comply with published Director of National Intelligence (DNI) guidance concerning Analytic Standards and Sourcing.

**C. APPLICABILITY:** This ICPM applies to the IC, as defined by the National Security Act of 1947, as amended, and other departments or agencies that may be designated by the President, or designated jointly by the DNI and the head of the department or agency concerned, as an element of the IC.

**D. POLICY:**

1. IC elements have the "Responsibility to Provide" intelligence information to all customers who require that information, consistent with applicable laws, Executive Orders, and Attorney General procedures promulgated in accordance with EO 12333. IC elements shall

issue intelligence products at the classification and compartmentation levels and with control markings that best meet customers' needs for usable intelligence, provide the IC's customers with insight into the quality and reliability of underlying sources, characterize the level of confidence in the products' analytic judgments, and put the information in context so as to be useful, while protecting intelligence information and intelligence sources and methods.

2. "Responsibility to Provide" is the IC's obligation to produce and make available timely warning, analytic insight, and intelligence information to all customers and other IC elements. This obligation guides the way that the IC produces, accesses, and shares intelligence information. Meeting this obligation requires that the IC create the appropriate tension in the system to more effectively balance the "need to share" intelligence with the requisite "need to protect" intelligence sources and methods. This dynamic tension is designed to produce and share timely intelligence information usable for the widest appropriate group of customers. The tension inherent in meeting its "Responsibility to Provide" also requires that the IC be guided by mission requirements and sound intelligence tradecraft to balance the risk of providing information with protection of sources and methods while driving intelligence to most appropriately serve our customers.

3. Meeting this obligation requires that IC elements know their customers, from the President to the appropriate personnel at the state and local level. This knowledge will ensure that the information the customers need is delivered to them at a time and in a format that allows them to execute their missions successfully. Intelligence information and intelligence sources and methods shall be protected through DNI policies and procedures, new training programs, and security procedures to supplement enabling programs designed to implement "Responsibility to Provide."

4. A "Responsibility to Provide" ethos shall guide the way intelligence information, including databases required by customers, is produced, disseminated, and made accessible. Built on well-established "Write-to-Release" (WTR) programs that proactively sanitize intelligence in order to broaden its dissemination, "Responsibility to Provide" will increase the relevance, including usability, of the IC's output, foster greater interaction with customers of the IC, and enable greater speed and agility in using and sharing intelligence products. "Responsibility to Provide" shall be bounded by the obligations to protect national security information and the privacy rights of U.S. persons and to employ sound intelligence tradecraft.

5. To meet the "Responsibility to Provide" IC elements shall increase the quantity, percentage, and quality of information and analysis that is produced at the lowest classification level at which that information can be conveyed without losing meaning or jeopardizing intelligence sources and methods.

a. Collection products: IC elements shall make available as much intelligence information as possible, to include source descriptors and other collection

parameters, at the lowest classification level appropriate for all authorized customers. All IC elements will be provided with full insight into the relevant information, at segregated classification levels, to understand the validity of sources used in their analytic products.

b. Analytic products: IC elements shall provide insight and information relevant to the intelligence needs of a broad spectrum of intelligence users, including both primary recipients and others, such as their staffs, who may not have the same access to highly classified material. IC elements will carefully weigh the value added by including more highly classified information in analytic products against the reduced usability that higher classification may impose. When highly classified information is deemed necessary for an analytic report, authors and managers shall, to the extent possible, segregate the highly classified portion within the main text versions appropriate to meet each customer's needs. IC elements shall produce analyses that are informed by all relevant information; however, to the extent possible, analytic judgments shall be conveyed at the lowest classification level at which the essential message can be conveyed in order to allow optimum sharing. For finished intelligence analysis on terrorism and homeland security threats, the "Responsibility to Provide" shall encompass timely provision of analytic insights at appropriate levels of classification to assist the Federal Government in discharging its responsibility to provide intelligence information to authorized personnel in state, local and tribal governmental organizations.

6. To implement "Responsibility to Provide," IC elements shall make maximum use of enablers, including but not limited to:

a. WTR programs, which employ various writing and dissemination techniques to protect sources and methods when providing intelligence products to customers who need them at lower security levels.

b. Portion marking, which uses applicable security classifications and control markings identified in the Authorized Classification and Control Marking Register, and consistent with the Intelligence Community Classification and Control Manual, maintained by the Controlled Access Program Coordination Office, to identify the classification level of individual subsets of products in order for information of lower classification to be parsed and extracted for separation.

c. Tear-line versions, which provide sanitized information containing sufficient detail and insight to assist a broader set of customers without jeopardizing intelligence sources and methods.

d. Metadata tagging, which uses DNI-approved standards for encoding data to enable discovery of intelligence information by a broader audience and facilitates automated extraction and dissemination and advanced data analysis techniques.

7. As appropriate, IC elements should strive to develop new techniques to protect intelligence sources and methods while still providing insight into the quality and reliability of underlying sources and confidence in the analytic judgments contained in products. For example, unique product identifiers for tear-line reports that do not reveal by their format either the originator or the intelligence source should be provided to allow users to cite tear-line information in derivative intelligence products in a way that protects sensitive originator or source information but allows tracing back to the original report for appropriately cleared users.

8. IC elements shall review and revise WTR and equivalent programs, including training, as required to reflect the "Responsibility to Provide."

9. If IC elements identify topics or product lines that inherently preclude meeting the "Responsibility to Provide," they will work with appropriate organizations within the Office of the Director of National Intelligence (ODNI) to determine criteria that may exempt some categories of intelligence reporting from certain "Responsibility to Provide" requirements and procedures.

10. The following products are precluded from meeting the "Responsibility to Provide" -- Information from espionage cases, referrals to the Federal Bureau of Investigation regarding unauthorized disclosures of classified information, and information from other sensitive criminal cases designated by appropriate department or agency heads.

11. IC elements shall hold organizations and appropriate personnel accountable for implementing the "Responsibility to Provide" by reporting on implementation of this policy, as stipulated in paragraph E.6.b.1. IC elements should develop and include "Responsibility to Provide" performance standards and evaluation criteria in the annual performance evaluation process and in award and recognition programs, in accordance with applicable policy documents. IC elements shall provide copies of any performance standards to the ODNI.

## **E. AUTHORITIES AND RESPONSIBILITIES:**

1. The Deputy Director of National Intelligence for Analysis (DDNI/A) shall work with other ODNI and IC elements to identify the intelligence needs of customers and develop and refine implementation guidance for authors of intelligence products.

2. The Deputy Director of National Intelligence for Collection (DDNI/C) shall work with other ODNI and IC elements to develop implementation guidance that will enable intelligence information to be made available at the lowest classification level possible for maximum dissemination.

3. The Deputy Director of National Intelligence for Policy, Plans and Requirements shall:

- a. Collaborate with DDNI/A and DDNI/C to develop implementation guidance.

b. Ensure the protection of intelligence information and intelligence sources and methods through DNI security policies; collaboration among the Assistant Deputy Director of National Intelligence for Security (ADDNI/SEC) and security directors of IC elements and the Non-National Intelligence Program elements; and the initiation of security liaison and security training programs.

c. The Assistant Deputy Director of National Intelligence for Education, Training, Integration and Collaboration, in collaboration with the heads of IC elements and appropriate ODNI offices, shall identify and develop training for the skills necessary to implement this policy.

4. The Associate Director of National Intelligence for Human Capital shall:

a. Collaborate with the heads of the IC elements to ensure "Responsibility to Provide" performance standards are developed and incorporated into the performance management systems established and administered by IC elements for their applicable employees, in accordance with published DNI guidance.

b. Incorporate each IC element's "Responsibility to Provide" performance standards into the IC Competency Directory, when it is established, to ensure cross-community availability and consistency.

5. The Associate Director of National Intelligence and Chief Information Officer shall:

a. In coordination with other responsible officials within the ODNI and the IC elements, and subject to the direction of the DNI, establish uniform information systems security standards and procedures for the IC to ensure information technology infrastructure, enterprise architecture, systems, standards, protocols, and interfaces support the overall information sharing strategies and policies of the IC.

b. As the IC Information Sharing Executive, work with the DDNI/A, DDNI/C, and the ADDNI/SEC to develop guidelines for preparing and protecting intelligence products that facilitate maximum sharing and retain sufficient context, detail, and background to meet customer needs.

c. Incorporate analyst, collector, user, and information sharing requirements into the IC enterprise architecture.

d. In coordination with IC elements, develop technical standards, including but not limited to, metadata tagging standards to enable implementation of "Responsibility to Provide" throughout the IC.

e. Work with the DDNI/A, DDNI/C and IC elements to develop processes and technology that will enable analysts and collectors to communicate rapidly and effectively, to

request sanitization assistance and to expedite delivery of comments, questions, and evaluative feedback to reporting IC elements.

6. IC elements shall:

a. Ensure that maximum usability of intelligence information is routinely considered in accordance with this policy to shape the drafting and production of intelligence products.

(1) Continually review and adjust their intelligence production plans in order to meet their "Responsibility to Provide" for all customers who need their products.

(2) Seek customer feedback and re-examine customer requirements in order to best tailor future intelligence products.

b. Collaborate with appropriate ODNI offices to develop and promulgate implementation guidelines for this policy and to develop standards to measure progress in meeting their "Responsibility to Provide."

(1) Report to the ODNI as directed on efforts to meet the "Responsibility to Provide" along with proposed program changes that affect intelligence production, analysis, or dissemination.

c. Train their personnel in the skills necessary to implement this policy, including but not limited to: recognizing and writing for all customers who may need their products, distilling and articulating analytic judgments at the lowest appropriate classification to facilitate broader dissemination, conveying the essential message while protecting intelligence information and intelligence sources and methods, and, where appropriate, understanding how the United States Persons guidelines and principles apply.

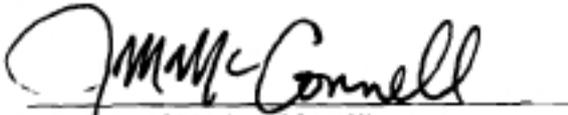
d. Ensure processes exist to sanitize products quickly when a time-sensitive or ad hoc requirement emerges.

e. Develop plans in coordination with the DNI to ensure that information technology systems and technical standards support "Responsibility to Provide."

f. Establish and implement any "Responsibility to Provide" performance standards in accordance with the guidance provided in this ICPM and other applicable policy documents.

g. Certify that supervisors and managers who have a significant decision-making role in the production, dissemination, and accessibility of intelligence products are evaluated annually through the formal performance management system and held accountable, as appropriate; according to the extent they satisfy "Responsibility to Provide" performance requirements.

**F. EFFECTIVE DATE:** This ICPM becomes effective on the date of signature. The relevant contents of this policy will be incorporated into an Intelligence Community Directive.

  
Director of National Intelligence

11 DEC 07  
Date