
INTELLIGENCE COMMUNITY POLICY GUIDANCE NUMBER 101.1



INTELLIGENCE COMMUNITY DIRECTIVES AND POLICY GUIDANCE (EFFECTIVE 16 JANUARY 2009)

A. AUTHORITY: The National Security Act of 1947, as amended; Executive Order 12333, as amended; and other applicable provisions of law.

B. PURPOSE: To provide guidance for the development, coordination, finalization, and modification of Intelligence Community (IC) Directives (ICD) and IC Policy Guidance (ICPG).

C. APPLICABILITY: This Directive applies to the IC, as defined by the National Security Act of 1947, as amended; and such other elements of any other department or agency as may be designated by the President, or designated jointly by the Director of National Intelligence (DNI) and the head of the department or agency concerned, as an element of the IC.

D. POLICY:

1. As defined in ICD 101, *Intelligence Community Policy System*, ICDs and ICPGs, hereafter referred to as policies, are policy instruments of the IC Policy System. ICDs and ICPGs establish policy and guidance, and provide formal and definitive direction to the IC for the purposes of achieving a unified, integrated and effective IC.

2. The Deputy Director of National Intelligence for Policy, Plans, and Requirements (DDNI/PPR), as the DNI designee, shall use the policy process as described in Section E.1 to achieve the goals as described in Section D.3 of ICD 101. This includes ensuring that policies are developed collaboratively; deconflicted with other applicable policies; written clearly and in the appropriate format; are electronically disseminated and broadly communicated; and are periodically evaluated.

E. PROCESS:

1. The process for developing, coordinating and finalizing policies shall include the following:

a. *Identification.* Any IC element may identify the need for the development or modification of an IC policy. IC elements shall convey the identification of potential policy

requirements through their Intelligence Policy Advisory Group (IPAG) representative(s) to the DNI designee for consideration.

b. *Consideration.* Potential policy requirements shall be considered by the DNI designee to assess the need for and priority of IC policy. The DNI designee shall inform the IPAG of any policy requirements that will be further developed. Following favorable consideration, the DNI designee shall make further determinations to guide the development of the policy, including:

- (1) Identification of the appropriate policy issuance to be written;
- (2) Office of the Director of National Intelligence (ODNI) and IC elements or substantive experts to be consulted;
- (3) Establishment of relevant timelines; and
- (4) Cross-policy impacts or considerations.

c. *Drafting.* Policies shall be drafted by the DNI designee with participation of Accountable Officials, as established in Section G.1.c.(2) of ICD 101, and subject matter experts, as appropriate and in accordance with Sections D.3 and F.2 of ICD 101 and result in a draft policy which addresses the identified policy requirement.

d. *Formal Coordination.*

(1) Draft policies shall enter formal IC policy coordination through the IPAG, unless otherwise directed by the DNI. IC elements shall have 10 business days to submit written comments unless otherwise determined by the DNI designee.

(2) The DNI designee may use the IC Policy Review Board (IC-PRB) where necessary or appropriate for policy coordination purposes. IPAG members may recommend to the IPAG Chair that any draft policy be considered by the IC-PRB.

(3) The DNI may, at the DNI's discretion, use the Executive Committee to obtain advice or input on policy issues, to include advice on issues not resolved by the IC-PRB.

e. *Adjudication.*

(1) Written comments provided by IC elements through the formal coordination process above shall be adjudicated by the DNI designee, in consultation with subject matter experts as appropriate. All comments and adjudication determinations shall be provided to the commenting IC element and to a reasonable extent with justifications for these determinations.

(2) Adjudicated policy comments not incorporated into draft policies that are the subject of continued disagreement by the IC-PRB or an IC element head shall be communicated to the DNI or his or her designee prior to signature.

f. *Finalization.*

(1) Draft ICDs, along with supporting materials including comments described in Section E.1.e.(2) of this ICPG, shall be forwarded to the DNI or, in the DNI's absence, the Principal Deputy DNI, for signature.

(2) Draft ICPGs, along with supporting materials including comments described in Section E.1.e.(2) of this ICPG, shall be forwarded to the DDNI/PPR for signature.

(3) The DNI designee shall provide the IPAG with any draft ICD provided to the DNI for signature. Policies shall be effective upon signature unless otherwise noted.

(4) Policies shall be electronically disseminated promptly after signature.

(5) The DDNI/PPR shall maintain comments, drafts, and revisions of IC Policy System documents as appropriate.

2. Policies shall be modified either by technical amendment or revision.

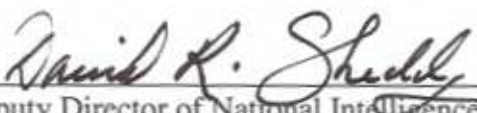
a. *Technical Amendments.* Policies that require technical amendments shall be modified by the DNI designee, after notification to the IPAG. Technical amendments are modifications which do not change the substantive content or objectives of the policy, or amendments that are required by the passage of controlling laws or the issuance of controlling Executive branch policies, Orders, directives, or similar documents. Following finalization, the DNI designee shall ensure such changes are disseminated electronically and communicated broadly.

b. *Revision.* Policies that require revision of substantive content or objectives shall be developed and issued using the process described in Section E.1 of this ICPG.

3. The DNI or DNI designee may establish or consult with ODNI and IC policy working groups or senior policy advisors to inform any part of the policy process. Consultation may also include subject matter experts and other relevant authorities on an as-needed basis.

4. The policy process shall include consultation with the ODNI Office of General Counsel to ensure policies comply with applicable laws.

F. EFFECTIVE DATE: This ICPG is effective on the date of signature.


Deputy Director of National Intelligence
for Policy, Plans, and Requirements

Date January 16, 2009