




---

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
INTELLIGENCE COMMUNITY POLICY MEMORANDUM  
NUMBER 2006-100-1

---

**SUBJECT: THE INTELLIGENCE COMMUNITY POLICY PROCESS**

**A. AUTHORITY:** The National Security Act of 1947, as amended; the Intelligence Reform and Terrorism Prevention Act of 2004; Executive Order 12333, as amended; and other applicable provisions of law.

**B. PURPOSE:** This memorandum establishes the National Intelligence Policy System and the process for the formulation, coordination, and approval of Intelligence Community (IC)-wide policy. The Assistant Deputy Director of National Intelligence for Strategy, Plans, and Policy (ADDNI/SPP), under the overall direction of the Deputy Director of National Intelligence for Management (DDNI/M), is responsible for the administration of the process defined in this policy and for evaluation of policy implementation.

**C. THE NATIONAL INTELLIGENCE POLICY SYSTEM:** The National Intelligence Policy System provides the direction and guidance necessary to support the Director of National Intelligence's (DNI) National Intelligence Strategy and the associated implementation plans. The policy system is composed of nine topically organized series. Each series falls under the cognizance of a designated senior official of the Office of the DNI (ODNI), the "Accountable Official," who is responsible for guiding the development of policy within the series. Each series will have an overarching or "capstone" document.

<i>TOPIC</i>	<i>SERIES</i>	<i>ACCOUNTABLE OFFICIAL</i>
Enterprise Management	100	Deputy DNI for Management
Intelligence Analysis	200	Deputy DNI for Analysis
Intelligence Collection	300	Deputy DNI for Collection
Customer Outcomes	400	Deputy DNI for Customer Outcomes
Information Management	500	Associate DNI and Chief Information Officer
Human Capital	600	Assistant Deputy DNI and Chief Human Capital Officer and Assistant Deputy DNI for Education and Training and Chancellor, National Intelligence University
Security and Counterintelligence	700	National Counterintelligence Executive and Assistant Deputy DNI for Security
Science & Technology	800	Associate DNI for Science and Technology
Mission Management	900	Subject Dependent

## D. DNI POLICY ISSUANCES

**1. Intelligence Community Directive (ICD):** ICDs are the principal means by which the DNI provides policy direction to the IC. ICDs are numbered sequentially within each series, e.g., 200, 201, 202. The DNI or, in the DNI's absence, the Principal Deputy DNI (PDDNI), approves all ICDs.

**2. Intelligence Community Policy Memorandum (ICPM):** ICPMs are issuances that provide policy direction to the IC prior to formal inclusion in an ICD series. ICPMs will also be used to issue policy on an expeditious basis. An ICPM may reflect a new policy or revision to an existing policy. All ICPMs will contain the following language: *"The relevant contents of this policy will be incorporated into an Intelligence Community directive."* Each ICPM will be assigned a number that incorporates the year, the appropriate series number, and a sequential number; e.g., 2005-100-1, 2005-100-2. The DNI or, in the DNI's absence, the PDDNI, approves all ICPMs.

**3. Intelligence Community Policy Guidance (ICPG):** ICPGs are subsidiary to ICDs and provide more detailed implementation direction to the IC. The "APPLICABILITY" section of the ICPG will cite the ICD being implemented. ICPG numbering is linked to the specific ICD being implemented by referencing the ICD number followed by a period and a sequential number; e.g., the first implementation guidance issued for ICD 201 would be cited as ICPG 201.1. The accountable official and the DDNI/M approve all ICPGs.

**E. IC POLICY FORMAT:** All ICDs, ICPMs, and ICPGs will conform to the formats in Annexes A, B, and C. Draft policy documents will carry the following statement: "DRAFT PRE-DECISION MATERIAL" and include the date of the draft and the appropriate classification.

**F. INTELLIGENCE POLICY ADVISORY GROUP:** The DNI Intelligence Policy Advisory Group (IPAG) is the standing group responsible for providing IC input to the IC policy process, in accordance with this ICPM. A senior policy representative from each element of the IC serves on the IPAG. The IPAG members are responsible for ensuring that the positions of their respective IC elements are accurately represented in the policy formulation and coordination process. The IPAG will meet at the request of the ADDNI/SPP. The Director, ADDNI/SPP/Policy, shall serve as the IPAG Chair under the direction of the ADDNI/SPP.

**G. POLICY FORMULATION:** The ADDNI/SPP and a representative of the accountable official for each series are responsible for initiating development of policy within each respective series. The accountable official may use internal ODNI subject matter, legal, and policy expertise, or rely on IC working groups or committees to provide expertise and formulate policy. The ADDNI/SPP and the representative of the accountable official are responsible for ensuring the legal review of policy and ensuring its consistency with overall DNI policy and the National Intelligence Strategy.



**H. REVIEW PROCESS:** The ADDNI/SPP and the representative of the accountable official are responsible for ensuring that all ICDs undergo internal ODNI and IC review. ICPMs and ICPGs may have IC-wide review, as determined by the accountable official for the relevant series and the DDNI/M. If so, such reviews will follow the same process used for ICD reviews as outlined. IC representatives to working groups and committees involved in policy formulation are responsible for informing their management and IPAG members on the status of IC policy development on an ongoing basis.

- Policies Formulated by Standing Groups: When a standing (permanent) IC group or committee formulates an ICD, that body provides the IC subject matter expertise and represents the positions of their principals. Members of such bodies are responsible for keeping their respective IPAG members fully informed. After the standing body has endorsed a policy, the ADDNI/SPP will provide the final draft ICD to the IPAG for a review. The time provided for review will be based on the degree of IC involvement in the policy formulation, the complexity of the issue, and the necessity for expeditious issuance of the ICD, subject to the discretion of the ADDNI/SPP.
- Policies Formulated by Ad Hoc Groups or Internal ODNI Groups: When an ad hoc working group or internal ODNI group formulates an ICD, the ADDNI/SPP is responsible for IC review and will accomplish such review through the IPAG. The time provided for review will be based on the degree of IC involvement in the policy formulation, the complexity of the issue, and the necessity for expeditious issuance of the ICD, subject to the discretion of the ADDNI/SPP.

The ADDNI/SPP and the accountable official for each series are responsible for preparing final policy packages for the DNI's approval and signature. Packages submitted to the DNI will note all substantive policy comments or disagreements and address such comments, as appropriate.

**I. DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVES:** Director of Central Intelligence Directives (DCIDs) continue in force until rescinded or superseded by a DNI policy issuance. DCIDs will be transitioned to the ICD framework to the extent their content is consonant with the DNI's authorities, responsibilities, and vision for the IC.

**J. EFFECTIVE DATE:** This ICPM becomes effective on the date of signature and the contents will be incorporated into ICD 102.



\_\_\_\_\_  
Director of National Intelligence



\_\_\_\_\_  
Date

Annexes:

- A – Template for Intelligence Community Policy Directive (ICD)
- B – Templates for Intelligence Community Policy Memorandum (ICPM)
- C – Templates for Intelligence Community Policy Guidance (ICPG)

ANNEX A

---

---

**INTELLIGENCE COMMUNITY DIRECTIVE  
NUMBER ###**



**SUBJECT/TITLE**  
(EFFECTIVE: XX MONTH YEAR)

---

---

**A. AUTHORITY:** (Cite the relevant statutes and executive orders, but not the text of the provisions.) (Example: The National Security Act of 1947, as amended; The Intelligence Reform and Terrorism Prevention Act of 2004; and other applicable provisions of law.)

**B. PURPOSE:** (Example: This ICD establishes X and sets forth responsibilities for Y; include any Director of Central Intelligence Directive rescissions.)

**C. APPLICABILITY:** (Example: This directive applies to the IC, as defined in the National Security Act of 1947, as amended.)

**D. TOPICAL HEADING (i.e., POLICY):**

1.
  - a.
    - (1)
      - (a)

**E. TOPICAL HEADING (i.e., RESPONSIBILITIES):**

**F. TOPICAL HEADING**

**(Last paragraph). EFFECTIVE DATE:** (i.e., This ICD becomes effective on the date of signature.)

\_\_\_\_\_  
Director of National Intelligence

\_\_\_\_\_  
Date



ANNEX B



---

---

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
INTELLIGENCE COMMUNITY POLICY MEMORANDUM  
NUMBER Year-### -#

---

---

**SUBJECT:**

**A. AUTHORITY:** (Cite the relevant statutes and executive orders, but not the text of the provisions.) (Example: The National Security Act of 1947, as amended; the Intelligence Reform and Terrorism Prevention Act of 2004; and other applicable provisions of law.)

**B. PURPOSE:** (Example: This ICPM establishes X and sets forth responsibilities for Y; include any Director of Central Intelligence Directive rescissions.)

**C. APPLICABILITY:** (Example: This ICPM applies to the IC, as defined in The National Security Act of 1947, as amended.)

**D. TOPICAL HEADING (i.e., POLICY):**

1.
  - a.
    - (1)
      - (a)

**E. TOPICAL HEADING (i.e., RESPONSIBILITIES):**

**(Last paragraph). 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 [ICD] (OR insert appropriate ICD number, if known).

---

Director of National Intelligence

---

Date

ANNEX C

---

---

**INTELLIGENCE COMMUNITY POLICY GUIDANCE  
NUMBER ###.##**



**SUBJECT/TITLE  
(EFFECTIVE: XX MONTH YEAR)**

---

---

**A. AUTHORITY:** (Cite the relevant statutes and executive orders, but not the text of the provisions.) (Example: The National Security Act of 1947, as amended; the Intelligence Reform and Terrorism Prevention Act of 2004; and other applicable provisions of law.)

**B. APPLICABILITY:** (Example: This guidance applies to the IC, as defined in The National Security Act of 1947, as amended. Also cite the relevant ICD that is being implemented, but not its text and note any Director of Central Intelligence Directive or other policy documents being replaced or rescinded by this ICPG.)

**C. TOPICAL HEADING**

1.
  - a.
    - (1)
      - (a)

**(Last paragraph). EFFECTIVE DATE:** This ICPG becomes effective on the date of signature.

\_\_\_\_\_  
Deputy Director of Intelligence for Management

\_\_\_\_\_  
Date