
INTELLIGENCE COMMUNITY DIRECTIVE

NUMBER 101



INTELLIGENCE COMMUNITY POLICY SYSTEM

(EFFECTIVE 16 JANUARY 2009)

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

B. PURPOSE:

1. To effectively and efficiently promulgate Intelligence Community (IC) policy, this Intelligence Community Directive (ICD) establishes the IC Policy System which is comprised of a hierarchy of policy documents; processes for the development, coordination and evaluation of policy; and a governance structure to advise the Director of National Intelligence (DNI) or the DNI's designees regarding policy issues. This ICD also delegates decision authority for the promulgation of certain policies, and delineates the roles and responsibilities of the Office of the DNI (ODNI), IC elements, and Functional Managers, as designated by EO 12333 or the DNI, in the implementation of the IC Policy System.

2. This ICD rescinds Intelligence Community Policy Memorandum 2006-100-1, "The Intelligence Community Policy Process" and supersedes all previous policies, memoranda, or portions thereof, regarding the IC policy process.

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 DNI and the head of the department or agency concerned, as an element of the IC.

D. POLICY:

1. The DNI shall establish IC policy to achieve a unified, integrated, effective and accountable IC postured to address and advance IC mission objectives to meet United States national security needs. The DNI shall establish IC policy consistent with applicable law, Executive Order, National Security policy, and the DNI's strategic intent.

2. The IC Policy System shall be comprised of a hierarchy of policy instruments as defined in Section E.1. These interrelated IC directives, guidelines, standards, or correspondence, herein referred to as policies, issued by the DNI, designated ODNI officials, Functional Managers, and other IC entities designated by the DNI are governed by this Directive and any subordinate policies.

3. Policies shall be:

- a. Developed in a collaborative manner to take into account the views of IC elements and others as appropriate;
- b. Deconflicted with any other applicable policies or regulations;
- c. Drafted in accordance with Section E.1, adhering to a common format and using common terms and definitions to the greatest extent possible;
- d. Formulated to be enforceable and implementable;
- e. Disseminated electronically and communicated broadly, except where restrictions are required by the classification of the document; and
- f. Evaluated for compliance, effectiveness and improvement.

E. FRAMEWORK:

1. The IC Policy System shall establish policies applicable to the IC using the following instruments:

a. *Intelligence Community Directive (ICD)*. ICDs may be based on statute, regulation, Executive Order, or other policy directives and establish policy and provide definitive direction to the IC. ICDs may: define activities, systems or missions; delegate authorities; establish roles and responsibilities; assign decision rights; establish governance structures; include evaluation criteria; or replace or modify previous policy, or provide other such guidance as the DNI deems appropriate. ICDs are developed and coordinated in accordance with ICPG 101.1, *Intelligence Community Directives and Policy Guidance* and are signed by the DNI, or, in the DNI's absence, the Principal Deputy DNI (PDDNI).

b. *Intelligence Community Policy Guidance (ICPG)*. ICPGs provide further guidance required for the implementation of ICDs. ICPGs are subsidiary to ICDs and may establish subordinate responsibilities, and define procedures, processes, or methodologies that enable ICDs to be implemented effectively. ICPGs shall be within the scope of and are consistent with their associated ICDs. ICPGs are coordinated in accordance with ICPG 101.1 and are signed by the Deputy Director of National Intelligence for Policy, Plans & Requirements (DDNI/PPR).

c. *Intelligence Community Standard (ICS)*. ICSs are subordinate to ICDs and ICPGs, and are fully consistent with applicable ICDs and ICPGs. ICSs are comprised of specific, technical procedures and specifications related to an authorized capability or function. ICSs address the uniform implementation of a policy in a defined area. ICSs shall be developed, coordinated and approved pursuant to ICPG 101.2, *Intelligence Community Standards*, and are signed by officials designated in Section G.1.c.2.

d. *DNI Executive Correspondence (EC)*. DNI EC focuses on issues or concerns of the DNI that impact the IC; communicates strategic policy intent, or preliminary approaches

of the DNI; may later culminate in, and contribute to, development of an ICD or ICPG. EC may also be used by the DNI to address emerging, immediate or urgent policy needs. The DNI or, in the DNI's absence, the PDDNI signs all EC.

e. Functional Manager, or other IC implementing guidance. Functional Managers or IC officials designated by the DNI, may develop, coordinate, approve and establish subordinate implementing standards, procedures, or processes pursuant to a specific delegation of authority by the DNI. Implementing procedures or processes are subordinate to and fully consistent with ICDs, ICPGs, and ICSs, shall be applicable to more than one IC element, and will be developed and coordinated in accordance with ICPG 101.3, regarding issuances by Functional Managers or other IC officials designated by the DNI, which will be issued at a future date.

2. Intelligence Community Policy Memoranda (ICPMs) will no longer be issued. All existing ICPMs will remain in effect until expressly rescinded by the DNI.

F. POLICY ADVISORY BODIES:

1. The IC Policy System includes the following bodies, which serve an integral role in the process of developing and coordinating IC policy:

a. Intelligence Community Policy Review Board (IC-PRB). The IC-PRB is an advisory board comprised of deputy-level leaders from IC elements. The IC-PRB is chaired by the DDNI/PPR. The objective of the IC-PRB is to provide a forum for high-level issue discussion and resolution; to ensure that key stakeholders and constituencies have been appropriately engaged on individual policies; to align policies with DNI and IC strategic objectives and intent; and to further identify policy needs and priorities, as well as inconsistencies or gaps in current policy.

b. Intelligence Policy Advisory Group (IPAG). The IPAG is comprised of designated senior policy representatives from each IC element and is chaired by the Assistant Deputy DNI for Policy. The objective of the IPAG forum is to inform the development of policy and ensure an inclusive and collaborative process. The IPAG shall serve as the official channel of communication on policy matters, and each IC element is responsible for communicating its respective policy equities and interests and identifying members for working groups.

2. To facilitate the development and coordination of policy, the DDNI/PPR or his or her designee may establish IC policy working groups or consult other advisors, as appropriate, to inform decision making throughout the policy process.

G. ROLES and RESPONSIBILITIES:

1. *Office of the Director of National Intelligence.*

a. The DNI, or PDDNI in absence of the DNI, shall:

- (1) Establish, through signature, ICDs and EC;
- (2) Review and approve IC policies as required;

(3) Establish or use advisory boards to inform or make decisions regarding policy issues as appropriate;

(4) Ensure policies established under the IC Policy System are consistent with US law, Executive Orders, Presidential Directives, and other applicable provision of law; and

(5) In coordination with appropriate department or agency heads, establish joint agreements or procedures for issues which fall outside the scope of the IC Policy System, but which may be required for the conduct of the IC mission or activities related to national security.

b. The DDNI/PPR shall serve as the DNI's designee for all matters pertaining to the IC Policy System and, in accordance with ICPG 101.1, shall:

(1) Develop ICDs and ICPGs with Accountable Officials, as established in Section G.1.c.(2), and subject matter experts as appropriate;

(2) Establish, through signature, ICPGs;

(3) Make technical amendments to ICDs and ICPGs through memoranda;

(4) Support ODNI elements, Functional Managers, and entities designated by the DNI or DNI designee, in the development of ICSs or subordinate implementing policies where applicable;

(5) Chair the IC-PRB;

(6) Establish working groups to inform or develop specific policies as necessary;

(7) Ensure IC policies are consistent with Section D.3;

(8) Ensure IC policies are coordinated with department-level officials, when appropriate.

(9) Oversee the implementation of this directive; and

(10) Serve as the office of record for all IC Policy System documents and maintain all comments, drafts and revisions as appropriate.

c. ODNI elements shall:

(1) Participate, as appropriate in the development, coordination and evaluation of IC policies, and provide subject matter expertise to the DNI designee; and

(2) Establish ICSs in accordance with the requirements provided in ICPG 101.2.

(a) The Associate DNI (ADNI) and IC Chief Information Officer shall establish ICSs related to information technology, community-level data standards, information security, and information management issues.

(b) The ADNI and IC Chief Human Capital Officer shall establish ICSs related to human capital and the IC workforce.

(c) The ADNI and Chief Financial Officer shall establish ICSs related to the financial and resource management of National Intelligence Program.

(d) The DDNI/PPR shall establish ICSs related to IC security and classification marking.

(e) The National Counterintelligence Executive shall establish ICSs related to counterintelligence.

(f) Other ODNI officials as directed or approved by the DNI or his or her designee may establish ICSs.

2. *Functional Managers and other officials designated by the DNI.* Functional Managers and other officials designated by the DNI shall:

a. Develop and issue implementing standards, procedures, or processes applicable to their functional or other area, as directed in accordance with this and other applicable IC policies;

b. Participate in the development, coordination and evaluation of IC policies, and provide subject matter expertise to the DNI designee as requested;

c. Ensure implementing policies, standards, procedures, or processes are in accordance with DNI policies; and

d. Inform the DNI designee when there is any IC element or Functional Manager policy in conflict with IC policy.

3. *IC Elements.* IC elements shall:

a. Participate in the development, coordination and evaluation of IC policies, and provide subject matter expertise to the DNI designee as requested;

b. Develop internal implementing policies, standards, procedures, or processes applicable to their element, in accordance with DNI policies;

c. Inform the DNI designee when there is any policy applicable to an IC element in conflict with IC policy; and

d. Designate representatives to the IC-PRB and IPAG at the level described in Section F.1.

H. EFFECTIVE DATE: This ICD becomes effective on the date of signature.



 Director of National Intelligence

16 JAN 09

 Date