

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
Assistant Director of National Intelligence and Chief Information Officer  
Washington, DC 20511

ODNI/CIO-2010-0475

MEMORANDUM FOR: Distribution

SUBJECT: Approval of XML Data Encoding Specification for Need-To-Know Metadata, Version 2

REFERENCES:

- A. Intelligence Community Directive (ICD) 500, DNI Chief Information Officer
- B. Intelligence Community Directive (ICD) 501, Discovery and Dissemination or Retrieval of Information within the IC
- C. Intelligence Community Directive (ICD) 710, Classification and Control Markings System
- D. Intelligence Community Directive (ICD) 206, Sourcing Requirements for Disseminated Analytic Products
- E. Intelligence Community Directive (ICD) 208, Write for Maximum Utility
- F. Intelligence Community Policy Memorandum (ICPM) 2007-200-2

1. This Technical Specification supports Director of National Intelligence (DNI) policy guidance set forth in the above References which call upon the Intelligence Community Chief Information Officer (IC CIO) to establish, coordinate, and promulgate common enterprise standards, protocols, interfaces, or procedures required to support IC information sharing strategies and intelligence mission objectives established in relevant law, policy, and directives. Under this authority, version 2 of the *XML Data Encoding Specification for Need-To-Know Metadata* is hereby approved as an IC technical data specification.

2. The Office of the IC CIO facilitates one or more IC-wide collaboration and coordination forums charged with the adoption, modification, development, and governance of IC technical data specifications of common concern. The *XML Data Encoding Specification for Need-To-Know Metadata* is the product of these forums and is deemed technically sound and supportive of IC mission objectives.

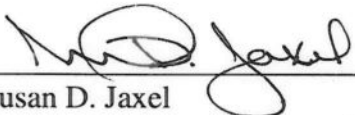
3. The *XML Data Encoding Specification for Need-To-Know Metadata*, version 2 (aka, NTK.XML.V2) defines detailed specifications for using Extensible Markup Language (XML) to encode metadata necessary to facilitate automated systems making a “need-to-know” (NTK) determination in order to access information. This Data Encoding Specification (DES) defines the XML elements and attributes; associated structures and relationships; mandatory and cardinality

requirements; and permissible values for representing (NTK) metadata associated with an information resource or part of an information resource using XML.

4. The *XML Data Encoding Specification for Need-To-Know Metadata* is a required submission format for the Library of National Intelligence (LNI).

5. The *XML Data Encoding Specification for Need-To-Know Metadata*, version 4 is approved for submission to the IC Enterprise Standards Baseline (aka, the Intelligence Community Standards Registry), which serves as the collection of enterprise standards against which programs will be assessed for IC enterprise architecture compliance. Specific applicability and usage guidance for this version will be provided in the baseline citation once approved. This specification will also be available at DNI-sponsored web sites and in approved repositories.

6. This Technical Specification becomes effective on the date of signature.

  
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Susan D. Jaxel  
Deputy Assistant Director of National Intelligence  
for Intelligence Community Enterprise Architecture (Acting)

10 Sep 10  
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Date

  
\_\_\_\_\_  
Douglas P. McGovern  
Deputy Assistant Director of National Intelligence  
for Information Integration Oversight & Engineering

9/16/10  
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Date

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