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**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
INSTRUCTION NO. 117.03**

**Category 117 – Counterintelligence
Office of Primary Responsibility: Mission Support Center/Counterintelligence**

SUBJECT: (U) APPROPRIATE CONDUCT WHEN USING THE INTERNET

1. (U) **AUTHORITIES:** The National Security Act of 1947, as amended; and other applicable provisions of law.

2. (U) **REFERENCES:** ODNI Instruction 80.04, *Pre-Publication Review of Unclassified Material for Official Dissemination*, 5 August 2009; ODNI Instruction 2007-6, *Pre-Publication Review of Material for Public Dissemination*, 25 July 2007; ODNI *Guidelines for Appropriate Conduct When Using the Internet*; ODNI Instruction 117.01, *Reporting Actual or Suspected Pitches by Foreign Intelligence and Security Services or Non-State Actors*, 15 April 2010; CIA Regulation (AR) 10-31, *Unofficial Contacts with Foreign Nationals*, 18 March 2010; ODNI Instruction 85.01, *Interaction with the Media*, 5 January 2010; and ODNI Instruction 93.04, *Limited Personal Use of Government Office Equipment*.

3. (U) **PURPOSE:** This Instruction sets forth policy and guidelines on appropriate personal conduct for Office of the Director of National Intelligence (ODNI) personnel when using the Internet in any public or private setting, whether in an official or private capacity.

4. (U) **APPLICABILITY:** This Instruction applies to all ODNI components and categories of ODNI personnel, as well as assignees to the ODNI when the assignees are using ODNI computers.

5. (U) DEFINITIONS:

A. (U) **Publish** refers to the posting of content in any online venue that is, or may become, visible to any person other than the author.

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B. (U) **Official Capacity** refers to the sanctioned and approved use of the Internet or online interaction to discuss intelligence, ODNI, or IC-related or derived matters (e.g., when an individual as part of his/her job responsibilities, blogs about the merits of an ODNI initiative to a targeted online community).

C. (U) **Private Capacity** refers to the use of the Internet and/or interaction with online persons or entities that is not sanctioned and approved as part of an individual's official job function (e.g., when an individual posts content on Facebook, LinkedIn).

D. (U) **Public**, for the purposes of this Instruction, refers to one or more persons or online venues, such as the media, academia, public policy institutions, personal acquaintances, and government venues when they host public online content.

E. (U) **Use of the Internet** encompasses all activities whereby an individual transmits or receives information via online venues. Use of the Internet expressly includes all present and future web-based tools, examples of which include, but are not limited to, wikis, blogs, social networking sites and services, instant messages, chat rooms, and email messages.

6. (U//~~FOUO~~) **POLICY:** The growth of online media has transformed how people use websites, online wikis and blogs, social networking sites and services such as Facebook to communicate and network with one another. With the growth of social networking, and wider use of web-based publishing and collaborative tools, ODNI personnel must have a common understanding of the appropriate and safe use of these tools, at work or outside of work. Individuals must take proper precautions in protecting sensitive personal and professional information. Even legitimate, authorized media contact or public dissemination of IC-related information can lead to unintended security and media consequences. Unauthorized contact or inappropriate conduct in failing to protect one's professional identity, or in discussing ODNI or IC-related business online at work, home, or in any location with Internet access can have even deeper consequences, to include counterintelligence implications, and mainstream media coverage that reflects negatively on the ODNI.

A. (U) Whether in an official or private capacity, ODNI personnel must consult and comply with Instruction 80.04, *Prepublication Review of Unclassified Material for Official Dissemination*, and Instruction 2007-6, *Prepublication Review of Material for Public Dissemination*, before publishing online content that mentions the ODNI, elements of the IC, or intelligence data or activity. Included in this restriction are direct or indirect references to personal IC employment or that of other IC personnel in status updates or posts on social networking or collaboration sites **even when such information is already in the public domain**. Official approval for release of information in one public venue does not carry over to other venues, online or otherwise. Separate approvals must be acquired any time information is released in public.

B. (U) An individual's use of the Internet, whether in an official or private capacity, must comply with the *ODNI Guidelines for Appropriate Conduct When Using the Internet*, located on

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the *DNI Connection* at the Public Affairs Office website. Such use cannot compromise ODNI and other Intelligence Community equities. These equities may include, but are not limited to:

- (1) (U) One's affiliation with the ODNI or the Intelligence Community;
- (2) (U) Other individuals' affiliation with the ODNI or the Intelligence Community;
- (3) (U) ODNI activities or priorities and other intelligence agencies' activities or priorities;
- (4) (U) Analytic judgments/conclusions stemming from one's ODNI or IC employment.
- (5) (U) An individual's level of familiarity with an intelligence issue or activity derived from his/her ODNI or IC employment.

C. (U//~~FOUO~~) These restrictions apply whether an individual is using a computer at home, in a public setting (e.g., Internet café) or at work on government-provided equipment. When accessing the Internet using government office equipment in an official or private capacity, ODNI personnel must follow Instruction 93.04, *Limited Personal Use of Government Office Equipment*. In addition to emphasizing waste, fraud and abuse issues, Instruction 93.04 restricts users from conducting personal activities that could be misconstrued as official government activity.

D. (U//~~FOUO~~) Websites and services share an enormous amount of information about subscribers. Even when an individual is cautious, persons with an interest in intelligence activities may be able to piece together IC affiliation, through resumes or other online information. ODNI personnel should exercise caution in responding to anyone who seeks more information from them via the Internet. Depending on the directness of an inquiry and the identity of an inquirer, ODNI personnel are subject to certain reporting requirements:

- (1) (U//~~FOUO~~) All media inquiries, including inquiries from bloggers or new media sources relating to ODNI or IC business must be referred to the Public Affairs Office pursuant to ODNI Instruction 85.01, *Interaction with the Media*.
- (2) (U//~~FOUO~~) ODNI personnel who are pitched via the Internet by known or suspected Foreign Intelligence and Security Services (FISS), non-state actors, intermediaries, surrogates, academics, business contacts, or subject matter experts (SME) with the intent of establishing a relationship beyond the bounds of that which has been officially authorized, must comply with the reporting requirements outlined in ODNI Instruction 117.01, *Reporting Actual or Suspected Pitches by Foreign Intelligence and Security Services or Non-State Actors*.
- (3) (U//~~FOUO~~)
(b)(3) ODNI personnel who have online contact with foreign nationals must report these contacts per AR 10-31, *Unofficial Contacts with Foreign Nationals*.

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7. (U) RESPONSIBILITIES:

A. (U) **Pre-Publication Review Team:** As outlined in ODNI Instructions 80.04 and 2007-6, the Information Management Office and the Public Affairs Office will review any material and information that mentions the ODNI, elements of the IC, or intelligence or national security when that information is intended for dissemination outside of the IC, through any medium to include the Internet. The Pre-Publication Review Team will respond to requests for review of material within fifteen (15) business days unless otherwise noted.

B. (U) **MSC/CI** will:

(1) (U) In conjunction with PAO and MSC/Security, maintain guidelines governing Internet usage by ODNI personnel to mitigate threats to the individual, the ODNI, and the IC.

(2) (U) Receive, review, and process reports of online pitches, per ODNI Instruction 117.01.

(3) (U) In conjunction with MSC/Security and any other appropriate offices, review the circumstances surrounding unauthorized disclosures.

C. (U) **MSC/Security** will:

(1) (U) In conjunction with MSC/CI, and any other appropriate offices, review unauthorized disclosures.

(2) (U) Review reports of unofficial contact with foreign nationals, in accordance with CIA Regulation (AR) 10-31.

D. (U) **Public Affairs Office** will:

(1) (U) Ensure ODNI guidelines keep pace with technological innovations and agency requirements, and will periodically review and determine the need for revisions.

(2) (U) Serve as the administrator and final approving authority for online content published on any official ODNI, public-facing online media, including, but not limited to, the ODNI public website, ODNI social media tools, and any ODNI office or component's public website or social media tools.

(3) (U) Serve as the only authorized ODNI element to interact with journalists and members of the media in an official online forum (per ODNI Instruction 85.01, *Interaction with the Media*).

E. (U) **ODNI** personnel must:

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(1) (U) Submit material that mentions the ODNI, elements of the IC, or intelligence data or activities for pre-publication review.

(2) (U) Review and comply with the *ODNI Guidelines for Appropriate Conduct When Using the Internet*.

(3) (U) Ensure that their managers/supervisors are aware of any online postings made that discuss official ODNI or IC issues.

(4) (U) Report online foreign national contacts, per CIA Regulation 10-31.

(5) (U) Report actual or suspected online pitches to MSC/CI, per ODNI Instruction 117.01.

(6) (U) Report any suspected unauthorized disclosures in online content to MSC/Security.

F. **Supervisors and managers** should become familiar with these new online communications and capabilities, and ensure their personnel understand this policy, the *ODNI Guidelines for Appropriate Conduct When Using the Internet*, and their responsibilities.

8. (U) **EFFECTIVE DATE:** This Instruction is effective upon signature.



John F. Kimmons
Lieutenant General, USA
Director of the Intelligence Staff

9-28-10
Date

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