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# INTELLIGENCE COMMUNITY DIRECTIVE

## NUMBER 302



### DOCUMENT AND MEDIA EXPLOITATION

(EFFECTIVE: JULY 6, 2007)

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

**B. PURPOSE:** This Intelligence Community Directive (ICD) establishes the Director of National Intelligence (DNI) policy and specifies responsibilities for the oversight, management, and implementation of national intelligence document and media exploitation (DOMEX) activities. This ICD establishes the roles and responsibilities of the Assistant Deputy Director of National Intelligence for Open Source (ADDNI/OS) with respect to DOMEX activities, the National Media Exploitation Center (NMEC), and other Intelligence Community (IC) elements involved in DOMEX activities to ensure efficient and effective conduct of DOMEX activities and to promote integration and compatibility of IC DOMEX activities with other related national and defense efforts.

**C. APPLICABILITY:** This directive applies to the IC, as defined by the National Security Act of 1947, as amended, and other departments or agencies that 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. Pursuant to the IRTPA, the DNI is committed to: 1) ensuring efficient integration of IC elements and their collection, analysis, production, and dissemination activities; 2) establishing and maintaining an effective, reliable, and collaborative capability; 3) providing

maximum availability of DOMEX to all consumers; 4) optimizing resource utilization; 5) and establishing effective burden sharing.

2. Within the IC:

a. IC DOMEX enterprise oversight, coordination, policy, strategy development, and evaluation will be centralized under the ADDNI/OS. DOMEX collection, production, analysis, and dissemination activities will be conducted collaboratively across the IC.

b. DOMEX activities will support a wide range of intelligence activities, including all source analysis, open source exploitation, Human Intelligence, Signals Intelligence, Geospatial Intelligence, and Measurement and Signature Intelligence. DOMEX reporting and analysis are considered intelligence products.

c. IC elements will leverage burden sharing, partnerships, and outside capabilities (IC, public, private, other U.S. Government, and foreign partners), minimize unnecessary duplication of effort, and align DOMEX standards and procedures within the IC and between the IC and other government DOMEX activities to the maximum extent possible.

d. IC elements processing and collecting foreign documents or electronic media for IC exploitation will share information and capabilities to the fullest extent possible. DOMEX-specific capabilities and tools shall be developed in conformance with the IC enterprise architecture standards.

(1) IC elements will coordinate procurement and exploitation of new capabilities, technologies, or tools related to DOMEX with the ADDNI/OS and the Associate DNI/Chief Information Officer (ADNI/CIO) to minimize duplication of resources, and to ensure capability gaps and IC standards are addressed.

(2) After procurement or exploitation of a major new capability, technology, or tool, the implementing organization must tag DOMEX material in accordance with IC standards and make DOMEX information available as widely as possible in the IC in accordance with established dissemination policy, classification guidelines, handling caveats, limiting criteria, and interagency sharing agreements, unless expressly prohibited by law, directive, or contractual obligation.

e. Personnel involved in DOMEX activities will exercise appropriate tradecraft and information security practices in accordance with DNI standards and policies.

f. IC elements will develop performance metrics for overall DOMEX activities and major initiatives consistent with Associate DNI and Chief Financial Officer (ADNI/CFO) guidance on performance budgeting. These metrics will be coordinated with the ADDNI/OS. Performance metrics will be used to determine consumer satisfaction, investment strategy, return-on-investment, and resource decision-making.

g. DOMEX exploitation activities will establish and use appropriate source and information validation and verification procedures in accordance with DNI standards and policies.

## **E. AUTHORITIES AND RESPONSIBILITIES**

### **1. ADDNI/OS**

a. The ADDNI/OS shall have the following authorities and responsibilities for DOMEX:

(1) Providing guidance, on behalf of the DNI and the Deputy Director of National Intelligence for Collection (DDNI/C), to the Director, Defense Intelligence Agency (D/DIA) in the role as DNI Executive Agent for the NMEC.

(2) Ensuring an integrated IC DOMEX management strategy and its implementation consistent with the National Intelligence Strategy (NIS) and the National Intelligence Priorities Framework (NIPF).

(3) Oversight, coordination, evaluation, policy direction, guidance, and tasking of IC DOMEX organizations.

(4) Advisory tasking regarding DOMEX activities of organizations and departments not within the National Intelligence Program.

(5) Development and oversight of the national DOMEX strategic plan.

(6) Working with the Deputy Director of National Intelligence for Policy, Plans and Requirements (DDNI/PPR) and the Deputy Director of National Intelligence for Analysis (DDNI/A) -- or their successor organizations -- to establish programmatic guidance for DOMEX-related activities in accordance with the NIS and NIPF, and oversee compliance with established programmatic guidance.

(7) Coordination of IC DOMEX requirements of common concern, to include coordination with DDNI/A requirements for DOMEX disseminated analytic products to be tagged and submitted to the Library of National Intelligence.

(8) Coordination of the procurement of tools and services to support DOMEX activities.

(9) Oversight of sharing of DOMEX information within the IC and with other U.S. Government entities, as appropriate.

b. ADDNI/OS will consult with the ADNI/CIO and the Associate DNI for Science and Technology (ADNI/S&T) on how to share DOMEX intelligence via the IC information architecture.

c. The ADDNI/OS will chair the DOMEX Committee.

## **2. DOMEX Committee (DOMEXCOM)**

a. The DOMEXCOM is established to advise the ADDNI/OS in the execution of responsibilities and development of guidance to IC DOMEX activities under this directive. The DOMEXCOM is comprised of senior executives from the following:

- (1) NMEC
- (2) Defense Intelligence Agency (DIA)
- (3) Central Intelligence Agency (CIA)
- (4) Federal Bureau of Investigation (FBI)
- (5) Defense Cyber Crime Center (DCCC)
- (6) U.S. Army
- (7) National Security Agency (NSA)
- (8) Department of Homeland Security
- (9) Drug Enforcement Administration
- (10) Other members as determined by the ADDNI/OS.

b. The DOMEXCOM will report to the ADDNI/OS and will:

- (1) Provide programmatic, policy, and resource recommendations;
- (2) Develop appropriate DOMEX standards for such areas as, but not limited to, handling, classification, translation, and dissemination procedures;
- (3) Participate in the development of standards for translation and transliteration with the Foreign Language Executive Committee to ensure uniformity of products and facilitate data sharing across the IC;
- (4) Develop in coordination with the ADNI/CIO and, as appropriate, the ADNI/S&T, technology standards for such matters as, but not limited to, interface standards, metadata tagging, forensic processing standards, and storage of DOMEX material;

- (5) Develop standards and architectures to foster the interoperability of equipment associated with document and media collection, processing, exploitation, and dissemination;
  - (6) Provide evaluations of the IC's DOMEX gaps and capabilities;
  - (7) Provide recommendations to optimize future DOMEX by IC elements and, as appropriate, other U.S. Government entities.
- c. The DOMEXCOM will establish such subcommittees, working groups, and boards as required to facilitate coordination or to address topics of IC interest.

### **3. National Media Exploitation Center**

- a. NMEC is a DNI Center composed of DIA, CIA, FBI, NSA, and DCCC as partner organizations. NMEC partner organizations may be added by the ADDNI/OS. The DIA is the DNI Executive Agent for the NMEC, with day-to-day management delegated to the NMEC Director, who shall operate the NMEC under all relevant authorities available to the Director of DIA. The NMEC Director will be appointed by the D/DIA in consultation with the DNI. The NMEC Deputy Director must be appointed from one of the partner organizations comprising NMEC other than the parent service or agency of the NMEC Director.
- b. NMEC will serve to advance the IC's collective DOMEX capabilities on behalf of the DNI. DOMEX strategy, policy, and guidance will be established by the ADDNI/OS. DIA and the NMEC will facilitate, to the maximum extent possible, integration of IC DOMEX policies, standards, and procedures with tactical and operational level Department of Defense procedures.
- c. As directed by the ADDNI/OS, the NMEC acts as a DOMEX service of common concern and:
  - (1) Supports development of the DNI's DOMEX strategy, policy, and programmatic recommendations;
  - (2) Ensures prompt and responsive DOMEX support to meet the needs of intelligence, defense, homeland security, law enforcement, and other U.S. Government consumers, to include provision of timely and accurate collection, processing, exploitation, and dissemination consistent with the protection of intelligence sources and methods;
  - (3) Upon DNI approval, implements policies and guidance on DOMEX, including handling and dissemination policies and related activities;
  - (4) Develops and advocates programs, including training and tradecraft that expose all IC personnel to the benefits of using DOMEX activities and products and, in concert with other IC elements, trains IC personnel in DOMEX.



**4. IC Elements:** In coordination with the ADDNI/OS, and consistent with DNI standards, IC elements:

- a. Collect, process, translate, exploit, report, share, and archive DOMEX products and related raw data in accordance with applicable DNI policy;
- b. Keep ADDNI/OS apprised of DOMEX activities to minimize duplicate efforts;
- c. Participate in deliberations and activities of the DOMEXCOM and related subcommittees and working groups;
- d. Support validated NMEC staffing and technical assistance requirements;
- e. Implement information technology infrastructure in support of DOMEX compliant with IC enterprise architecture policies, services, and standards.
- f. Will coordinate with DDNI/A requirements for DOMEX disseminated analytic products to be tagged and submitted to the Library of National Intelligence.


**5. Additional Roles and Responsibilities**

- a. The DDNI/Acquisition, in coordination with the ADDNI/OS, executes the DNI Milestone Decision Authorities and coordinates program trades, in consultation with the ADDNI/OS, for DOMEX activities determined to be of significant IC interest by the DOMEXCOM, ADDNI/OS, DDNI/C, and the ADNI/CFO.
- b. The ADNI/CIO, will advise the ADDNI/OS, NMEC, and other IC DOMEX activities, services, and agencies on how to develop and operate an infrastructure that will facilitate access to DOMEX information, products and services
- c. The DDNI/PPR, in coordination with the ADNI/CFO and ADDNI/OS, reviews DOMEX return-on-investment and consumer satisfaction metrics as well as participates in strategy development and resource decision-making.

**F. DEFINITION: Document and Media Exploitation (DOMEX)** – the processing, translation, analysis, and dissemination of collected hard copy documents and electronic media, which are under the U.S. Government's physical control and are not publicly available. This definition excludes: handling of documents and media during the collection, initial review, and inventory process; and, documents and media withheld from the IC DOMEX dissemination system in accordance with DNI-sanctioned agreements and policies to protect sources and methods.

G. **EFFECTIVE DATE:** This directive becomes effective on date of signature.

  
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Director of National Intelligence

  
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Date