INTELLIGENCE COMMUNITY POLICY GUIDANCE 900.3

Mission Posture Change Reporting

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. This Intelligence Community (IC) Policy Guidance establishes guidance directing heads of IC elements to notify the Director of National Intelligence (DNI) whenever they identify significant changes to existing analytic or collection capabilities when those changes could significantly affect the element's ability to support senior customers or warfighters, alter the element's coverage of national intelligence priorities, or degrade the element's performance of an assigned IC function.

2. This Guidance establishes a process to notify the DNI and IC elements when analytic or collection capabilities are adjusted, realigned, or not available.

3. This Guidance does not alter the responsibility of IC Program Managers to comply with existing reporting requirements outlined in IC Directive 104, *National Intelligence Program (NIP) Budget Formulation and Justification, Execution, and Performance Evaluation.* Reporting under this Policy Guidance is intended to inform integrated mission decisions.

4. This Guidance does not alter the responsibility of IC Program Managers to comply with existing requirements outlined in IC Directive 112, *Congressional Notification.*

C. APPLICABILITY: This guidance applies to the IC, as defined by the National Security Act of 1947, as amended, and to such elements of any other department or agency as may be designated an element of the IC by the President, or jointly by the DNI and the head of the department or agency concerned.

D. GUIDANCE

1. Heads of IC elements will notify the DNI, the Deputy Director of National Intelligence for Intelligence Integration (DDNI/II), and affected IC elements of significant adjustments or realignments in collection (such as de-orbiting a satellite, the opening or closing of a station or base, or the gain or loss of a business line of collection) or analytic (such as closing or re-aligning an analytic office, initiating or eliminating an analytic career field, or assuming or transferring analytic responsibilities) resources or capabilities under consideration that affect multiple IC or customer organizations.

a. Notification to the DNI, DDNI/II, and IC elements will occur as far in advance as possible, but not less than 30 days before the change is to be implemented.

b. Adequate advance notification will enable the DNI to consider proposed changes.

2. When practical, heads of IC elements are encouraged to collaborate and vet such decisions with IC elements prior to formal notification.

3. In the event of an unanticipated or unexpected system outage, interruption, or failure (hereafter, outage) of a collection or analytic system, platform, or other resource employed for mission purposes, the head of the responsible IC element shall immediately, or as soon as practicable, inform the DNI, DDNI/II, the Director, Mission Support Division (D/MSD), and affected IC elements if the impact to mission is significant or cannot be determined. Notification will enable the DNI to consider the implications and identify measures to mitigate the situation, as appropriate.

E. IMPLEMENTATION

1. Heads of IC elements who intend to adjust or realign analytic or collection capabilities within their programs shall submit a memorandum with, "Collection or Analytic Posture Adjustment Notification" in the subject line.

a. Adjustments or realignments of analytic capabilities shall be reported to the DNI and DDNI/II through the National Intelligence Analysis Board (NIAB).

b. Adjustments or realignments of collection capabilities shall be reported to the DNI and DDNI/II through the National Intelligence Collection Board (NICB).

c. The notification memorandum shall address the:

(1) Adjustments to or realignments of activities under consideration;

(2) Reasons for the proposed adjustments or realignments;

(3) Assessed risk or gain of the proposed adjustments or realignments to the IC element's coverage of national intelligence priorities or the provision of services; and

(4) Assessed risk or gain to the activities of IC elements or customers.

2. Heads of IC elements who identify the outage of a collection or analytic capability with significant or undetermined impact shall submit a memorandum with, "Unavailable Collection or Analytic Mission Capability" in the subject line.

a. Notifications and situation reports shall be submitted to the DNI, DDNI/II, D/MSD and other affected components in accordance with procedures established under ICD 118, *Intelligence Community Continuity Program.* D/MSD, on behalf of the ODNI, shall continue to maintain daily and weekly situation reports regarding outages and losses of collection and analytic capabilities across the IC.

b. In addition to any other reporting requirements, the notification memorandum shall address the:

(1) Type of capability affected by the outage;

(2) Degree to which the capability's unavailability alters the IC element's coverage of national intelligence priorities;

(3) Circumstances under which the capability became unavailable;

(4) Impact on the IC element's ability to provide the service currently provided by the capability;

(5) Anticipated impact on other IC elements' activities or customers' reliance on the unavailable capability; and

(6) The length of time the capability is anticipated to be unavailable.

3. The DDNI/II and D/MSD shall ensure that all affected Office of the Director of National Intelligence (ODNI) components receive notifications that are relevant to their mission areas as they are received. The DDNI/II will advise heads of IC elements providing notification of any action or recommendations resulting from the notification.

F. ROLES AND RESPONSIBILITIES:

1. The DDNI/II shall:

a. Maintain situational awareness of collection and analytic mission postures of IC elements, and the relationship of capabilities to national intelligence priorities;

b. Evaluate the impacts of proposed posture changes or outages as reported by the heads of IC elements, to determine if and to what degree additional analysis and mitigation measures are required by the IC to maintain intelligence support to senior customers or warfighters, and coverage of national intelligence priorities;

c. Provide notification reports of proposed posture changes to ODNI components; and

d. Convene the EXCOM, or other forum as appropriate, to approve mitigating strategies.

2. Director, Mission Support Division shall provide notification reports of outages of collection or analytic capabilities to the DNI, DDNI/II, and affected ODNI components.

3. Heads of IC elements shall:

a. Submit notification reports as required by Section E.1 when considering adjustments or realignments to analytic or collection postures within their programs whenever that adjustment or realignment could significantly affect the IC's ability to meet mission requirements;

b. Submit notification reports as required by Section E.2 on the outage of collection or analytic capabilities if the impact on the IC's ability to meet mission requirements is significant or cannot be determined; and

c. Where the realignments trigger existing reporting requirements on reprogramming or transfer of NIP resources, comply with the existing requirements in Section D.3.b.(3) in ICD 104.

G. EFFECTIVE DATE: This Policy Guidance becomes effective on the date of signature.

James R. Clapper

Director of National Intelligence

15 Apr 2016

Date