

Intelligence Community Policy Memoranda

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

B. PURPOSE: To establish procedures consistent with Intelligence Community Directive (ICD) 101, *Intelligence Community Policy System* for the development, coordination, finalization, and modification of Intelligence Community Policy Memoranda (hereinafter ICPMs).

C. APPLICABILITY

1. This guidance applies to the Intelligence Community (IC), as defined by the National Security Act of 1947, as amended, and to such other elements of any department or agency as may be designated an element of the IC by the President, or jointly by the Director of National Intelligence (DNI) and the head of the department or agency concerned.

2. This IC Policy Guidance (ICPG) applies to ICPMs which, as defined in ICD 101, are policy instruments of the IC Policy System which focus on issues or concerns of the DNI that impact the IC; communicate strategic policy intent, or preliminary approaches of the DNI; and may later culminate in, and contribute to, development of an ICD or ICPG. ICPMs may also be used by the DNI to address emerging, immediate, or urgent policy requirements.

D. POLICY

1. The DNI or, in the DNI's absence, the Principal Deputy DNI (PDDNI), may establish IC policy through signature of ICPMs.

2. The Assistant Director of National Intelligence for Policy and Strategy (ADNI/P&S), as the DNI designee for the IC Policy System, shall use the process as described in Section E.1 unless otherwise modified by the DNI.

3. ICPMs serve as the sole instrument for establishing IC policy through memorandum.

4. Executive Correspondence that provide policy guidance and ICPMs signed prior to the effective date of this ICPG will continue to be active IC policy until rescinded or superseded.

E. PROCESS

1. The process for developing, coordinating, and finalizing an ICPM shall include the following:

a. *Identification.* Any Office of the Director of National Intelligence (ODNI) component or IC element, through its Intelligence Policy Advisory Group (IPAG) representative, may identify and convey potential policy requirements to the ADNI/P&S for consideration.



b. *Consideration.* The ADNI/P&S shall consider the potential policy requirements, assess the need for and priority of an IC policy, and determine if an ICPM is the appropriate policy issuance. The ADNI/P&S shall guide the development of the ICPM by:

- (1) Consulting, as needed, the ODNI components, IC elements, or subject-matter experts;
- (2) Establishing relevant timelines; and
- (3) Assessing cross-policy impacts or considerations.

c. *Drafting:* The ADNI/P&S shall draft an ICPM addressing the identified policy requirements with the participation of the appropriate Accountable Officials and subject matter experts.

d. *Formal Coordination.*

(1) Draft ICPMs shall enter formal coordination through the IPAG and ODNI components unless otherwise directed by the DNI.

(2) The ADNI/P&S may use the IC Policy Review Board (IC-PRB) when appropriate for ICPM coordination purposes.

e. *Adjudication.*

(1) The ADNI/P&S shall adjudicate the written comments provided by ODNI components and IC elements through the formal coordination process and provide a notification and rationale to the submitting ODNI component or IC element for critical comments that are not accepted.

(2) Prior to signature, the ADNI/P&S shall communicate to the DNI any adjudicated critical policy comments that were not incorporated into the draft ICPM and continue to be a subject of disagreement by the IC-PRB or an IC element head.

f. *Finalization.*

(1) The ADNI/P&S shall forward to the DNI, or in the DNI's absence the PDDNI, draft ICPMs along with supporting materials including comments described in Section E.1.e.(2) of this ICPG for signature.

(2) The ADNI/P&S shall notify and provide ODNI components and IPAG representatives any draft ICPM when provided to the DNI for signature.

(3) ICPMs shall be effective upon signature unless otherwise noted.

(4) The ADNI/P&S shall electronically disseminate ICPMs, including technical amendments and revisions, to the ODNI components and IPAG promptly after signature.

(5) The ADNI/P&S, as the office of record for IC policy, shall maintain comments, drafts, and revisions of ICPMs as appropriate in accordance with ICD 101.

2. ICPMs may be modified either by technical amendment or revision. The ADNI/P&S shall determine the appropriate form of modification.

a. *Technical Amendments.* Policies that require technical amendments shall be modified by the ADNI/P&S, after notification to the IPAG. Technical amendments are

modifications that do not change the substantive content or objectives of the policy, or are required by the passage of statutory, policy, or other regulatory requirements.

b. *Revision.* ICPMs that require revision shall be developed using the process described in Section E.1, unless otherwise modified by the DNI.

F. ROLES AND RESPONSIBILITIES

1. The ADNI/P&S shall:
 - a. Serve as the DNI designee for the IC Policy System per ICD 101;
 - b. Make technical amendments to ICPMs.
 - c. Determine if an ICPM is the appropriate policy instrument to address the policy requirement;
 - d. Draft ICPMs including technical amendments and revisions;
 - e. Identify, and state in the ICPM, any policy impacts occurring as a result of the ICPM (rescinds, supersedes, etc.);
 - f. Coordinate ICPM development through ODNI components and the IPAG;
 - g. Adjudicate ODNI and IPAG comments and respond in writing to critical comments;
 - h. Consult with the ODNI Office of General Counsel to ensure legal sufficiency; and
 - i. Provide the final draft ICPM to the DNI, or PDDNI, for signature.
2. ODNI components shall:
 - a. Identify and convey potential policy requirements to the ADNI/P&S;
 - b. Provide subject-matter experts and other relevant stakeholders to participate in the policy development process, as needed;
 - c. Communicate substantive input and critical issues early in the development process to ADNI/P&S;
 - d. Provide formal coordination comments to the ADNI/P&S:
 - (1) Through their respective ADNI, as requested;
 - (2) Within the provided suspense date; and
 - (3) That are consolidated and represent the corporate view of the ODNI component;and
 - e. Update internal or other subordinate guidance to ensure compliance with ICPMs.
3. IC elements shall:
 - a. Identify and convey potential policy requirements to the ADNI/P&S;
 - b. Provide subject-matter experts and other relevant stakeholders to participate in the policy development process, as needed;
 - c. Communicate substantive input and critical issues early in the development process to ADNI/P&S;

- d. Provide formal coordination comments to the ADNI/P&S:
 - (1) Through their respective IPAG representative;
 - (2) Within the provided suspense date; and
 - (3) That are consolidated and represent the corporate view of the IC element; and
- e. Update internal or other subordinate policies and guidance to ensure compliance with ICPMs.

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



Assistant Director of National
Intelligence for Policy and Strategy



Date