

**SYSTEM NAME:** Counterintelligence Trends Analyses Records (ODNI/NCSC-002)

**SECURITY CLASSIFICATION:** The classification of records in this system can range from UNCLASSIFIED to TOP SECRET.

**SYSTEM LOCATION:** National Counterintelligence and Security Center (NCSC), Office of the Director of National Intelligence (ODNI), Washington, DC 20505.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals convicted of or the subject of a criminal complaint, or indicted for espionage or other crime(s) relating to U.S. national security; individuals conspiring with or working on behalf of foreign criminal organizations and convicted of or charged with criminal activity including, but not limited to, corruption and theft of government records for the benefit of a foreign entity or activity; individuals linked to foreign or transnational criminal organizations, foreign intelligence organizations, or international terrorist organizations and subject to administrative processes or penalties for such activity or association; individuals interviewed by U.S. Government personnel or mentioned in such interviews who have been identified in connection with or who have provided relevant information in relation to espionage, crimes related to U.S. national security, foreign criminal organizations, international terrorist organizations, or unauthorized disclosures of sensitive or classified information.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Records include law enforcement records (e.g., convictions, subpoenas, rap sheets, investigatory or administrative files), court documents (e.g., indictments, criminal complaints, plea agreements), NCSC debriefings and interviews with record subjects or their associates and related damage assessments, intelligence or law enforcement reporting on above individuals; and biographical profiles of and personally identifiable information belonging to individuals covered by the system.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** The Intelligence Reform and Terrorism Prevention Act of 2004, Pub. L. 108-458, 118 Stat. 3638 (Dec. 17, 2004); the Counterintelligence Enhancement Act of 2002, as amended, 50 U.S.C. 3031, et seq.; the National Security Act of 1947, as amended, 50 U.S.C. 3001, et seq.; Executive Order 12333, 46 FR 59,941 (1981); Executive Order 13354, 69 FR 53,589 (2004). **PURPOSE:** To facilitate development of counterintelligence trend analyses that can be applied to: (1) Improving U.S. Government personnel security, counterintelligence, and insider threat programs, policies, and procedures; (2) developing training and instruction to identify threats and mitigate associated risks; (3) promoting cooperative research and analyses within and among U.S. Government elements on counterintelligence, insider threat, and personnel security issues that have policy implications; and (4) identifying best practices.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES**

**OF USERS AND THE PURPOSES OF SUCH USES:** Records in this system are shared with U.S. Government personnel conducting the analyses described herein. Records or findings may be disclosed as set forth in the General Routine Uses Applicable to More Than One ODNI Privacy Act System of Records, Subpart C of ODNI's Privacy Act Regulation published at 32 CFR part 1701 (73 FR 16531, 16541) and incorporated by reference.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:** None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:** Electronic records are stored in secure file servers within U.S. Government facilities. Paper and other hard copy records are stored in secured areas within the control of NCSC.

**RETRIEVABILITY:** The records in this system are retrieved by name, personal identifier, or subject matter. Only authorized personnel may search this system.

**SAFEGUARDS:** Information in this system is safeguarded in accordance with recommended and/or prescribed administrative, physical, and technical safeguards. Records are maintained in a secure government facility with access to the facility limited to only authorized personnel or authorized and escorted visitors. Physical security protections include guards and locked facilities requiring badges and passwords for access. Records are accessed only by authorized U.S. Government personnel and contractors holding an appropriate security clearance and who have a "need to know." Software controls are in place to limit access, and other safeguards exist to monitor and audit access and to detect intrusions. System backup is maintained separately.

**RETENTION AND DISPOSAL:** Pursuant to 44 U.S.C. 3303a(d) and 36 CFR Chapter 12, Subchapter B, part 1228—Disposition of Federal Records, records will not be disposed of until such time as the National Archives and Records Administration (NARA) approves an applicable ODNI Records Control Schedule.

**SYSTEM MANAGER(S) AND ADDRESS:** NCSC CI Trends System Manager, c/o Director, Information Management Division, Office of the Director of National Intelligence, Washington DC 20511.

**NOTIFICATION PROCEDURES:** As specified below, records in this system have been exempted from certain notification, access, and amendment procedures. Individuals seeking to learn if this system contains information about them should address inquiries to

the NCSC at the system manager address above and according to the requirements set forth below under the heading "Record Access Procedures."

**RECORD ACCESS PROCEDURES:** As specified below, records in this system have been exempted from certain notification, access, and amendment procedures. A request for access to non-exempt records shall be made in writing with the envelope and letter clearly marked "Privacy Act Request." Pursuant to ODNI's Privacy Act Regulation at 32 CFR 1701.7(d), requesters shall provide their full name and complete address, date and place of birth, citizenship status, alien registration number (if applicable), and date that status was acquired. Additional or clarifying information may be sought to ascertain identity. Requesters also must provide sufficient details to facilitate locating the record. The requester must sign the request and have it verified by a notary public. Alternatively, the request may be submitted under 28 U.S.C. 1746, certifying the requester's identity and understanding that obtaining a record under false pretenses constitutes a criminal offense. Requests for access to information must be addressed to the Director, Information Management Division, Office of the Director of National Intelligence, Washington, DC 20511. Regulations governing access to one's records or for appealing an initial determination concerning access to records are contained in the ODNI regulation implementing the Privacy Act, 73 FR 16531 (March 28, 2008).

**CONTESTING RECORD PROCEDURES:** As specified below, records in this system have been exempted from certain notification, access, and amendment procedures. Individuals seeking to correct or amend non-exempt records should direct their requests to the NCSC at the system manager address and according to the requirements set forth above under the heading "Record Access Procedures." Regulations regarding requests to amend, for disputing the contents of one's record, or for appealing initial determinations concerning these matters are contained in the ODNI Privacy Act regulation, 73 FR 16531 (March 28, 2008).

**RECORD SOURCE CATEGORIES:** Records derived from human and record sources consulted in the course of investigating disclosure of sensitive or classified information.

**EXEMPTIONS:** Records contained within this System of Records may be exempted from the requirements of subsections (c)(3); (d)(1),(2),(3),(4); (e)(1) and (e)(4),(G),(H),(I); and (f) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(1) and (k)(2). Records may be exempted from these subsections or, additionally, from the requirements of subsections (c)(4); (e)(2),(3),(5),(8) and (12); and (g) of the Privacy Act consistent with any exemptions claimed under 5 U.S.C. 552a(j) or (k) by the originator of the record, provided the reason for protecting the record from disclosure remains valid and necessary.