
INTELLIGENCE COMMUNITY POLICY GUIDANCE NUMBER 101.2



INTELLIGENCE COMMUNITY STANDARDS

(EFFECTIVE 16 JANUARY 2009)

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

B. PURPOSE: To provide guidance for the development, coordination, finalization, and modification of Intelligence Community (IC) Standards (ICS).

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

D. POLICY:

1. As defined in Intelligence Community Directive (ICD) 101, *Intelligence Community Policy System*, ICSs are policy instruments of the IC Policy System and provide specific procedures, sets of rules, conditions, guidelines, characteristics, or specifications for intelligence or intelligence-related products, processes, or activities in support of effective and uniform implementation of laws, Executive Orders, and DNI policies.

2. ICSs are subordinate to ICDs and Intelligence Community Policy Guidance (ICPG), and are fully consistent with applicable ICDs and ICPGs.

3. Office of the DNI (ODNI) officials, Functional Managers, or other IC officials, pursuant to designations by or delegations from the DNI, shall develop ICSs in accordance with ICD 101, this ICPG and other relevant policies.

4. The Deputy Director of National Intelligence for Policy, Plans, and Requirements (DDNI/PPR), as the DNI designee for all matters pertaining to the IC Policy System, shall ensure ICSs are developed in accordance with Section D.3 of ICD 101 and provide support to the development or coordination of ICSs as appropriate.

E. PROCESS:1. *Development.*

a. ICSs shall be developed and revised by the appropriate official, herein referred to as the Accountable Official, as established in Section G.1.c.(2) of ICD 101 or as directed by the DNI or his designee. The Accountable Official shall draft ICSs in accordance with Section D.3 of ICD 101.

b. The DNI designee, after consultation with the ODNI Office of General Counsel (OGC), shall issue the appropriate ICS number to the Accountable Official. Prior to drafting the ICS, the DNI designee must verify that an ICS is the appropriate policy instrument pursuant to Section E.1 of ICD 101. The DNI designee shall inform the Intelligence Policy Advisory Group of an ICS to be developed.

2. *Formal Coordination and Adjudication.*

a. The Accountable Official shall coordinate ICSs with subject matter experts in the IC using venues determined by the Accountable Official, or may request DNI designee assistance as appropriate for ICS coordination using IC policy bodies as described in Section F.1 of ICD 101. Accountable Officials shall coordinate ICSs with department-level officials, when appropriate.

b. IC elements shall provide written comments to the Accountable Official within 10 business days, unless otherwise determined by the Accountable Official. Comments provided through coordination of ICSs shall be adjudicated by the Accountable Official.

3. *Finalization.* Following formal coordination, and prior to signature by the Accountable Official, draft ICSs are subject to the concurrence of the DNI designee and ODNI OGC.

4. *Technical Amendments.* Technical amendments to ICSs are minor modifications that do not change the substantive content or objectives of the ICS. ICSs that require technical amendments shall be modified by the Accountable Official after prior notification to relevant subject matter experts, the DNI designee, and ODNI OGC.

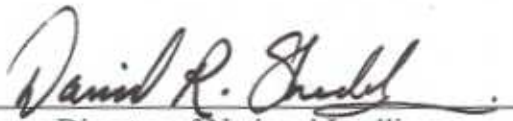
5. *Retention.* The DDNI/PPR will maintain comments, drafts and revisions of IC Policy System documents as appropriate.

F. FORMAT:

1. ICSs shall adhere to the template provided in Annex A.

2. ICSs have no specific formatting requirements for content; this instrument can thus be used to satisfy a range of objectives and accommodate diverse types of information, including text, pictures, charts, and tables. The nature of the information to be communicated determines the structure and tone of the ICS.

G. EFFECTIVE DATE: This ICPG is effective on the date of signature.


Deputy Director of National Intelligence
for Policy, Plans, and Requirements

Date January 16, 2009

ANNEX A – TEMPLATE FOR INTELLIGENCE COMMUNITY STANDARD



OFFICE OF THE DIRECTOR OF NATIONAL
INTELLIGENCE
INTELLIGENCE COMMUNITY STANDARD
NUMBER YEAR-XXX-XX

SUBJECT:

Signature of Appropriate Official

Date