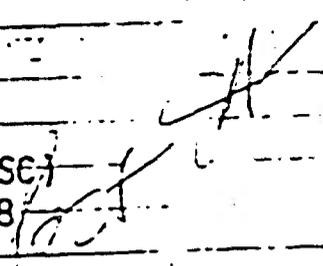DEPARTMENT OF THE AIR FORCE
Headquarters Foreign Technology Division (AFSC)
Wright-Patterson Air Force Base OH 45433-6508

FTD REGULATION 200-1

31 January 1986

Intelligence

DISSEMINATION OF SUBJECTIVE INTELLIGENCE

This regulation establishes policies and responsibilities for dissemination of documentary intelligence in the Foreign Technology Division (FTD). It is applicable to HQ FTD, Wright-Patterson AFB OH. It applies to dissemination of written word intelligence (irrespective of the transmission medium) for which dissemination decisions must be made on the subjective content of the document.

Tasking for quick reaction responses, administrative communications and correspondence are excluded from this regulation.

1. POLICY. Dissemination of documentary intelligence will be made to FTD elements on a need-to-know basis. Documents are categorized as follows to support this policy:

   a. Priority. Documents containing time-sensitive high interest information. The goal for dissemination is one work day from time of receipt.

   b. Central Information Reference and Control (CIRC) System. Documents containing information that must be distributed and retained for retrieval. The goals for CIRC dissemination are 90 percent within 45 days and 100 percent within 90 days from date of receipt.

   c. Miscellaneous. Documents of casual interest to FTD but not required. Dissemination will not be made, but documents will be available for review by analysts.

2. DISTRIBUTION RESPONSIBILITIES.

   a. The Document Services Branch (SIIS):

      (1) Maintains coordinated FTD requirements for primary distribution of documentary intelligence in response to systematic distribution methods operated by Defense Intelligence Agency (DIA) and National Security Agency (NSA).

      (2) Distributes documentary intelligence and limited distribution (LIMDIS) messages based on current requirements.

b. The Information Research Branch (SIIR) maintains profile requirements for distribution of CIRC materials, for message traffic and for selecting incoming intelligence and open source information to include in the CIRC system. SIIR also prepares and maintains profiles for automatic distribution of CIRC materials and substantive messages.

c. The Operations Branch (X000) maintains FTD user requirements for notification of time-sensitive electrical intelligence receipts.

3. PROCEDURES FOR PRIMARY DISTRIBUTION REQUIREMENTS.

a. SIIS maintains overall requirements for distribution of documents to FTD by document producers. These include the DIA Statement of Intelligence Interest, the DIA Recurring Finished Intelligence Reports list, NSA catalogs and standard intelligence publications.

(1) These requirements are subject to continuous revision. The Directorate of Systems (SD), Directorate of Technology and Threat (TQ) and Directorate of Sensor Data (SQ) will inform SIIS of changes as they occur. Send changes to the assigned SIIR Technical Information Specialist (TIS) or to SIIS.

(2) Comprehensive review of DIA and NSA primary distribution requirements is conducted periodically, generally at the request of DIA or NSA. Procedures for conducting comprehensive reviews are established and coordinated jointly with SD, TQ and SQ.

b. Messages received by FTD with formal distribution limitations are disseminated only to the addressee specified in the message address line. Any further distribution will be the addressee's responsibility. Copies are maintained for 30 days by SIIS.

4. NOTIFICATION OF TIME-SENSITIVE RECEIPTS. The Operation Division (XOO) notifies the appropriate office, in accordance with paragraph 2b, in the most expeditious manner of the receipt of time-sensitive, electrical traffic. Copies are maintained in XOO for the recipient to reproduce. On the following workday, SIIS will distribute copies to the recipient's division.

5. DISSEMINATION OF PRIORITY DOCUMENTS.

a. SIIR maintains up-to-date time-sensitive, high-interest information requirements identified down to the lowest appropriate organizational level. Requirements will incorporate not only substantive analysis assignments but also collection evaluation assignments.

(1) Requirements are subject to continuous revision. Personnel from SD, TQ and SQ will inform SIIR or X000 of additions or deletions as they occur. Formal communications to SIIR or informal communications through the assigned SIIR TIS may be used.

(2) Comprehensive review of all time-sensitive, high-interest information requirements are conducted periodically using procedures jointly established and coordinated with SD, TQ and SQ.

(3) Normally a single OPR is recognized by the Information Services Division (SII) for dissemination of single copies of priority documents in a subject matter or a specific sensor's area. Assignment of multiple offices of primary responsibility (OPR) will be coordinated by the Directors involved.

b. SIIS notifies OPR of the availability of priority documents in the most expeditious manner either by distribution of copies or by written notice. Those offices receiving only written notices may request microfiche or reproduced hard copy. Dissemination to other than those designed and OPR is accommodated by CIRC dissemination.

6. SELECTION OF CIRC DOCUMENTS. A comprehensive compilation of FTD information requirements is maintained by SIIR in the CIRC selection guide. These requirements are identified down to the lowest appropriate organizational level to aid in review. The guide addresses all FTD information requirements and is coordinated by each directorate and staff office and reviewed by SIIR.

a. Requirements are subject to continuous revision. SD, TQ and SQ personnel will inform SIIR of changes as they occur. Changes should be communicated formally to SIIR or may be communicated informally through the TIS.

b. Comprehensive review of the CIRC selection guide is conducted periodically using procedures jointly established and coordinated with SD, TQ and SQ.

7. DISSEMINATION OF CIRC DOCUMENTS.

a. SIIR maintains up-to-date requirements for dissemination by using CIRC profiles. These requirements are identified by CIRC profile symbol and the user for whom the profile is maintained. The requirements also address all information interests (including information in priority documents) expressed by the user.

(1) Requirements are subject to continuous revision. Users will inform the TIS assigned to maintain their profiles of changes to existing requirements.

(2) Comprehensive review of CIRC dissemination requirements is conducted continuously as scheduled by SIIR. Each profile is reviewed at least annually. Profile performance is reviewed jointly by the assigned TIS and the user for whom the profile is maintained using the expressed requirements, profile output and statistical data on profile performance.

(3) Requests for new CIRC profiles are directed to SIIR for assignment.

b. Distribution in response to requirements for CIRC documents is normally accomplished using the existing mail and distribution systems appropriate to the classification of the output.

8. READING AREA.

a. SIIS maintains a reading area to provide access to all documents received. Each day's receipts are segregated and retained on the reading table for ten working days. Documents are grouped, held in appropriate sequence by number or short title and clearly identified as selected for CIRC or not selected for CIRC.

b. Users of the reading area are encouraged to revise their requirements for dissemination of priority documents, their CIRC profiles and to advise SIIR on the accuracy of CIRC selection.

c. Copies of documents from the reading area are made available for use and retention, subject to limits on retention established by SIIS and duplication capabilities and facilities.

d. Copies of Intelligence Information Reports (IIR) with attachments requiring evaluation are filed in the reading area for analyst-evaluator use for ten working days. In exceptional cases, the IIR attachments may be released to the requester for a specified time.

e. Copies of all GAMMA electrical reports are available each duty day for review by designated Alternate GAMMA Control Offices and core team members and are located in the SIIS GAMMA read area.

OFFICIAL   EARL A. PONTIUS, Colonel, USAF
                                            Commander

JOSEPH A. TUSINSKI, Major, USAF
Chief, Administration Division

SUMMARY OF CHANGES:

This update revises the NI office symbols to SI in accordance with change effective 8 November 1985.