DEPARTMENT OF THE AIR FORCE   FTD REGULATION 200-21
Headquarters Foreign Technology Division (AFSC)
Wright-Patterson Air Force Base, Ohio 45433-6508   10 October 1984

Intelligence

INFORMATION REPORT (IIR) EVALUATION PROCEDURES

This regulation implements Defense Intelligence Agency (DIA) Manual_____. It
establishes procedures and responsibilities for evaluating Intelligence Infor-
mation Reports (IIRs) and directs the use of message format'_____,
Defense Intelligence Information Report Evaluation, ____ This regulation
is applicable to Headquarters, Foreign Technology Division (FTD) and detach-
ments.

1. Explanation of Terms:

    a. ⌐_____   _____⌐ This form is designed to be
used as a draft for preparation of message evaluations. The ⌐ __
message format is used to assess the responsiveness of the IIR and the utility
of the reported information. It is used to provide specific feedback or
guidance to field collectors. Message⌐ __   format is provided __

    b. ⌐   Intelligence Information Report Evaluation.   _ ⌐

    c. Continuing Intelligence Requirement (CIR). A specific intelligence need
that is continuous, repetitive or semi-permanent in nature and cannot be
satisfied from existing intelligence holdings.

    d. Intelligence Collection Requirement (ICR). A specific intelligence need
of short term (usually within 1 year) or a one-time duration that cannot be
satisfied from existing intelligence holdings.

    e. Source Directed Requirement (SDR). A tailored intelligence need
directed at one specific source based on a published Notice of Intelligence
Potential, a Knowledgeability Brief,   ,
Request for Requirements, or other notification device.

f.   Prime Analyst-Evaluator. The principal initiator of a   .require-
ment and the individual who is responsible for completing   message
format action.

g.   Supporting/Interested Analyst-Evaluator. An analyst who has a colla-
teral interest in, or contributes to, the composition of a multi-contributor
requirement.

2. Dissemination of IIRs. The Directorate of Data Services (NI) will dissemi-
nate a hard copy   ion   with all IIR's meeting the eva-
luation criteria outlined in paragraph 3.b.(1) thru 3.b.(3) below.

a.   The Document Services Branch (NIIS) provides copies of IIRs requiring
evaluation, with   , to the prime analyst. The prime
analyst will also be provided a list of the supporting/interested analyst(s) who
contributed to or have specific interest in the original ICR/CIR/SDR.
Supporting/interested analyst(s) will receive a notice that a requirement
responsive IIR has been received and is available for review in the NIIS read
area. This notice will identify the prime analyst so a contributing analyst
can provide input to the prime analyst's evaluation.

b.   Due to volume and DIA restrictions, attachments to IIRs will be
available in the NIIS read room for 10 working days. During that period
analysts may request copies of any attachment by placing their name and office
symbol at top of the first page of the attachment. At the end of the 10 working
days NIIS will forward the requested copies. All other attachments will be
either destroyed or forwarded to DIA in accordance with DIA/NIIS procedures. In
exceptional cases, attachments may be released to an analyst for a specified
period.

3. Evaluation of IIRs:

a.   Analysts are expected to evaluate IIRs based only on their primary
interest in reported information. Completion of narrative collection guidance
in the appropriate section of the evaluation is mandatory. If not accomplished,
the evaluation will be voided by Requirements & Evaluation Branch (XOQR) and
returned for reaccomplishment. Under no circumstances should an evaluation be
accomplished if the consumer is not the OPR unless, on an analyst's initiative
basis, appropriate and salient comments apply.

b.   Evaluation Criteria. IIRs are selected for evaluation when the complete
IIR is available with all enclosures. The following criteria applies:

(1) IIRs responding to FTD initiated ICRs will automatically be selected
for evaluation.

NOTE: When multiple IIRs, generated by the same collector and referencing
the same ICR are received over a short period of time, one composite evaluation
may be completed. This evaluation must indicate in   all
IIR numbers being evaluated.

(2) IIRs responding to FTD initiated CIRs will only be selected for eva-
luation when the collector requests it.

(3) When a collector completes reporting on a SDR, the final IIR will carry the parenthetical word "COMPLETED" after the requirement reference. Only at that time is it necessary to generate an evaluation. All IIRs written in response to the requirement, by the same collector, should be evaluated on a composite basis. The message format   must reflect each IIR number being evaluated. Analyst search of the   , by SDR number, will provide all responsive IIRs. Some SDRs may address a variety of topics (for example, torpedos, electronics, ASW, weapon systems) in which case one composite evaluation may not be feasible. Therefore to preserve a sense of direct analytical feedback, a single or cumulative response to a SDR is up to the analysts.

(4) Initiative Evaluations. Message format _____ is the primary tool used by the analyst to communicate with the intelligence collector. Analysts are encouraged to submit initiative evaluations. These evaluations are particularly useful when:

(a) The IIR or group of IIRs are considered to be especially useful.

(b) The information reported is considered of "no value" and further similar reporting would be counterproductive. (To be used only when the analyst has primary responsibility for the subject area.)

(c) A dialogue is desired to clarify points in the IIR or to provide guidance for future reporting.

c. Prime Analyst. The prime analyst is responsible for completing message format _____ actions. The prime analyst provides a single, coordinated FTD evaluation based on inputs from supporting/interested analyst(s). To reduce the administrative workload on the analyst(s), supporting interested analyst(s) inputs may be provided verbally. If there is an unresolved disagreement between the prime and supporting analyst-evaluator, both parties may submit an evaluation.

d. Processing Times:

(1) The message format _____ when referencing an ICR or SDR, must be completed within 10 working days from date of receipt in analyst's branch.

(2) The _____ when responsive to a CIR, must be completed within 30 days of receipt.

4. Administrative Requirements:

a. The branch chief or an appointed representative -

(1) Ensures the message format _____ is completed(

(2) Serves as the single point of contact for all IIRs requiring evaluation in their branch.

(3) Maintains a suspense file of all evaluation requests received by their branch according to ⌐⎯⎯⎯⌐. If an evaluation request is sent to the wrong branch, a telecon coordination will be made with XOQR and the evaluation forwarded to the correct evaluator.

(4) Is responsible for quality control of all message forma' completed by the branch.

(5) Ensures that the evaluation is appropriately classified according to the ⌐⎯⎯⎯⎯, and routed through the Directorate of Plans and Operations to the Foreign Disclosure Policy Office for release and disclosure guidance when appropriate.

(6) Ensures that the message format ____ ⎮ evaluation is "coordinated" through XOQR and provide a copy to the Input Processing Branch (NIIP) for completion of tracking· ⎮procedures only.

b. XOQR -

(1) Maintains records to identify ⎮collection requirements by contributor and office symbol.

(2) Identifies all prime and supporting analysts who contributed to or have interest in an ICR/SDR/CIR. This information will be forwarded to NIIS on a monthly basis.

(3) Identifies all ICR/SDR/CIR cancellations and forward to Information Research Branch (NIIR) on a monthly basis.

(4) Responds to national level queries concerning delinquent evaluations and related problems.

c. NIIS - Maintains an automated listing of IIR evaluation routing actions. A listing of evaluation actions and status will be disseminated to XOQR at least biweekly. Listings will be disposed of according to ⎮___ __

5. Storing of IIRs. Any IIRs which reference FTD ___ ⎮requirements and contain information important to FTD analytical needs, will be entered into the ⎮by NII.

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1. Sample Message Evaluation
2. Distribution for Message Evaluation

SUMMARY OF CHANGES

Regulation rewritten to align FTD evaluation procedures with ' ⎯ and to implement message evaluation directives.