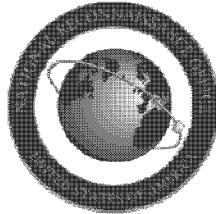


National Reconnaissance Office
Business Function 110, Strategic Communications
Directive 110-5, Strategic Communications
Instruction 110-5-2, Congressional Support Agency
Engagements



15 NOVEMBER 2013

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

TABLE OF CONTENTS

NI 110-5-2 CHANGE LOG 3

SECTION I - INTRODUCTION..... 4

SECTION II - NBF 110 CONGRESSIONAL SUPPORT AGENCY ENGAGEMENTS
DOCUMENTATION..... 4

 Governing NBF..... 4

 Description..... 4

 Instruction Point of Contact..... 5

 Support Systems..... 5

 Process Narrative..... 5

 Process Flow Diagram..... 11

 Table 1: Risk and Internal Control Table..... 12

SECTION III - CONFIGURATION CONTROL..... 13

APPROVING SIGNATURE..... 13

APPENDIX A - PROCESS FLOW DIAGRAM LEGEND..... 14

APPENDIX B - ACRONYM LIST AND GLOSSARY..... 15

APPENDIX C - REFERENCES/AUTHORITIES..... 16

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

NI 110-5-2 CHANGE LOG

Revision	Date	Revised By	Pages Affected	Remarks
1.0			All	Initial release as an NRO Instruction

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

SECTION I - INTRODUCTION

In accordance with the National Reconnaissance Office (NRO) Governance Plan, the NRO Business Function (NBF) 110, Strategic Communications, and NRO Directive 110-5, this NRO instruction (NI) sets forth the procedural implementation guidance and provides applicable information to perform the Congressional Support Agency (CSA) communications and engagement process. All NRO personnel who perform tasks or have duties specific to CSA engagements will comply with this NI. When the work to be performed under an NRO contract must comply with this instruction, the program office shall list this instruction as a reference document in the contract statement of work.

Upon publication of this document, Corporate Business Process Instruction 110-7, Congressional Support Agency Engagement, 30 October 2011 is hereby rescinded.

SECTION II - NBF 110 CONGRESSIONAL SUPPORT AGENCY ENGAGEMENT DOCUMENTATION

The sub-sections that follow detail the Congressional Support Agency Engagement process.

Governing NBF

NRO Business Function 110, Strategic Communications

Description

This sub-process instruction describes the rules of engagement, restrictions, and objectives for productive interaction with the Government Accountability Office (GAO), Congressional Budget Office, Congressional Research Service, and Library of Congress for audits, reviews, questions, requests for information, general dialogue, and any other communications.

Business Plans and Operations Directorate, Office of Congressional and Public Affairs, Office of Congressional Affairs (BPO/OCPA/OCA) is the office responsible for all coordination, communication, and engagement between the NRO and the CSAs. BPO/OCPA/OCA serves as the principal legislative affairs advisor to the Director, National Reconnaissance Office (DNRO), NRO senior leaders, and other NRO personnel as necessary. BPO/OCPA/OCA coordinates with legislative liaison (LL) offices across the Intelligence Community (IC) and

**NI 110-5-2, Congressional Support Agency Engagements
FY 2014**

Department of Defense, and is committed to maintaining a relationship with Congress built on trust. In all communications with the Legislative Branch, it is NRO policy to be responsive, fact-based, candid, complete, and consistent.

Instruction Point of Contact

BPO/OCPA/OCA is the point of contact for all NRO interaction with CSAs, and may be reached via email at BPO-OCA.

Support Systems

- NRO Management Information System;
- Tracking Information and Enterprise Response (TIER) System;
- Unclassified Management Information System;
- Capitol Hill Computer Network;
- Blackberries assigned to LL personnel;
- Secure Terminal Equipment and unclassified phones;
- Classified/Unclassified fax machines;
- Government vehicles assigned to BPO/OCPA/OCA; and
- Pentagon, Capitol Hill, and NRO facility access badges.

Process Narrative

1.0 NRO Engagement with CSAs

1.1 IC Directive (ICD) 114, Comptroller General Access to Intelligence Community Information, effective 30 June 2011 addresses the requirement in the Intelligence Authorization Act of 2010 (Public Law 111-259, section 348) to establish policy for access to information in the possession of an IC element by the Comptroller General through the GAO. This directive provides guidance to the IC elements that is consistent with the National Security Act of 1947, which provides GAO the jurisdiction and authority to conduct audits and reviews of government programs and activities.

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

1.2 ICD 114 mandates that the NRO:

1.2.1 Promptly notify the Office of the Director for National Intelligence (ODNI) Office of Legislative Affairs (OLA) of CSA requests for information and include the NRO's determination on access and preliminary response.

1.2.2 Cooperate with the CSA to the fullest extent possible and provide timely responses to requests for information.

1.2.3 Provide CSA access to information that relates to matters that are the subject of CSA reviews or audits, to the extent consistent with national security and the protection of intelligence sources and methods, particularly:

1.2.3.1 Finished and disseminated national intelligence information relevant to a CSA review;

1.2.3.2 Information relating to the administration of a U.S. government-wide program or activity; and

1.2.3.3 Publicly available information.

1.2.4 Provide NRO responses to CSA products, reports, and recommendations as appropriate.

1.2.4.1 If the CSA provides the NRO an opportunity to comment on a CSA product, the NRO is strongly encouraged to provide CSA with a timely response.

1.2.4.2 When a CSA report contains a recommendation concerning an NRO activity, a written statement shall be submitted addressing the recommendations within 60 calendar days of the date of the report to the appropriate House and Senate committees in the same manner provided by 31 U.S. Code 720 (Reference 5).

1.2.4.3 Immediately provide a copy of said statement to ODNI OLA.

1.2.5 Evaluate CSA requests for information on a case-by-case basis using the following guidelines:

1.2.5.1 In general, the NRO shall cooperate with CSA audits or reviews;

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

1.2.5.2 NRO shall not categorically deny CSA access to information, nor shall NRO withhold information solely because it relates to a program that is funded by the National Intelligence Program;

1.2.5.3 NRO shall work with CSA to explore alternate means to accommodate requests for access to specific information if CSA should not have access to the specific information requested;

1.2.5.4 NRO shall make information available to CSA in a manner consistent with the obligation to protect intelligence sources and methods; and

1.2.5.5 Access to information shall be tailored after discussion with CSA to address specific objectives of the particular review -- unnecessary information should not be provided.

1.2.6 Evaluate whether the information provided to CSA is responsive to the CSA review for which the information was requested. Also ensure the request is supported by a written CSA request that clearly identifies the purpose of the request.

1.2.7 Should NRO receive a request for access to information that may affect the joint equities of other IC elements, BPO/OCPA/OCA must coordinate responses with other affected offices and elements of the IC.

1.2.8 Ensure that any CSA request for access to another agency's information is referred to that agency or that information responsive to such a request is made available to CSA only after obtaining the documented consent of that agency.

1.2.9 If the NRO determines that a CSA request cannot be accommodated, the NRO shall promptly advise CSA and inform ODNI OLA.

2.0 Engagement Guidelines

2.1 Information that falls within the purview of the Congressional Intelligence Oversight Committees generally shall not be made available to CSA to support an audit or review of core national intelligence capabilities and activities, which include intelligence collection operations, intelligence

**NI 110-5-2, Congressional Support Agency Engagements
FY 2014**

analyses and analytical techniques, counterintelligence operations, and intelligence funding, unless directed otherwise by ODNI OLA.

2.1.1 NRO may, on a case-by-case basis, provide information in response to any CSA requests not related to CSA audits or reviews of core national intelligence capabilities and activities.

2.2 NRO must consider whether the information requested is subject to statutory restrictions or executive branch confidentiality interests. Information on intelligence sources and methods and information related to covert action shall not be provided.

2.3 Access by CSA personnel shall be consistent with the principles of eligibility for access to classified national security information and need-to-know as outlined in EOs 12968 and 13526. CSA may be afforded access to classified or other sensitive information only after CSA:

2.3.1 Identifies the individuals who will have access to such information and documents.

2.3.2 Verifies that the individuals being granted access possess the appropriate security clearance or have obtained a limited security approval and have signed the applicable non-disclosure agreement;

2.3.3 Verifies that it has secure facilities accredited to receive and store classified information in accordance with classification, dissemination controls, and other special handling requirements, if the information is to be received and retained by CSA;

2.3.4 Verifies it has acknowledged and agreed to abide by the classification, dissemination controls, and other special handling requirements of any provided document or information; and

2.3.5 Verifies that its retention and dissemination of intelligence information shall comply with Executive Order 12333, part 2, as it pertains to U.S. person's information.

3.0 Engagement Process

**NI 110-5-2, Congressional Support Agency Engagements
FY 2014**

3.1 The CSA submits a request for information or report of CSA issues recommendations which affect the NRO and require a response as mandated by ODNI.

3.2 BPO/OCPA/OCA gathers background information as needed, discusses the request with the CSA point of contact (POC) to isolate the information necessary to satisfy the objective, and identifies the number and title of the specific audit, investigation, or review for which the information is requested.

3.3 BPO/OCPA/OCA discusses the request with the appropriate NRO program or issue POC to determine the nature of information that would satisfy the request.

3.4 BPO/OCPA/OCA coordinates with D/OCPA and/or DD/OCPA at a minimum, and D/BPO, DNRO, and other NRO seniors as necessary to determine if the information is appropriate for CSA and how the NRO will respond, thus enabling the BPO/OCPA/OCA to create a TIER action (if appropriate) and expend resources to gather and prepare the information. OCA will determine if the information is appropriate to provide to CSA in accordance with the guidance defined in Section II of this instruction.

3.5 When the information is prepared, BPO/OCPA/OCA submits it to NRO/BPO Security for classification marking review and evaluation of the CSA's ability to receive such information (personnel, facility, information transfer, and storage).

3.6 BPO/OCPA/OCA submits the information to the NRO's Office of General Counsel (OGC) for their review.

3.7 If NRO has concerns about providing specific information they will coordinate with ODNI for alternative recommendations to meet the CSA's objectives.

3.8 The information or denial with justification is then communicated to the CSA.

3.9 Follow-up questions and requests for additional information will follow a similar sequence with all NRO and ODNI stakeholders kept informed of the status of the request and subsequent information requested and provided.

3.10 All information regarding the CSA request is logged by the BPO/OCPA/OCA in a spreadsheet and archived in BPO/OCPA folders.

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

4.0 BPO/OCPA/OCA will:

4.1 Coordinate with NRO senior leaders, program directors, and subject matter experts to achieve consistency with the broader NRO strategy and objectives and with prior statements provided to CSA.

4.2 Coordinate with NRO/OGC if there is any concern regarding the legality or policy constraint of a CSA request.

4.3 Per ODNI guidance, coordinate with them prior to engaging with CSA to ensure consistency and quality.

4.4 Ensure information is relevant, accurate, consistent, and complete.

4.5 Maintain a detailed log of all CSA communications including:

4.5.1 Date;

4.5.2 POC;

4.5.3 CSA audit or review number and title;

4.5.4 CSA requestor;

4.5.5 Issue description and/or program affected and what information was requested;

4.5.6 NRO office affected and NRO subject matter POC;

4.5.7 ODNI POC who approved or denied the information release;

4.5.8 NRO/OGC opinion on the release of information, if needed; and

4.5.9 Title of the particular information provided to CSA with a folder path to its archived location.

4.6 Document all conversations, emails, meetings, briefings, and follow-up actions in BPO/OCPA shared folders.

**NI 110-5-2, Congressional Support Agency Engagements
 FY 2014**

4.7 Provide documentation of the CSA engagement to D/BPO and the NRO front office as well as other NRO stakeholders as required or directed.

4.8 Use the TIER system to task the responsible organizations within the NRO to either coordinate or request needed information.

4.9 Fully complete any follow-up actions in a timely fashion.

4.10 Provide information as applicable to mission partners and other IC agencies regarding meetings with CSA.

Process Flow Diagram

Figure 1 is the work-flow diagram for the CSA Engagement Sub-Process. Appendix A provides the legend for the shapes used in the diagram.

Figure 1: CSA Engagement Work-Flow Diagram

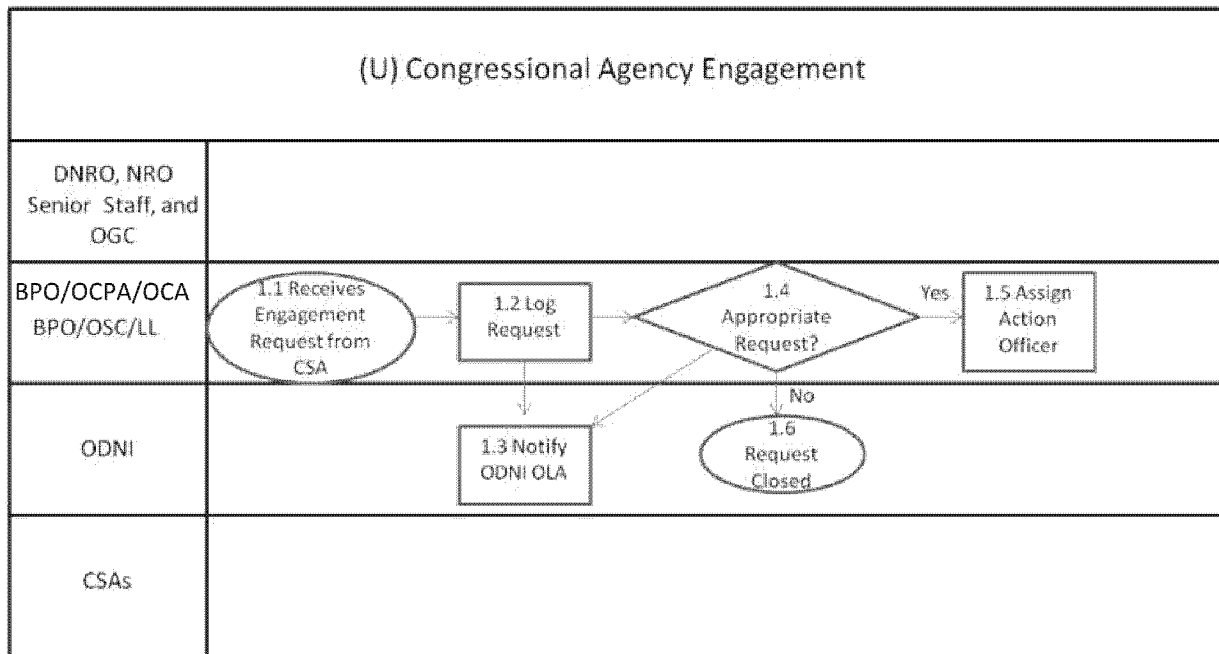


Figure is UNCLASSIFIED.

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

Risks and Internal Controls

Table 1 provides risks and internal controls for the Office of Congressional and Public Affairs CSA Engagement process.

Table 1: Risk and Internal Control Table

Risk	Internal Control
<p>Inappropriately coordinated information could be sent from the NRO to CSA.</p>	<p>NRO/BPO/OCPA/OCA is the single point of contact for CSA interactions and will educate the NRO programs and staffs to follow the CSA engagement process.</p>
<p>CSA personnel could receive information they are not cleared to access, transmit, or store.</p>	<p>All responses to CSA must be coordinated with NRO Security and OCPA must validate that CSA recipients have the appropriate clearances. Classified information cannot be provided via computer systems that are not approved for the classification level of the information to be provided. Classified information may only be stored on appropriately certified and accredited systems.</p>
<p>Control objective: maintain a detailed log of all CSA interaction, both oral and written, and archive all information provided.</p>	<p>Duplication of effort will be avoided and the NRO will have a solid record of the information provided to CSA as investigations and audits progress.</p>
<p>Control objective: coordinate all CSA communications with ODNI OLA prior to providing to CSA.</p>	<p>ODNI will ensure a consistent message to CSA across the IC and provides a layer of protection against the inadvertent release of inappropriate information.</p>

Table is UNCLASSIFIED.

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

SECTION III - CONFIGURATION CONTROL

All changes to the Strategic Communications NBF CSA
Engagement Instruction require NBF owner approval.

APPROVING SIGNATURE

As the NBF owner for Strategic Communications, I confirm
that this document provides a complete representation of the CSA
Engagement Instruction and that the document has been
coordinated with stakeholders of the process.



Todd Peckins
Strategic Communication,
NBF owner (Acting)

11/15/13

Date

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

APPENDIX A - PROCESS FLOW DIAGRAM LEGEND

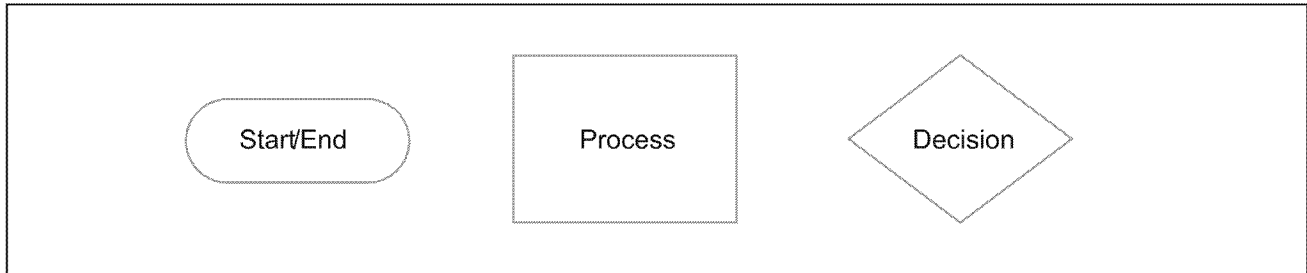


Figure is UNCLASSIFIED.

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

APPENDIX B - ACRONYM LIST AND GLOSSARY

Acronym	Definition
BPO	Business and Plans Office
CBO	Congressional Budget Office
CSA	Congressional Support Agency
DD	Deputy Director
DNRO	Director National Reconnaissance Office
DoD	Department of Defense
Ds and Os	Directorates and Offices
GAO	Government Accountability Office
IC	Intelligence Community
ICD	Intelligence Community Directive
LL	Legislative Liaison
LOC	Library of Congress
NBF	NRO Business Function
ND	NRO Directive
NI	NRO Instruction
NRO	National Reconnaissance Office
PDD	Principal Deputy Director
OCA	Office of Congressional Affairs
OCPA	Office of Congressional and Public Affairs
ODNI	Office of the Director of National Intelligence
OGC	Office of General Counsel
OLA	Office of Legislative Affairs
OP&S	Office of Policy and Strategy
POC	Point of Contact
TIER	Tracking Information and Enterprise Response
U.S.	United States

Table is UNCLASSIFIED.

NI 110-5-2, Congressional Support Agency Engagements
FY 2014

APPENDIX C - REFERENCES/AUTHORITIES

- a. NRO Business Function 110, Strategic Communications, 3 April 2012
- b. NRO Directive 110-5, Strategic Communications
- c. Intelligence Community Directive 114 (ICD 114), "Comptroller General Access to Intelligence Community Information," 30 June 2011
- d. Executive Order (EO) 12333, "United States Intelligence Activities," 4 December, 1981, as amended
- e. EO 12968, "Access to Classified Information," 2 August 1995
- f. EO 13526, "Classified National Security Information," 29 December 2009
- g. 31 U.S. Code § 702 (2006), § 712, § 716, § 717, and § 720
- h. NRO Configuration Management Instruction, CBPI 130-5