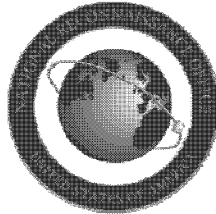


National Reconnaissance Office
Business Function 110, Strategic Communications
Directive 110-5, Strategic Communications
Instruction 110-5-1, Legislative Branch



15 NOVEMBER 2013

NI 110-5-1, Legislative Branch
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(U) NI 110-5-1 CHANGE LOG

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

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(U) SECTION I - INTRODUCTION

(U) In accordance with the National Reconnaissance Office (NRO) Governance Plan, the NRO Business Function (NBF) 110, Strategic Communications, and NRO Directive (ND) 110-5, this NRO instruction (NI) sets forth the procedural implementation guidance and provides applicable information to perform the Legislative Branch process. All NRO personnel who perform tasks or have duties specific to the Legislative Branch 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.

(U) Upon publication of this document, Corporate Business Process Instruction 110-5, *Legislative Branch*, 1 October 2009, is hereby rescinded.

(U) SECTION II - NBF 110 LEGISLATIVE BRANCH DOCUMENTATION

(U) The sub-sections that follow detail the Legislative Branch process.

(U) Governing NBF

(U) NRO Business Function 110, Strategic Communications

(U) Description

(U) This Legislative Branch process instruction describes the objectives and standard procedures for productive and timely interaction between the NRO and members of Congress, Intelligence Community (IC) and Department of Defense (DoD) oversight committees, and Congressional staffers.

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

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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.

(U) BPO/OCPA/OCA is the single point of contact for all NRO interaction with members of Congress, Congressional staffers, and the Government Accountability Office. This includes all written correspondence, hearing preparation, meetings and briefings, and support to Congressional Delegations (CODELs) and Staff Delegations (STAFFDELs). BPO/OCPA/OCA coordinates all NRO Statements for the Record, responses to Questions for the Record, Congressional language and related budget or policy reclamation, Congressionally Directed Actions (CDAs), and Congressional Notifications (CNs).

(U) BPO/OCPA/OCA communicates NRO initiatives and actions to the Congress, coordinates the response to Congressional inquiries and requests for information, and keeps the Congress fully informed on current and planned NRO activities. Externally, the office seeks to foster an understanding of the vision, mission, contributions, and value of the NRO within the Legislative Branch. Internally, BPO/OCPA/OCA develops and implements legislative strategies and prepares the annual Congressional Reference Guide for NRO senior leaders.

~~(U//FOUO)~~ Of particular importance, BPO/OCPA/OCA, in collaboration with the NRO OGC, is responsible for coordinating across the NRO to ensure the Congress is kept "fully and currently informed of all intelligence activities" as required by the National Security Act of 1947 and Office of the Director of National Intelligence (ODNI), Intelligence Community Directive Number 112, Congressional Notification. BPO/OCPA/OCA and the NRO Office of General Counsel are responsible for coordinating with all NRO Directorates and Offices (Ds and Os) to ensure awareness and strict compliance with statutory reporting requirements. The reporting of significant NRO activities to the applicable Congressional oversight committees is a task of critical importance.

(U) Instruction Point of Contact

(U) BPO/OCPA/OCA is the main point of contact for all NRO interaction with the Legislative Branch, and may be reached via email at BPO-OCA.

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(U) Support Systems

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

(U) Process Narrative and Diagrams

1.0 (U) Congressional Notification Procedures

1.1 (U) While the DNRO, in consultation with the Principal Deputy Director, NRO (PDDNRO), Deputy Director, NRO (DDNRO), D/BPO, General Counsel, and BPO/OCPA/OCA, will be the final decision authority as to whether an incident or event is reportable, the following NRO activities, events, an information shall be considered as meeting the threshold for Congressional notification and shall be reported:

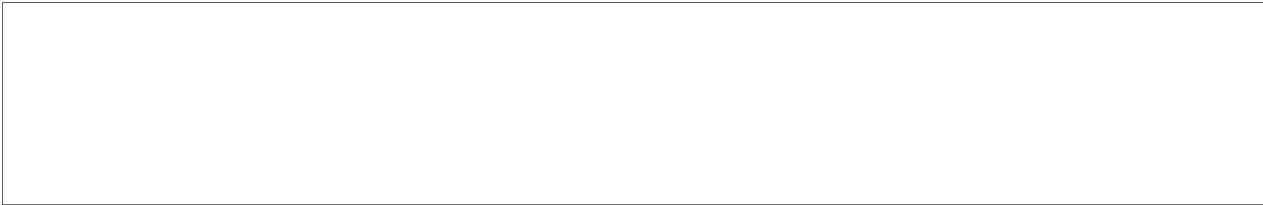
1.1.1 ~~(U//FOUO)~~ Any change in the number of satellites in the NRO constellation; for example, the addition of a new satellite/full operational capability, or the deorbit of an existing satellite;

1.1.2 ~~(U//FOUO)~~ Satellite launches, to include upcoming launches, successful launches, and major launch problems or failures;

1.1.3 ~~(U//FOUO)~~ completion results;

(b)(3)

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(b)(3)

1.1.5 (~~U//FOUO~~) Major programmatic developments: funding reallocation and reprogramming, significant program cost overruns, major system acquisition milestones, termination of contracts;

1.1.6 (~~U//FOUO~~) Proposed leases of facilities to be used by the NRO in excess of \$500,000 annually or 20,000 square feet;

1.1.7 (~~U//FOUO~~) Compliance with congressional language, to include Congressionally Directed Actions and any Congressionally requested notifications;

1.1.8 (~~U//FOUO~~) Major program name changes or schedule changes that involve a schedule shift of more than one quarter/three months;

1.1.9 (~~U//FOUO~~) Senior-level organizational changes;

1.1.10 (~~U//FOUO~~) Matters likely to be diplomatically damaging or embarrassing to the NRO or IC, or publicly controversial;

1.1.11 (~~U//FOUO~~) Allegations of significant misconduct by an NRO individual, including human rights violations or criminal acts (including espionage);

1.1.12 (~~U//FOUO~~) Issues likely to be reported in the U.S. or foreign press;

1.1.13 (~~U//FOUO~~) The transfer to a recipient outside the NRO of defense articles, personnel services, or "controlled equipment" valued in excess of \$1 million as stated in Section 505 of the National Security Act;



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[Redacted]

(b)(3)

1.1.15 (U//FOUO) The loss of life in the performance of an intelligence activity;

1.1.16 (U//FOUO) An intelligence activity believed to be a violation of U.S. law, including any corrective action taken or planned in connection with such activity;

1.1.17 (U//FOUO) Updates on significant developments in, or the resolution of, matters previously reported under these procedures; and

1.1.18 (U//FOUO) Any other event or activity which is determined by DNRO to be noteworthy and of interest to Congressional oversight committees and staffers, regardless of the event or activity meeting the "significant" threshold, shall be reported; it is NRO policy to be forward-leaning in providing information to the Legislative Branch.

1.2 (U//FOUO) When a significant intelligence activity occurs, BPO/OCPA/OCA drafts the Congressional notification in one of the following formats:

1.2.1 (U//FOUO) Official letter from DNRO to the six oversight committees. This format will be used for all major notifications, which include major changes in the NRO constellation and matters deemed to be of Congressional member interest. If DNRO is unable to sign the notification due to travel or other circumstances, the PDDNRO or DDNRO will sign the notification to ensure timely delivery.

1.2.2 (U//FOUO) Official letter from D/BPO to the six oversight committees. This format will be used for all major programmatic and financial notifications, and other items which are deemed to be of Congressional committee staff interest.

1.2.3 (U//FOUO) Official letter from D/OCPA to the six oversight committees. This format is used for standard notifications, to include

[Redacted]

[Redacted] and major organizational changes.

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1.2.4 (~~U//FOUO~~) Official letter from DD/OCPA to the six oversight committees. This format is used for standard notifications, to include [redacted] and major organizational changes.

(b)(3)

1.2.5 (~~U//FOUO~~) NRO Monthly Highlights and Systems Status. BPO/OCPA/OCA produces a monthly report to Congress, which is utilized to highlight significant activities, provide system highlights and examples of user engagement, and reinforce Congressional notifications from the last 30 days. This report also serves as a mechanism to notify the appropriate committees and staff of interest items that may not meet the normal notification threshold, and allows NRO to consistently lean forward with providing information to Congress.

1.2.6 (~~U//FOUO~~) Informal notification. Phone calls and email are methods of informally notifying Congress of issues, and are acceptable when time is of the essence and "initial notification" is immediately necessary. In these cases, record of this initial notification will be made in accordance with ODNI guidance. However, this informal notification does not replace the requirement to notify Congress formally in writing in accordance with the National Security Act of 1947.

1.3 (~~U//FOUO~~) Procedures for highlighting significant intelligence activities that require reporting from the NRO to Congress is both a top-down and bottom-up process. From the program manager level to the DNRO, education and visibility on the Congressional notification issue is achieved through the following specific steps:

1.3.1 (~~U//FOUO~~) DNRO and senior staff receive a Daily Operations Update briefing, which includes mission status for every NRO satellite and significant operations from the last 24 hours. Significant changes are highlighted and communicated to BPO/OCPA/OCA for action and drafting of the Congressional notification.

[redacted] (b)(3)

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1.3.3 (U//~~FOUO~~) BPO/OCPA/OCA assigns specific LLs for each of the Ds and Os. These LLs attend the weekly senior staff meeting for their respective Ds and Os, and coordinate with respective Directorate Action Groups on a daily basis.

(b)(3)

1.3.4 (U//~~FOUO~~) BPO [] assigns specific [] [] for each of the Ds and Os. [] closely monitor financial and programmatic issues, and work hand-in-hand with their respective LL when reportable issues arise.

1.3.5 (U//~~FOUO~~) Each month, BPO/OCPA tasks the entire NRO through the TIER system with providing input to Monthly Highlights and System Status report to Congress. This ensures that all NRO Ds and Os have the opportunity to identify issues and/or accomplishments for Congressional awareness.

1.3.6 (U//~~FOUO~~) The NRO Inspector General routinely investigates programs, facilities, procedures, and personnel. This acts as an effective, independent "check and balance" to all NRO activities, to include the Congressional notification process.

1.4 (U//~~FOUO~~) The following summarizes the Congressional notification process at the NRO:

1.4.1 (U//~~FOUO~~) Significant intelligence activity occurs. This activity is communicated in one of two ways:

1.4.1.1 (U//~~FOUO~~) Bottom-up: Personnel at NRO notify their superior of significant intelligence activity, which is then communicated through the appropriate Ds and Os to the respective LL [] for action.

(b)(3)

1.4.1.2 (U//~~FOUO~~) Top-down: DNRO or senior staff member recognizes that significant intelligence activity has occurred, and tasks BPO/OCPA/OCA with drafting Congressional notification.

1.4.2 (U//~~FOUO~~) BPO/OCPA/OCA drafts CN. If applicable, CN is placed in TIER system for review and edit of technical content by the respective Ds and Os.

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1.4.3 (U//~~FOUO~~) CN is approved and signed, if required, by DNRO, D/BPO, D/OCPA, or DD/OCPA. (format dependent).

1.4.4 (U//~~FOUO~~) Once approved and/or signed, CN is scanned and formatted in Adobe Acrobat (.pdf). CN is archived in TIER and BPO/OCPA/OCA shared drive on NMIS.

1.4.5 (U//~~FOUO~~) BPO/OCPA Legislative Assistant serializes CN by fiscal year (FY2010-003 is third CN released in FY2010), and enters in NRO CN log.

1.4.6 (U//~~FOUO~~) Electronic copy of CN is emailed via CapNet to assigned staffers on seven oversight committees.

1.4.7 (U//~~FOUO~~) Electronic copy of CN is emailed via JWICs ODNI/Office of Legislative Affairs.

1.4.8 (U//~~FOUO~~) CN is posted on CapNet NRO Sharepoint website.

(U) Process Flow Diagram

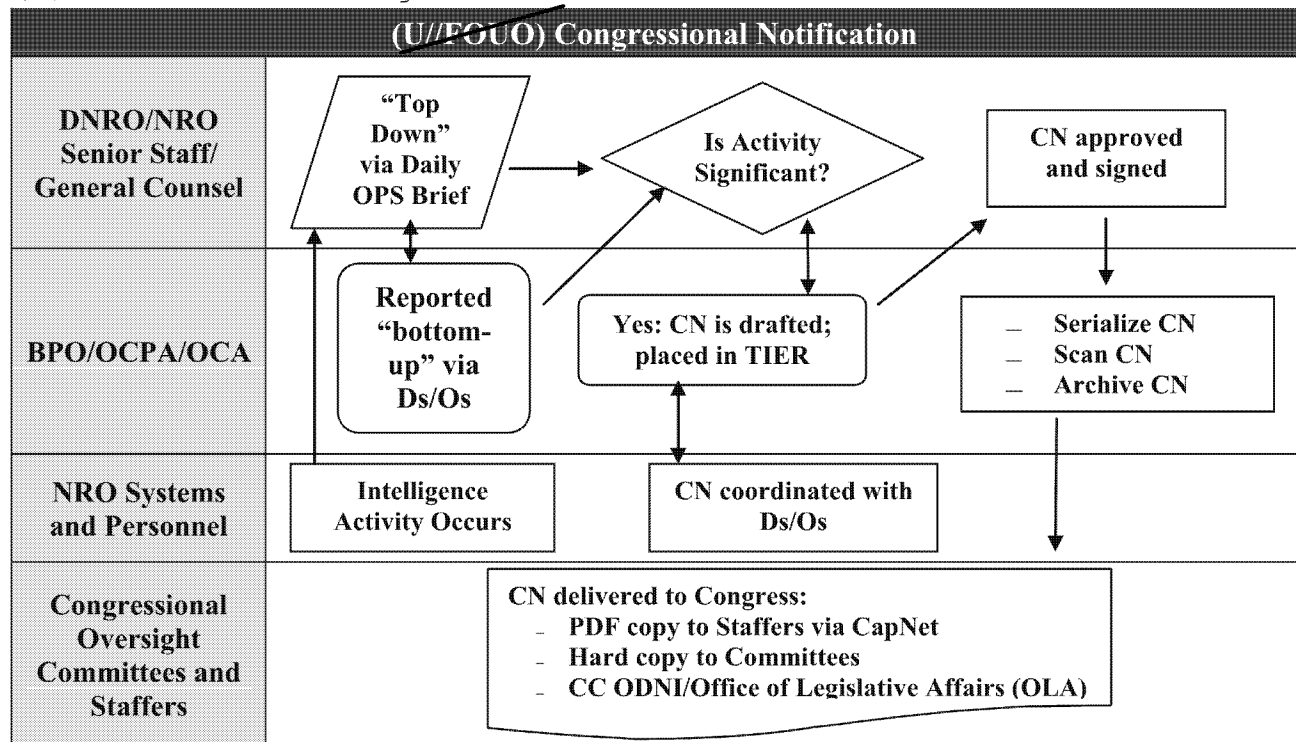


Figure is U//~~FOUO~~.

2.0 (U) Congressional Engagements

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2.1 (U) Congressional Hearings

2.1.1 (U) Congressional oversight committees hold a variety of hearings, open and closed to the public, which may require the support or testimony of NRO principals. These events usually occur between the March and June timeframe and require significant effort and coordination within the NRO, ODNI, mission partners, the Office of Management and Budget, and other stakeholders within the IC and DoD. BPO/OCPA/OCA is the legislative affairs advisor for these engagements and facilitates all necessary activities for the engagement and all follow-on action and activities. As part of this process, BPO/OCPA/OCA follows the following process:

2.1.1.1 (U) Coordinate / compose all oral statements and Statements for the Record (SFRs) in conjunction with the DNRO Speechwriter.

2.1.1.2 (U) Coordinate and comment on all mission partner SFRs as requested and as required.

2.1.1.3 (U) Prepare NRO witnesses and principals designated as backbench support for NRO witnesses.

2.1.1.4 (U) Ensure all necessary/required testimony materiel has been provided to the committees prior to the hearing.

2.1.1.5 (U) Ensure regular communications with principle staffers on committee sentiment, hearing questions, and potential Questions for the Record (QFRs).

2.1.1.6 (U) Escort NRO witnesses and principals to and from the hearing.

2.1.1.7 (U) Formally document staff and committee positions, themes, issues, and actions as MFRs.

2.1.1.8 (U) Coordinate and administer testimony training for NRO senior leaders as required.

2.1.1.9 (U) Ensure QFR and Requests for Information are resolved quickly and to the committee's satisfaction.

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2.2 (U) CODELs and STAFFDELS

2.2.1 (U//~~FOUO~~) CODELs and STAFFDELS that involve NRO facilities and personnel are high-visibility Congressional engagements, and must be staffed and executed accordingly. For all NRO-related CODELs and STAFFDELS, BPO/OCPA/OCA follows the following process:

[REDACTED]

(b)(3)

2.2.1.2 (U) Accompany or appoint an NRO representative for all CODELs/STAFFDELS as funding permits.

2.2.1.3 (U) Ensure information and scheduled briefings are relevant, accurate, consistent, and complete.

2.2.1.4 (U//~~FOUO~~) Document all CODEL/STAFFDEL visits, to include any follow-up actions taken, as MFRs. These MFRs will be completed within three business days of the engagement and forwarded for review to the DNRO, PDDNRO, and DDNRO. All MFRs will be [REDACTED]

(b)(3)

[REDACTED] and shared with other IC agency LL offices as appropriate.

2.2.1.5 (U//~~FOUO~~) Save all relevant documentation and briefing material from the engagement in [REDACTED]

(b)(3)

2.2.1.6 (U//~~FOUO~~) Use the TIER system to properly task the Ds and Os within the NRO to provide subject matter experts and other information as required to successfully complete the engagement.

2.3 (U) Congressional Meetings and Briefings

2.3.1 (U) Informational meetings and briefings may either be requested externally by a member of Congress or Congressional staffer; or internally generated and put forward by NRO/BPO/OCPA/OCA or NRO Ds and Os. BPO/OCPA/OCA, upon receiving an internal or external request for a briefing or meeting with the Legislative Branch, shall:

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2.3.1.1 (U) If engagement directly involves NRO senior leadership, BPO/OCPA/OCA shall coordinate all details of the engagement and provide read-ahead material and other preparation as required.

2.3.1.2 (~~U//FOUO~~) Coordinate with NRO senior leaders, ODNI/OLA, other IC and/or DoD LLs, NRO program managers, and subject matter experts as appropriate to prepare and approve the briefing material.

2.3.1.2.1 (~~U//FOUO~~) All formal briefings given to members of Congress and/or Congressional staffers by NRO personnel shall be approved prior to the engagement by the NRO front office (DNRO, PDDNRO, DDNRO, and D/BPO).

2.3.1.2.2 (~~U//FOUO~~) BPO/OCPA/OPA ensures briefings are in context of the broader NRO strategy and objectives, and ensure all communications are responsive, fact-based, candid, complete, and consistent.

2.3.1.3 (U) Personally attend or appoint an NRO representative to be present for all Congressional information meetings/briefings.

2.3.1.4 (~~U//FOUO~~) Document all engagements, meetings, and briefings with the Legislative Branch, to include any follow-up actions taken, as MFRs. These MFRs will be completed within three business days of the engagement and forwarded for review to the DNRO, PDDNRO, and DDNRO. All MFRs will be [redacted] and shared with other IC and DoD LL offices as appropriate.

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2.3.1.5 (~~U//FOUO~~) Save all relevant documentation and briefing material from the engagement in [redacted]

(b)(3)

2.3.1.6 (~~U//FOUO~~) Use the TIER system to properly task the Ds and Os within the NRO to provide subject matter experts and other information as required to successfully complete the engagement.

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2.3.1.8 (U) Examples of when meetings/briefings are provided to the Legislative Branch:

2.3.1.8.1 (U) In conjunction with a strategic communication effort or new program start;

[Redacted]

(b)(3)

2.3.1.8.3 (U) Educate Congressional staffers or Members on NRO activities and programs;

2.3.1.8.4 (U) In support of ODNI, IC, and/or DoD partner specific requests for event-focused hearings or engagements; and/or

2.3.1.8.5 (U) In response to Congressional information requests, Congressionally Directed Actions, or follow-up to a CN.

2.4 (U) NRO Staffer Days

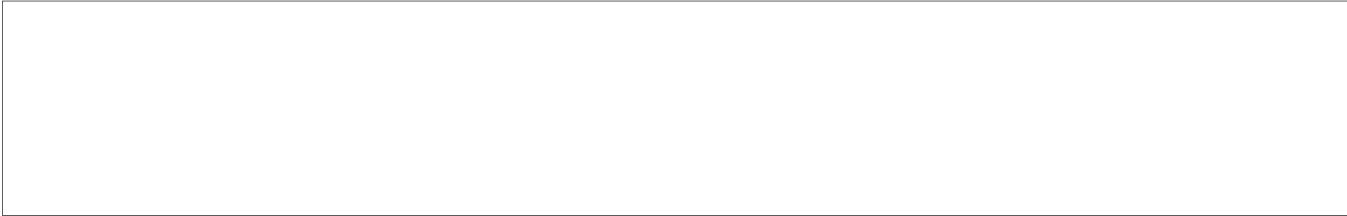
2.4.1 (U) After the President's budget is delivered to Congress, nominally the first Tuesday in February, BPO/OCPA/OCA schedules meetings with the professional staffers of the six committees with NRO oversight responsibilities. This event is called "Staffer Days" and typically occurs in the March/April timeframe. In support of the execution of this important engagement, BPO/OCPA/OCA shall:

2.4.1.1 (U//~~FOUO~~) Coordinate schedules with the following Committee staffers (both majority and minority monitors):

[Redacted]



(b)(3)

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(b)(3)

2.4.1.2 (U//~~FOUO~~) Review all briefings and issues presented.

2.4.1.3 (U//~~FOUO~~) Formally document staff positions, themes, issues, and actions as MFRs. All MFRs shall be completed within three business days, and forwarded to DNRO, PDDNRO, and DDNRO for review. As with all Congressional engagements, MFRs will be 
 and shared with other IC and DoD LL offices as appropriate.

(b)(3)

2.4.1.4 (U//~~FOUO~~) Ensure all actions and questions from staffers are coordinated and resolved quickly to successfully complete the engagement.

2.5 (U) Committee Marks and Appeals

2.5.1 (U) After Congressional committee hearings, each committee marks the President's Budget and produces Congressional language for the Authorization and Appropriations Law. The timeframe for these events varies, but typically occurs between June and September. These "marks" are changes to the program of record and may include policy changes, budget restrictions, budget increases, budget reductions, program terminations, or changes in program authorizations. The Administration and the NRO are entitled to fact-based appeals based on the scope and content of the marks.

2.5.2 (U) BPO/OCPA/OCA facilitates NRO activities, actions, and appeals to the Congressional marks and language. Specifically, BPO/OCPA/OCA shall:

2.5.2.1 (U) Review all Congressional language; summarize positions, themes, issues, and Congressionally Directed Actions; provide this materiel to the NRO separated by committee.

2.5.2.2 (U) Summarize the relevant marks by committee and provide the full Congressional language to the NRO

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Front Office, highlighted and tabbed to facilitate access to key Congressional language.

2.5.2.3 (U//~~FOUO~~) Summarize the relevant and redacted marks by committee and provide the NRP and NRO-related language via web posting.

2.5.2.4 (U) Prepare appeals in coordination with NRO subject matter experts and stakeholders.

2.5.2.5 (U//~~FOUO~~) Coordinate the appeals with ODNI (for National Intelligence Programs), Under Secretary of Defense (Intelligence) (USD(I)) (for Military Intelligence Programs), and the Office of Management and Budget.

2.5.2.6 (U) Distribute the appeals to the committees as required. Archive appeals in

(b)(3)

2.6 (U) CDAs

2.6.1 (U//~~FOUO~~) As part of Congressional language, committees often include CDAs. CDAs are formal requests by the committees for specific information, action, or studies. At times, requested funding is "fenced" or legally restricted from commitments, obligations, and expenditures until the specified CDA is satisfactorily completed. The suspense and scope of these actions vary greatly. ODNI's current policy is to respond to all CDAs independent of authorization or appropriation bill enactment. For all CDAs, BPO/OCPA/OCA follows the following process:

2.6.1.1 (U) Track NRO Congressionally Directed Actions by committee.

2.6.1.2 (U) Ensure all NRO CDAs are answered in the given timeline and coordinated with subject matter experts, both internal and external to the NRO (as required).

2.6.1.3 (U) Utilize TIER as required to gather information and archive the response to the CDA.

2.6.1.4 (U) Distribute the CDAs to the committee(s). Inform ODNI and other IC agencies of response as appropriate.

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2.6.1.5 (U) Save all material related to the
CDA on

(b)(3)

2.7 (U) Constituent Inquiries

2.7.1 (U) For all constituent inquiries that are received by the NRO, BPO/OCPA/OCA shall:

2.7.1.1 ~~(U//FOUO)~~ Coordinate with NRO senior leaders, program directors, and subject matter experts to respond to constituent inquiries in context of the broader NRO strategy and objectives.

2.7.1.2 ~~(U//FOUO)~~ Coordinate with all parties well enough in advance to properly respond in a timely manner with a coordinated message.

2.7.1.3 ~~(U//FOUO)~~ Freedom of Information Act requests are handled by the OCPA/Office of Public Affairs. Examples of these constituent requests include:

2.7.1.3.1 ~~(U//FOUO)~~ Security investigation complaints;

2.7.1.3.2 ~~(U//FOUO)~~ Personnel/workforce complaints;

2.7.1.3.3 ~~(U//FOUO)~~ Complaints against the NRO in general; and

2.7.1.3.4 ~~(U//FOUO)~~ Conspiracy theories.

2.7.1.4 (U) Utilize the TIER system to properly task the responsible organizations within the NRO to gather the requested information to fully complete the inquiry and any follow-up actions.

2.7.1.5 (U) Ensure information is relevant, accurate, consistent, and complete.

2.7.1.6 ~~(U//FOUO)~~ Document all conversations, meetings, briefings, and follow-up actions as MRFs (to be saved in

(b)(3)

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2.7.1.7 ~~(U//FOUO)~~ Provide documentation of the Congressional inquiry to BPO/OCPA leadership and the NRO Front Office, as well as other NRO stakeholders as required or directed.

2.7.1.8 ~~(U//FOUO)~~ Save all relevant documentations, actions, and briefings associated with the inquiry in

(b)(3)

2.7.1.9 ~~(U//FOUO)~~ Provide a timely written response to the Congressional inquiry and document delivery of the response.

(U) Process Flow Diagram

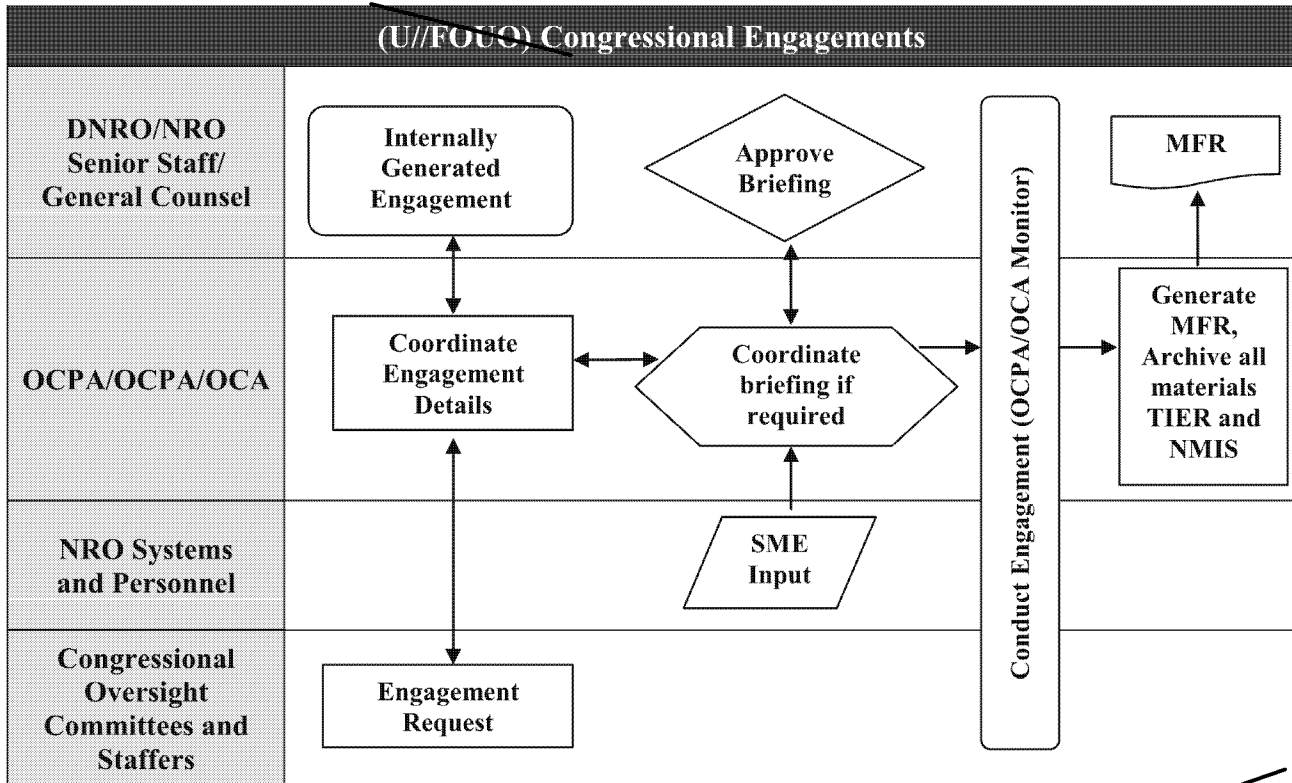


Figure is ~~U//FOUO~~.

3.0 (U) External Coordination and Communication

3.1 (U) In coordinating and communicating with the Legislative Branch on behalf of the NRO, BPO/OCPA/OCA conducts

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numerous external engagements outside of the processes and procedures described above. These external engagements include:

3.1.1 (U) Monthly engagements with ODNI/OLA as part of the IC-wide legislative directors meetings.

3.1.2 (U) Monthly engagements with USD(I)/Legislative Affairs as part of the DoD-wide IC legislative directors meetings.

3.1.3 (U) Meetings with industry partner LLs as appropriate.

3.1.4 (U) Discussions, communications, and meetings with mission partners LL personnel.

4.0 (U) Internal Coordination and Communication

4.1 (U) In coordinating and communicating with the Legislative Branch on behalf of the NRO, BPO/OCPA/OCA conducts numerous internal engagements outside of the processes and procedures described above. These internal engagements include:

4.1.1 (U) Publication of the OCPA Activities Report. This report summarizes recent engagements with the Legislative Branch for NRO senior personnel, as well as important future events.

4.1.2 (U) NRO Congressional Reference Guide. This guide is published towards the end of each calendar year, and provides senior NRO leadership with a summary of key issues for the upcoming Congressional session.

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(U) Table 1: Risk and Internal Control Table

Risk	Internal Control
Significant intelligence activity not reported to NRO leadership or BPO/OCA, resulting in missed Congressional notification.	BPO/OCA and BPO [redacted] assigned to all Ds and Os. Monthly TIER tasker disseminated for input to
Potential for environment of mistrust and misunderstanding between NRO and Legislative Branch, resulting in negative impact to NRO funding and support.	Monthly Highlights and System Status report to Congress. NRO Inspector General audits and inspections of NRO programs, facilities, and personnel. BPO/OCPA/OCA communication and outreach to oversight committee staffers. Emailing of NRO System Operations Highlights and NRO Monthly Highlights and System Status reports. Documented MFRs for every engagement, including follow-up actions. Publication of this instruction provides awareness and guidance for NRO interaction with the Legislative Branch.

(b)(3)

Table is UNCLASSIFIED.

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(U) SECTION III - CONFIGURATION CONTROL

(U) All changes to the Strategic Communication Legislative Branch Instruction require NBF owner approval.

(U) APPROVING SIGNATURE

(U) As the NBF owner for NBF 110, I confirm that this document provides a complete representation of the Legislative Branch Instruction and that the document has been coordinated with stakeholders of the process.



Todd Peckins
Strategic Communication,
NBF owner (Acting)

11/15/13

Date

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(U) APPENDIX A - PROCESS FLOW DIAGRAM LEGEND

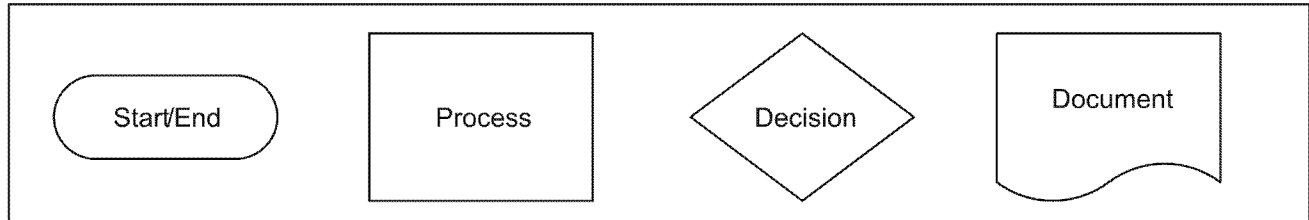


Figure is UNCLASSIFIED.

(U) APPENDIX B - ACRONYM LIST

Acronym	Definition
BPO	Business and Plans Office
CapNet	Capitol Hill Computer Network
CDA	Congressionally Directed Actions
CODEL	Congressional Delegation
CN	Congressional Notification
DD	Deputy Director
DNRO	Director National Reconnaissance Office
DoD	Department of Defense
Ds and Os	Directorates and Offices
HAC-D	House Appropriations Committee, Defense subcommittee
HASC	House Armed Services Committee
HPSCI	House Permanent Select Committee on Intelligence
IART	Information Access and Release Team
IC	Intelligence Community
JWICS	Joint Worldwide Intelligence Communications System
MFR	Memorandum for the Record
NBF	NRO Business Function
ND	NRO Directive
NI	NRO Instruction
NRO	National Reconnaissance Office
NRP	National Reconnaissance Program
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

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Acronym	Definition
OLA	Office of Legislative Affairs
OPA	Office of Public Affairs
OP&S	Office of Policy and Strategy
QFR	Question for the Record
SAC-D	Senate Appropriations Committee, Defense subcommittee
SASC	Senate Armed Services Committee
SFR	Statement for the Record
SSCI	Senate Select Committee on Intelligence
STAFFDEL	Staff Delegation
TIER	Tracking Information and Enterprise Response
U.S.	United States
USD(I)	Under Secretary of Defense (Intelligence)

(b)(3)

Table is UNCLASSIFIED.

(U) APPENDIX C - REFERENCES/AUTHORITIES

- a. (U) NRO Business Function 110, Strategic Communications, 3 April 2012
- b. (U) NRO Directive 110-5, Strategic Communications
- c. (U) National Security Act of 1947 (as amended), Sections 501-506
- d. (U) Office of the Director of National Intelligence, Intelligence Community Directive, Congressional Notification, 16 November 2011
- e. (U) Department of Defense Instruction 5400.04, Provision of Information to Congress, 17 March 2009