

~~SECRET//NOFORN~~

(b)(2)

# Standard Operating Procedure (SOP)

for the

**JTF GTMO**  
**Joint Intelligence Group (JIG)**

(b)(2)

(U)

**Guantanamo Bay, Cuba**

**21 January 2003**

**REVISED**

**12 JUNE 2003**

**REVISED**

**26 JULY 2004**

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DECLASSIFY ON: X-1

AR 15-6 GTMO Investigation  
Exhibit 19 of 76 Exhibits

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## INTRODUCTION

(U) History is being made with the Interrogations Operations taking place at Guantanamo Bay.

(b)(2)

(b)(2) . Operationally, it breaks new ground. The Command, (b)(2) Analysts, Service and Support elements, and Military Police are daily being asked not just to do the jobs they were trained for, but to radically create new methods and methodologies that are needed to complete this mission in defense of our nation. Reserve and Active components of all service branches are working this mission, along with numerous civilian and federal law enforcement agencies. This is a unique opportunity to work with other agencies, to enhance your (b)(2) and most importantly, to serve in defense of your country. There is much you will be asked to do which is not in any of your prior training. There are legal, political, strategic and moral issues that influence and affect how operations are conducted in this vital part of Operation Enduring Freedom. You must be aware that your activities and actions are often directed by or reported to the highest levels of government. Also, agencies such as the International Committee of the Red Cross (ICRC), foreign delegations, and the world media keenly watch how this operation is conducted and how (b)(2) are handled. It is vital to JTF-GTMO that all Soldiers, Sailors, Airmen, Marines and Civilians conduct themselves in a manner that reflects well on the legal principles America is founded upon.

Preface

(b)(2)

CODE OF CONDUCT

1. Treat detainees humanely.

a. President Bush determined that the Geneva Conventions do not apply to members of al Qaida or the Taliban and that they are not prisoners of war but are unlawful combatants.

b. President Bush does require the Department of Defense to treat detainees humanely, and, to the extent appropriate and consistent with military necessity, in a manner consistent with the Geneva Conventions (POTUS memorandum (C), 7 February 2002, Subj: Humane Treatment of al Qaeda and Taliban detainees).

c. Humane treatment consists of providing detainees adequate food, drinking water, clothing, shelter, medical treatment, and the free exercise of religion consistent with the requirements of detention. President's Military Order (U), 13 November 2001.

d. Humane treatment during (b)(2) operations means no severe physical or mental pain or suffering.

(b)(1) Sec 1.4(c)

c. TORTURE is not authorized under any circumstances.

(b)(1) Sec 1.4(c)

4. Ensure that competent authority has approved your interrogation plan. Any interrogation technique not approved in this SOP or contained in the SECDEF guidance must be forwarded through the chain of command for appropriate command approval for use with any specific detainee.

(b)(1) Sec 1.4(c)

6. Contact the Staff Judge Advocate for further information concerning the legal basis of detention or (b)(2) operations.

JOINT TASK FORCE-GTMO

JOINT INTERROGATION GROUP

(b)(2)

(b)(2)

SOP

1. (U) Purpose. To provide the unique information needed to succeed in the challenging and vital (b)(2) Operations taking place at Guantanamo Bay, Cuba, in support of the International War on Terrorism.
2. (U) Scope. These procedures and responsibilities apply to (b)(2) serving within the (b)(2) Joint (b)(2) Group (JIG) of Joint Task Force (JTF) GTMO. --
3. (U) References.
  - A. (U) DIAM 58-11, The DoD HUMINT Policies (U) SECRET/NOFORN, 3 AUG 1998
  - B. (U) DIAM 58-12, DoD HUMINT Management System, 30 June 1997
  - C. (U) FM 34-2, Collection Management and Synchronization Planning, 8 March 1994
  - D. (U) FM 34-3, Intelligence Analysis, 15 March 1990
  - E. (U) FM 34-52, Intelligence Interrogation, 8 May 1987
  - F. (U) Understanding Islam, Yahiya Emerick; 2002
4. (U) (b)(1) Personnel.
  - A. —A. (U) Officer In Charge/Chief. Responsible for success of (b)(1) mission, provides overall guidance and control of (b)(1) element.
  - B. (U) Deputy Chief. Responsible for assisting Chief in success of (b)(1) mission, guidance and control of (b)(1) element, and ensures military awards and evaluations are completed on time.
  - C. —B. (U) Operations Officer. Responsible for all issues relating to the needs and operation of (b)(2) teams, facilities, and personnel.
  - D. —C. (U) Operations NCO. Controls scheduling of linguist support for (b)(2) Publishes Daily Highlights (DH). Acts as Security Manager for the (b)(2)
  - E. —D. (U) JIG Operations Officer. Deals with all issues within the detainee camp (b)(2) Also coordinates interrogator contact with the Field Hospital (located next to (b)(2) and Brig, as necessary. Provides liaison with (b)(3):S(1)
  - F. —E. (U) Reports Officer. Reviews and transmits IIRs, KBs, disseminates 302s, updates collection binders, and archives all documents mentioned to the J2 (b)(2) Drive.

G. (b)(2)

H. —G. (U) Regional Team Chief. Provides leadership and manages (b)(2) planning execution of (b)(2) and report writing. Responsible for developing and reporting (b)(2) (b)(2) Daily Highlights to leadership.

I. —H. (C) Collection Management Technician (CMT). Works within the Regional (b)(2) to develop and process intelligence requirements (b)(1) Sec (b)(1) Sec 1.4(a) Helps maintain the (b)(1) Sec 1.4(a) (b)(1) Sec 1.4(a) database.

J. —I. (U) Analyst. Works within a (b)(2) (b)(2) Produces the Analyst Support Package (ASP) (b)(2) (b)(2) Helps (b)(2) and ensure quality in reporting.

K. (U) (b)(2) Works within a (b)(2) Conducts (b)(2) and reports on intelligence collected. Helps determine the proper order of (b)(2) Develops a personal relationship with detainee and writes the (b)(2) detailing how a particular (b)(2)

L. (U) Linguist.— Works within a (b)(2) Translates (b)(2) questions and detainees answers in an accurate and timely manner.

5. (U) (b)(2)  
(b)(2)

6. (U) (b)(2)  
(b)(2)

7. (U) (b)(2)

A. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(b)(1) Sec 1.4(c)

B. (C) (b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

8. (U) (b)(2) Schedules.

A. (U) Once a (b)(2) has selected specific detainees (b)(2) a tentative schedule of (b)(2) is developed for the next week. (b)(2) schedules identify (b)(2) detainee ISNs, requested date and time, estimated number of hours required for an (b)(2) booth and linguist, and specific language needed.

B. (S) (b)(2) schedule (b)(2) for each week (b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

C. (S) Regardless of a shift, (b)(2) can be scheduled at any time of the day if necessary.

(b)(1) Sec 1.4(c)

9. (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

NOTE: (U) (b)(2)

(b)(2) Above all, flexibility to change (b)(2) schedules is necessary (b)(2) at GTMO.

A. (U) Time Sensitive Collection Requirement (TSCR). A TSCR is a short-term requirement to support crisis or contingency planning and operations such as military deployment. The consumer activates a TSCR when he or she requires collection and initial reporting within 48 hours. During contingency operations, periods of heightened tensions, or open hostilities, the TSCR is the primary HUMINT requirement that a Unified Command or Joint Task Force (JTF) uses to task time-critical, high priority information needs directly to DoD HUMINT collectors in the primary command's area of responsibility (AOR). A theater commander can also use it to request tasking of collectors globally to focus on that Unified Commander's needs. During contingency operations or crisis situations theater commands may directly task in-theater collectors (b)(2)



B. (U) (b)(2) is for a definite time period not to exceed 120 days. It identifies new short- to intermediate-term information needs in response to unforeseen situations, emerging crises or contingencies. It can be used to register additional or refined requirements in connection with a unique collection opportunity. (Or it may be used to raise the priority of an existing requirement.) (b)(2) will not be used as a substitute for submitting standing (b)(2) nominations or revisions to current (b)(2). The (b)(2) must include a justification explaining the time urgency, the priority of information needed and/or criticality to the consumers' mission/task accomplishment.

C. (U) (b)(2) is an expansion on one or more of the broad requirements contained in National HUMINT Collection Directives (NHCDs). An (b)(2) may support one or more NHCDs. Within DoD, Commands, Services, and production elements assigned primary production responsibility under the DoD Intelligence Production Program (DoDIPP) generate (b)(2) support DoD operational planning, policy and decision-making, intelligence production, and intelligence databases. The (b)(2) provides the collector sufficient detail to focus and target collection efforts against the stated information needs.

D. (C) (b)(2) is a document that provides tailored requirements to levy on a specific source (b)(2) normally based on a KB. While standing (b)(2) generally contain sufficient collection guidance, (b)(2) augment them (b)(2) provide additional details tailored to the specific (b)(1) Sec 1.4(c). They refine a collector's focus and improve the capability to fully exploit the opportunity. The (b)(2) is not a means to submit new requirements, or levy additional requirements unrelated to the collection element's stated target or opportunity, (b)(1) Sec (b)(1) Sec 1.4(c) -

10. (U) (b)(2)

(b)(2)

11. (U) (b)(2)  
(b)(2)

(b)(2)

12. (U) Initial (b)(2) Products.

A. (U) Analyst Support Package (ASP).

(1) (U) The analyst's goal as a member of the (b)(2) is to provide timely, thorough and useful intelligence to help guide the (b)(2) process. In order to reach this goal, the Analyst works hand-in-hand with other (b)(2) members to ensure research is done exactly as needed.

(2) (U) The first step in the process that requires analyst involvement is the selection of the detainee to be (b)(2) (b)(2)  
(b)(2)

(3) (U) There are also Ad Hoc requirements that are addressed by the (b)(2). These are handled as received and as time allows. Names of detainees developed through investigations are discussed by members of the (b)(2) and introduced to the (b)(2) list in an order agreed upon by the team.

(4) (U) Next in the (b)(2) preparation process that the analyst creates the Analyst Support Package (ASP) (Appendix D). This is the most critical contribution the analyst will make and will require the largest amount of the analyst's time. The time involved in preparing this package varies greatly depending on the amount of information available on the detainee.

(a) (C) The analyst begins with the ASP template and cleans as much information as possible (b)(1) Sec 1.4(c). Then using all of the research tools available, the analyst creates the ASP, which enables the (b)(2) to create a solid (b)(2) - critical for the success of any (b)(2).

(b) (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(c) (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(d) (U) ASP Format:

1 (U) (b)(2)

(b)(2)

2 (U) Photo. The most current photo of the detainee.3 (U) (b)(2)

(b)(2)

4 (U) (b)(2)

(b)(2)

5 (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

6 (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

7 (S/NF) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

8 (U) (b)(2)

(b)(2)

9 (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

10 (C) Collection Requirements. Identifies collection (b)(1) Sec 1.4(c)

(b)(1) Sec Will help the (b)(2) develop the (b)(1) based on these requirements, especially (b)(2)

11 (U) (b)(2)

(b)(2)

12 (U) (b)(2)

(b)(2)

13 (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

14 (U) (b)(2)

(5) (U)

(b)(2)

(b)(2)

B. (U) (b)(2)

(1) (U) (b)(2)

(b)(2)

(2) (U) Review pertinent sources of information to include when updating your (b)(2). Use both the hard copy detainee file as well as the soft copy (b)(2)

(a) (U) **Detainee Files.** (b)(2) Detainee folders are filed numerically by Internee Serial Number (ISN). When a detainee folder is removed (b)(2) it must be signed out first using the sign-out sheet found in every hanging file folder.

(b) (U) (b)(2)

(b)(2)

(c) (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(d) (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(e) (U) (b)(2)

(b)(2)

(f) (U) (b)(2)

(b)(2)

(g) (U) **Intelligence Information Reports.** Extracted from previously answered

(b)(2)

(h) (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(i) (C) (b)(1) Sec 1.4 C

(b)(1) S

(j) (C) (b)(1) Sec 1.4 C

(b)(1)

(k) (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(l) (C) (b)(1) Sec 1.4 C

(b)(1)

(m) (U) (b)(2) **Communication/Leadership Matrix.**

(3) (U) (b)(2)

(b)(2)

(4) (b)(2)

(5) (U) (b)(2) /Linguist Meeting. This meeting **must** take place at least fifteen minutes prior to the (b)(2) (b)(2)

(b)(2)

(b)(2) No later than the day prior to the (b)(2) should confirm with the linguist scheduled time and language of the linguist supporting the (b)(2)

(6) (U) (b)(2)

(b)(2)

(b)(2)

(a) (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(b) (U) (b)(2)

(b)(2)

(c) (C) (b)(1) Sec 1.4 C

(b)(1)

(d) (b)(1) Sec 1.4(c)

1 (U) (b)(2)

(b)(2)

2 (C) (b)(1) Sec 1.4 C (U) (b)(2)

(b)(2)

(b)(2)

3 (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

4 (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

13. (U) (b)(2) The objective of any (b)(2) is to obtain the maximum amount of usable information in the timeliest manner. A successful (b)(2) produces needed information that is timely, complete, clear, and accurate. (b)(2)

(b)(2)

A. (U)

(b)(2)

(b)(2)

B. (C) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(b)(1) Sec 1.4(c)

C. (U) (b)(2)  
(b)(2)

(1) (U) (b)(2)  
(b)(2)

(2) (U) (b)(2)  
(b)(2)

(3) (C) (b)(1) Sec 1.4 C  
(b)(1)

(4) (U) (b)(2)  
(b)(2)

(5) (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

D. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C



E. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

F. (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

G. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

H. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

I. (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(1) (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(2) (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(3) (S) (b)(1) Sec 1.4 C

(4) (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

(5) (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(6) (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(7) (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1

14. (U) REPORT WRITING.

A. (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(1) (U) (b)(2)

(b)(2)

(2) (U) (b)(2)

(b)(2)

(3) (U) (b)(2)  
(b)(2)

B. (U) Post (b)(2) Meeting. Following every (b)(2) have a post (b)(2) meeting. (b)(2) (b)(2) During this meeting the (b)(2) determine which (b)(2) have been answered. At that point the determination is made concerning the need for another (b)(2) to answer the (b)(2) If the determination is made for another (b)(2) of this detainee the whole process should go back to the ASP preparation step and proceed from there. If (b)(2) information is obtained, the (b)(2) writes an Intelligence Information Report (IIR) (Annex K). (b)(2) (b)(2) If the analyst was present (b)(2) then he/she should assist in drafting the IIR (b)(2)

C. (U) (b)(2)  
(b)(2)

15. (U) Detainee Requests (b)(2)

A. (C) Periodically detainees make requests through the MPs to see an (b)(2) (b)(2) normally work him into the (b)(2) schedule. A "visit" is conducted with the detainee in the booth to see what he wants (b)(2) (b)(2) Usual detainee requests involve questions concerning status of their "case," cell transfers, or guard or medical-related issues.

B. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

C. (U) The J3 Operations Officer posts detainee requests on the (b)(2) Detainee Request Board each day. Once a team has taken care of the request, the detainee's ISN is highlighted in yellow to indicate the request has been filled. Team Chiefs ensure that (b)(2) respond in an efficient manner to detainee requests.

16. (S) (b)(2)  
(b)(2)

(b)(1) Sec 1.4(c)

17. (C) (b)(1) Sec 1.4 C

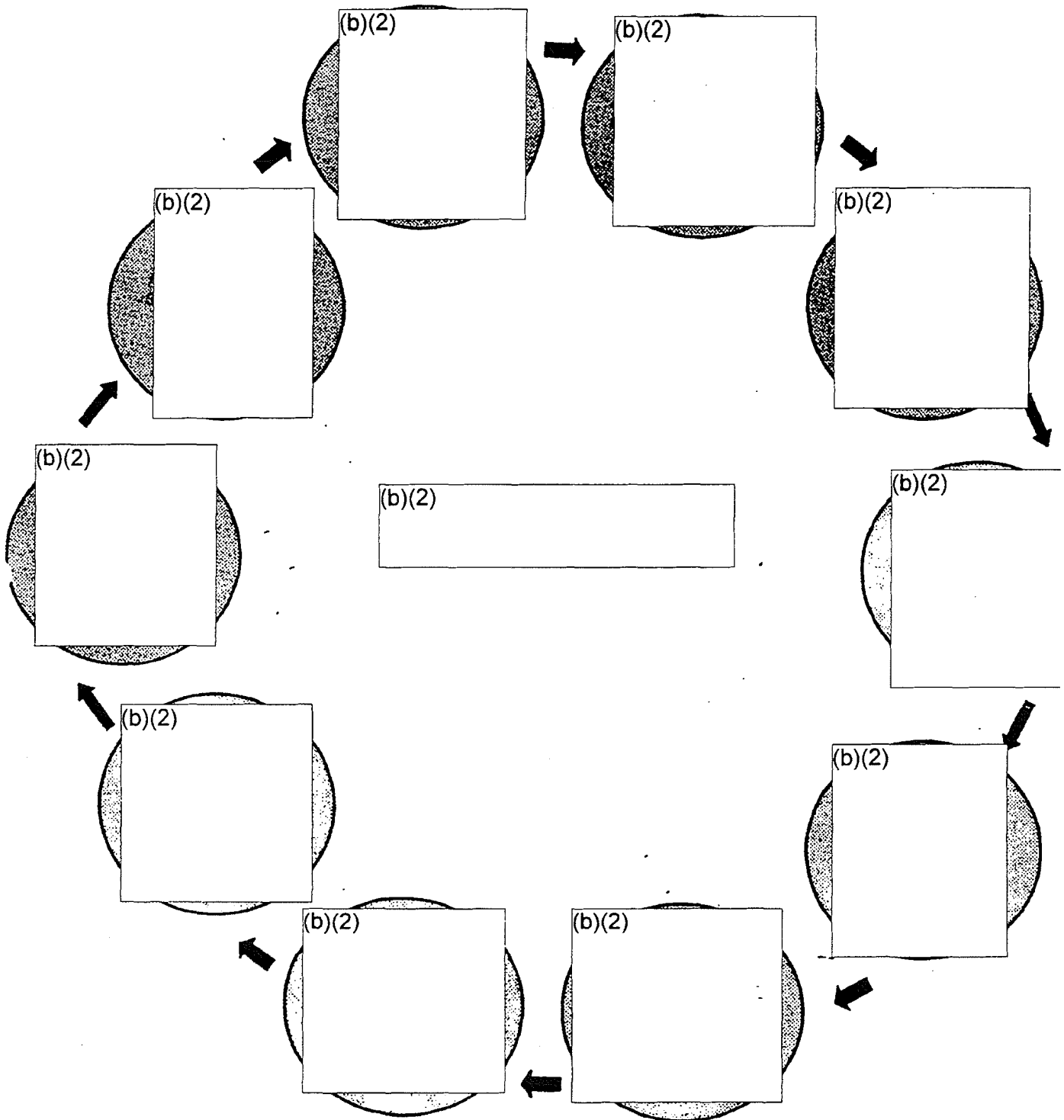
(b)(1) Sec 1.4 C

18. (U) **Chain of Command.** The Chain of Command for all personnel, civilian and military assigned to the (b)(2) is as follows: the immediate supervisor (the Section Chief), followed by the Officer in Charge of the (b)(2), followed by the Joint Interrogation Group Director, followed by the JTF Commanding General. In the absence of the (b)(2) OIC, the Operations Officer will have command authority. In the absence of both the (b)(2) OIC and the (b)(2) Operations Officer, the senior Section Chief will exercise command authority within the organization. All personnel are responsible for (b)(2) oversight and properly reporting incidents through the proper Chain of Command.

19. (C) **Use Military Police During** (b)(2) The Military Police (MP) may not participate in (b)(2) process. Their role is strictly for security and safety of all individuals associated with the (b)(2) process.

20. Appendix A

Battle Rhythm



Appendix B

(b)(2) Scheduling Request

Sunday, 12 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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b)(3) 10 USC §130B

Monday, 13 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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Tuesday, 14 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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Wednesday, 15 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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Thursday, 16 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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Friday, 17 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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Saturday, 18 JANUARY 2003

Team	Start Time	Duration	ISN	Language	Linguist 1st	Linguist 2nd	POC
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Appendix C

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

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DOD JUNE

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Appendix D

**ANALYST SUPPORT SUMMARY**  
**JTF-GTMO JIG**

**REFERENCE INFORMATION**

(S//NF)	CURRENT AS OF DATE	
(S//NF)	ISN#	
(S//NF)	NAME-	
(S//NF)	GTMO#	
(S//NF)	MP#	
(S//NF)	SOURCE#	
(S//NF)	LANGUAGE	
(S//NF)	CITIZENSHIP	
(S//NF)	ETHNICITY	
(S//NF)	CURRENT CELL	
(S//NF)	ANALYST	
(S//NF)	INTERROGATOR	

DETAINEE  
PHOTO

**SUMMARY OF PREVIOUS (b)(2) AND REPORTING**

(S//NF)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

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**SECRET//X-1**

(b)(1) Sec 1.4(c)

**COLLECTION REQUIREMENTS**

(S//NF)

(b)(1) Sec 1.4(c)

(S//NF)

(b)(1) Sec 1.4(c)

**SOURCES**

Class    Source

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Appendix E

(b)(2) Format

ISN:

Source Name:

Languages Spoken:

Team:

DoD Team Chief:

DoD Team Chief Phone #:

(b)(2)

Analyst:

CMT:

Language Requested:

Linguist Requested:

Date/Time of (b)(2)

Estimated Duration:

Date of Last (b)(2)

Previous Reports:

Report Number

Subject

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

Purpose of (b)(2) Requirements:

(b)(1) Sec 1.4(c)

Translation Method:

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

Sequential Questioning Plan:

Topic

Controllable Material

Questioner

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**Control Questions:**

**Termination Phase:**

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

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DOD JUNE

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Appendix F

(b)(1) Sec 1.4(c)

(b)(2)

(U)

(U)(b)(2)  
(b)(2)

1. (S)(b)(1) Sec 1.4 C

(b)(1)

2. (S)(b)(1) Sec 1.4 C

(b)(1)

3. (S)(b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

4. (S)(b)(1) Sec 1.4 C

(b)(1)

5. (S)(b)(1) Sec 1.4 C

(b)(1)

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6. (S)(b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

7. (S)(b)(1) Sec 1.4 C

(b)(1)

A. (S)(b)(1) Sec 1.4(c)

B. (S)

8. (S)(b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

9. (S)(b)(1) Sec 1.4 C

(b)(1)

(b)(1) Sec 1.4 C

10. (S)(b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

11. (S)(b)(1) Sec 1.4 C

(b)(1)

(b)(1) Sec 1.4 C

12. (S)(b)(1) Sec 1.4(c)

A. (S) (b)(1) Sec 1.4 C

(b)(1)

B. (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

C. (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

13. (S) OTHER REPORTS TO BE GENERATED:

A. (S) (b)(1) Sec 1.4 C

(b)(1)

B. (S) (b)(1) Sec 1.4(c)

14. (S) (b)(1) Sec 1.4(c)

A. (S) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

B. (S) (b)(1) Sec 1.4(c)

(b)(2),(b)(3):10 USC §130b

15. (U)

(b)(2),(b)(3):10 USC §130b



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Appendix G

**Intelligence Information Report (IIR) Guide (U)**

(U) QUESTIONS REGARDING IIR WRITING REFER TO THE DIAM 58-12 SECTION 6 OF THE REGIONAL COLLECTION BINDER OR ASK AN RO FOR ASSISTANCE.

(U) EVERYTHING BELOW IN BLUE IS FOR REFERENCE AND SHOULD BE DELETED BEFORE SENDING THE FINAL IIR TO THE REPORTS OFFICER.

(U) In the text REMOVE #, \$, %, AND ANY OTHER SYMBOLS. COLONS (:) AND QUOTES (") SHOULD BE CHANGED TO DOUBLE DASHES (--), DOLLAR SIGNS (\$) TO USD AND NUMBER SIGNS (#) TO NO. (SHORT FOR NUMBER) OR JUST COMPLETELY REMOVE. THERE CAN BE NO "TABS" IN THE REPORT. THE FIRST TIME A PERSON'S LAST NAME IS INTRODUCED, IT IS IN (( )). Do not remove colons (:) after pro-words.

S E C R E T

SERIAL: (U) (b)(2)

COUNTRY: (U) COUNTRY [IES] (COUNTRY CODES). SEPARATE BY SEMI-COLONS (;).

(b)(2)

SUBJ: (b)(2) - TITLE (MENTION COUNTRY IN HERE) (NO PERIOD AT END) ; CLASSIFY TITLE IF APPROPRIATE (U)

WARNING: (U) THIS IS AN INFORMATION REPORT, NOT FINALLY EVALUATED INTELLIGENCE. REPORT CLASSIFIED S E C R E T.

-----  
DEPARTMENT OF DEFENSE  
-----

DOI: (U) (b)(2)

EVENT(S) (b)(1) Sec 1.4(c)

REQS: (U) HCRs; SDRs(PARTIAL-COMPLETE) REQUIREMENTS IN THIS ORDER; D-4J2-2410-002-02; DHCDs,

SOURCE: (S) (b)(2) FULL MIDDLE NAME ((LAST NAME)) SOURCE NAME AS IT APPEARS ON THE KB. THIS PART OUTLINES THE BACKGROUND, ACCESS, AND RELIABILITY. LIST CITIZENSHIP/ NATIONALITY, OCCUPATION/EMPLOYMENT, AND ALIASES. LIMIT TO 5 LINES.

SUMMARY: (S) CAPTURE KEY HIGHLIGHTS. SUCCINCTLY DESCRIBE THE MOST SIGNIFICANT INFORMATION IN THE IIR. LIMIT TO 5 LINES. IF ENCLOSURE, --ADD THE WORD --ENCLOSURE-- AT THE END OF PARAGRAPH.

TEXT: (S)

1. (S) USE ACTIVE VOICE. STATE WHAT THE SOURCE SAID, NOT YOUR QUESTIONS, OR 'SOURCE SAID.....' WHAT YOU ARE WRITING IS WHAT THE SOURCE SAID. USE 'FIELD COMMENTS' -- DO NOT USE COLONS(:) WHEN THERE IS INFORMATION YOU NEED TO ADD THAT WILL AMPLIFY WHAT THE SOURCE STATED E.G., 'AT THIS TIME SOURCE BEGAN FIDGETING AND ACTING EVASIVE' OR 'THE ZSU-23/4 HAS NOT BEEN REPORTED PREVIOUSLY IN AFGHANISTAN.' USE 'SOURCE COMMENT'-- WHEN THE SOURCE PARENTHETICALLY ADDS INFORMATION E.G. 'BY THE WAY, THE HOUSE I STAYED IN DID NOT HAVE ANY RUNNING WATER. (b)(2)

(b)(2) (FOR CITY AND FEATURE LOCATIONS. (b)(2)

(b)(2)

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2. (S) CLASSIFY INDIVIDUAL PARAGRAPHS. USE A, B, C, ETC. FOR SUB-PARAGRAPHS AND CLASSIFY APPROPRIATELY, DO NOT INDENT.

3. (S) IN MULTIPLE SOURCE IIRS, USE AN EXPRESSION SUCH AS "SOURCE (NUMBER) STATED" PRECEDING THE PORTION OF THE TEXT ATTRIBUTABLE TO THAT SOURCE. LIST THE ADDITIONAL SOURCES IN THE SOURCE PARAGRAPH, NO MORE THAN FIVE LINES A PIECE.

COMMENTS: (S)

1. (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

2. (C) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

3. (U) (b)(2)  
(b)(2)

(b)(2)

5. (U) (b)(2)  
(b)(2)

6. (U) (b)(2)  
(b)(2)

7. (S) (b)(1) Sec 1.4 C  
(b)(1) Sec 1.4 C

COLL: (U) (b)(2)

INSTR: (U) (b)(2)  
(b)(2)

INSTR: (U) (b)(2)  
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PREP: (U) (b)(2)  
(b)(2)

ENCL: (U) (b)(2)  
(b)(2)

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(b)(2)

ENCL: (U) (b)(2)  
TITLE (U),

ACQ: (U) (b)(2)  
(b)(2)

DISSEM: (U) (b)(2)  
ENCLOSURES.

WARNING: (U) REPORT CLASSIFIED S E C R E T.

(b)(2)

DECL: X1

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Appendix H

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(S)(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

OR

(b)(1) Sec 1.4(c)

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OR

(b)(2)

(S)(b)(1) Sec 1.4(c)

☐ (b)(1) Sec 1.4(c)

☐ (b)(1) Sec 1.4(c)

☐ (b)(1) Sec 1.4(c)

☐ (b)(1) Sec 1.4(c)

Appendix I

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(S)(b)(1) Sec 1.4(c)

(S)(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

EX:

(b)(1) Sec 1.4(c)

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(U)(b)(2)

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(S)(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

☐

(b)(1) Sec 1.4(c)

(S)(b)(1) Sec 1.4(c)

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(b)(1) Sec 1.4(c)

☐

(b)(1) Sec 1.4(c)

Appendix J

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(b)(2)

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(b)(1) Sec 1.4(c)

(S)

(U)(b)(2)

(S)(b)(1) Sec 1.4(c)

(U)(b)(2)

(U)(b)(2)

(S)(b)(1) Sec 1.4(c)

(S)(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(S)(b)(1) Sec 1.4(c)



(b)(1) Sec 1.4(c)



(b)(1) Sec 1.4(c)



(b)(1) Sec 1.4(c)

(S)(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

Appendix K

(b)(2) Brief (b)(2) Writing Guide

DATE:

ISN:

NAME: (AS GIVEN FROM BAGRAM IN SOURCE FILE)

DOD LEAD (b)(2)

LINGUIST:

(b)(1) Sec 1.4(c)

(b)(2) START TIME:

(b)(2) END TIME:

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

1A. (b)(1) Sec 1.4(c)

2. (b)(1) Sec 1.4(c)

3. BIRTCITY-- XXX. (IF BORN IN DIFFERENT COUNTRY WHEN/WHY DID HE MOVE THERE?)

4. BIRTCTRY-- XX. (COUNTRY WHERE HE WAS BORN.)

(b)(1) Sec 1.4(c)

HIJREE (ISLAMIC CALENDAR): MONTH, DAY, YEAR

GREGORIAN (CHRISTIAN/WESTERN CALENDAR): MONTH, DAY, YEAR

6. LANGUAGES SPOKEN-- XXX; XXX; XXX. (LIST LANGUAGES SOURCE KNOWS TO INCLUDE VARIOUS DIALECTS OF ARABIC)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)



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(b)(1) Sec 1.4(c) :

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(b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

ADDITIONAL NOTES:

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Appendix L



**SECRET//NOFORN**  
THE SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

(b)(1) Sec 1.4(c)

(b)(2)

MEMORANDUM FOR THE COMMANDER, US SOUTHERN COMMAND

(b)(2)

(S)

(S/NF) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(S/NF) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(U) a. (b)(2)

(U) b. (b)(2)

(b)(2)

(S) c. (b)(1) Sec 1.4(c)

(b)(1) Sec 1.4(c)

(S) d. (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(S/NF) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(S/NF) (b)(1) Sec 1.4 C

(b)(1) Sec 1.4 C

(S) (b)(1) Sec 1.4 C

(b)(1) Sec

Attachments:  
As stated

(b)(6), (b)(3) 10 USC §130B

NOT RELEASABLE TO  
FOREIGN NATIONALS

Classified By: Secretary of  
Defense

Reason: 1.5(a)

Declassify On: 2 April 2013

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