Synopsis: This communication updates and provides an outline of the approval process for finished intelligence products produced for dissemination outside of the Bureau.
To: All Field Offices  From: Intelligence Directorate  
Re: 10/18/2007

FBI Intelligence Assessment Process CONOPS
FBI Intelligence Product and Use CONOPS
Style Guide for FBI Finished Intelligence Products

Details:
Updates to Approval Process for Field Office Finished Intelligence Products

The Production Services Unit (PSU) will now return initial editorial and analytic comments on field office finished intelligence products to the field offices before coordinating the products with the appropriate FBIHQ investigative division intelligence component. Previously, PSU consolidated all editorial, analytic, and FBIHQ Division substantive comments into one document before returning the guidance back to the FIG Supervisor or SIA. Under the new process, PSU will still ensure that each product conforms to the format and style detailed in the Concept of Operations, follows the current product template posted to the DI Intranet site, focuses on subject matter germane to the office's territory, and supports analytic judgments. The new process will decrease the length of time required by the investigative division intelligence components to review a product by allowing the components to focus on substantive matters only.

Additionally, PSU has made some minor changes to assist in the approval process as described below.

Products not intended for dissemination outside the Bureau will be addressed in a separate EC.

Outline of Approval Process

1.
To: All Field Offices
From: Intelligence Directorate
Re: 10/18/2007

2.

3.
To: All Field Offices  From: Intelligence Directorate  10/18/2007

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before resubmitting the product for a full editorial and analytic review.
To: All Field Offices  From: Intelligence Directorate
Re: 10/18/2007

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To: All Field Offices  From: Intelligence Directorate
Re: 10/18/2007

LEAD(s):
Set Lead 1: (Info)

ALL RECEIVING OFFICES
For information.