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SECRETARY OF THE AIR FORCE**

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Intelligence

**RELEASE OF COLLATERAL INTELLIGENCE
TO US CONTRACTORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 14-3, *Control, Protection, and Dissemination of Intelligence Information*. It assigns responsibilities for releasing selected intelligence information and related material to eligible US contractors, and outlines the special requirements the contractor must fulfill to safeguard intelligence information. These requirements add to Department of Defense Industrial Security Directives (DoD 5220.22M and DoD 5220.22R).

(AFSPC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-303, *Release of Intelligence Material to US Contractors*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (AFSPC) and its subordinate units. It assigns responsibilities for releasing selected intelligence information and related material to eligible US contractors, and outlines special requirements the contractor needs to meet to safeguard intelligence information. This supplement applies to appropriately cleared contractors during any phase of the contracting process with HQ AFSPC staff agencies. This supplement does not apply to the Air Force Reserve nor Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 14-3. It contains no substantive changes from the original regulation.

(AFSPC) The revision of this publication is to meet the format standards required by Air Force, no content material has changed. Some required format changes have been made to allow for the conversion process.

1. Officials Authorized to Approve Release.

1.1. The Assistant Chief of Staff, Intelligence (ACS/I) is the Air Force Senior Official of the Intelligence Community (SOIC). The ACS/I implements and carries out the Director of Central Intelligence (DCI) policies and procedures for using, protecting, and disseminating intelligence. The ACS/I is the Air Force final authority for approving the release of intelligence to contractors.

1.2. The Senior Intelligence Officer (SIO) of each major command (MAJCOM) and field operating agency (FOA), and their field command designees, can release intelligence to their command contractors without specific approval from the ACS/I if the intelligence meets the following criteria:

- The intelligence is not marked with restricted control markings (see Department of Defense (DoD) Instruction 5230.22).
- The intelligence is not restricted to the executive branch of the US Government.

1.2.1. The SIO performs the following functions:

- Evaluates the contractor's request by examining contract to determine if the specific intelligence is appropriate for the contract. If not, the SIO identifies the intelligence the contractor actually needs to satisfy the contract. The SIO releases only the intelligence the contractor needs for the contract work.
- Deletes from Central Intelligence Agency (CIA) Directorate of Operations Reports, unless advance approval has been obtained from CIA to release this information to the contractor, the following: CIA Seal, Phrase "Directorate of Operations," Place acquired, Field Number, Source description, and Field dissemination.
- Documents all intelligence approved for release and released to the contractor, including oral and visual disclosure, until the contract is completed or the material returns to the Air Force (see paragraph 1.5.)
- Makes sure that approved intelligence released to the contractor is transmitted via the command contracting activity. (When you can send the material directly to the contractor, the SIO gives the command contracting activity a complete description of the intelligence released. Identify all intelligence information released to a contractor by noting the following on the intelligence document: "AFPD 14-3 Applies," or by any other method that meets this requirement.

Note: Only the ACS/I can release information to contractors from the following documents without identifying it as national intelligence.

- National Intelligence Estimates (NIE).

- Special National Intelligence Estimates (SNIE).
- National Intelligence Analytical Memoranda.
- Interagency Intelligence Memoranda.

1.2. (AFSPC) Within AFSPC, the Senior Intelligence Officer (SIO) is the Chief, Space Intelligence Division, Directorate of Operations (HQ AFSPC/DOI). Subject to restrictions within this paragraph, authority to approve release of intelligence to command contractors is delegated by the SIO to the AFSPC Command Dissemination Manager (CDM), Requirements and Support Branch (DOIU). The purpose of the CDM is to facilitate the flow of intelligence information to ensure the right information is made available and to protect sensitive sources and methods. All requests for intelligence materials shall be forwarded to the CDM (HQ AFSPC/DOIU) for release approval. Requests must be validated as need-to-know and documented with a current DD Form 254, DoD Contract Security Classification Specification. Authority delegated to the CDM does not include data caveated ORCON and PROPIN without referral to the originator of the material.

1.2.1. (Added-AFSPC) NOTE: Send requests for release of these intelligence documents to HQ AFSPC/DOIU.

1.3. If they do not have an SIO, Air Staff activities, MAJCOMs, and FOAs must refer requests to Headquarters United States Air Force Intelligence (HQ USAF/IN) for release approval.

2. Preparing Requests. The contractor, or contracting activity prepares requests and submits them to the SIO of the contracting command. Each request must contain the following information and certification:

- Name and address of the contractor. Certification of the contractor's facility clearance and safeguarding capability. Certification is obtained from the DoD industrial security office having jurisdiction over the contractor. (See DoD 5220.22R.)
- Number and expiration date of the contract.
- Certification of "need-to-know," and the name and telephone number of the contract.
- Complete identification of the requested intelligence. Identify issuing agency, security classification, and all restrictive control markings and statements. Include a statement indicating iff the material is locally available to the requesting agency.
- A description of the work for which the contractor needs the intelligence.

3. Referral to Originator. Intelligence that carries either of the following markings requires written permission of the originating agency before release to a contractor:

- DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR (ORCON).
- NOT RELEASABLE TO CONTRACTORS/ CONSULTANTS (NOCONTRACT).
- CAUTION-PROPRIETARY INFORMATION INVOLVED (PROPIN).

When possible, you should remove this intelligence, and give sanitized documents to the contractor.

3.1. If you cannot sanitize the documents, you can request release for intelligence bearing these markings through the MAJCOM SIO to HQ 497TH IG/CCES. Include the recommendation of the MAJCOM SIO with your request.

3.2. The SIO at HQ Air Force Materiel Command (AFMC) and their authorized field commands, can request release directly from the Director, DIA (DSP-1A) of DIA intelligence bearing ORCON, NOCONTRACT, or PROPIN markings.

3.3. Air Force intercommand requests go directly to the MAJCOM or FOA that produced the intelligence. Submit all other requests to release ORCON, NOCONTRACT, or PROPIN intelligence to HQ 497TH IG/CCES, who will review the request, provide a recommendation, and forward it to the originating agency for a decision.

4. Special Requirements for Intelligence. In addition to DoD Manual 5220.22, *Industrial Security Manual for Safeguarding Classified Information*, the Director, Central Intelligence, sets up additional requirements and controls for intelligence that you give to contractors, and these requirements must be specifically included on the DD Form 254, **DoD Contract Security Classification Specification**. See DoD Instruction 5230.22 for details.

4. (AFSPC) The contract monitor functions as the AFSPC organizational representative to interface between the contractors performing work on the contract, the government organizations for whom the work is being performed and the contractor special security officer (CSSO). The contract monitor performs the tasks outlined in Defense Intelligence Agency Manual (DIAM) 50-5, Sensitive Compartmented Information (SCI) Contractor Administrative Security. The contract monitor ensures DD Form 254 contains specific intelligence requirements and controls. Contracting officers shall not add DD Form 254's to a contract where Block 10 E1 or 10 E2 is checked "yes" without prior written coordination with HQ AFSPC Special Security Office (SSO). HQ AFSPC SSO reviews all DD Form 254's where Block E1 or E2 is checked yes. HQ AFSPC SSO also ensures that the contract monitor is properly identified, trained, and appointed and that the additional security instructions for contracts requiring access of intelligence information are added to the DD Form 254.

5. Returning Intelligence to the Air Force. When the contractor completes the classified contract, or sooner if, the contractor no longer needs the classified release, the contracting officer must check that the contractor returns all intelligence-material unless the originator of the intelligence, or the SIO of the releasing command authorizes in writing that the contractor can keep the material. See DoD 5220.22-R, paragraph 7-106g.

5. (AFSPC) If contractors require additional copies of intelligence, they must obtain the approval of the releasing agency through the CDM. Contractors must agree that all intelligence released to them, all reproductions, and all other material generated (including authorized reproductions) are the property of the US Government and will be returned upon request of the CDM or expiration date of the contract, whichever comes first.

6. (Added-AFSPC) Eligible contractors are authorized access through contract monitors or contracting agency to intelligence materials in the HQ AFSPC Intelligence Reference Library, Building 1, Peterson AFB Colorado.

6.1. (AFSPC) Contractors are not authorized free access or browsing privileges in the library facility. Contract personnel must forward detailed requests, security clearances and contract specifications, and identify their contract monitor to the AFSPC CDM. SCI security clearances are forwarded to HQ AFSPC Special Security Office.

6.2. (AFSPC) Contract monitors from HQ AFSPC staff offices obtain authorization for document(s) release, check out document(s) from the Intelligence Reference Library, maintain appropriate security and return documents to the library, unless retention or destruction is authorized by the CDM. A two-week checkout period for library documents is the maximum unless extended by the CDM. The CDM will also work directly with the contractor to release intelligence materials provided contract information and certification is on file in HQ AFSPC/DOIU and the contract monitor is provided a list of materials released.

6.3. (AFSPC) Contractors performing reservist duty and on active or inactive duty orders have access to intelligence materials in the library as long as there is no conflict of interest and all materials serve reserve-related duty. Need-to-know for all classified documents will be enforced.

7. (Added-AFSPC) The 21st Security Police Squadron (21 SPS/SPAI) has oversight responsibility for all Peterson Air Force Base classified contractors. SPAI ensures all organizations are familiar with intelligence material release and control requirements when involved in contract performance. SPAI reports noncompliance to Defense Investigative Service (DIS).

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A--References

NOTE: *Check the current status of information from this document before you use it.*

DoD 5220.22-M *Industrial Security Manual for Safeguarding Classified Information*, March 1989

DoD 5220.22-R *Industrial Security Regulation*, December 1985

DoD Instruction 5230.22 *Security Controls on the Dissemination of Intelligence Information*, 17 August 1988

DIA Regulation 50-1 *Release of Classified Intelligence Material to U.S. Contractors*, 24 August 1976

AFPD 14-3 *Control, Protection, and Dissemination of Intelligence Information* (formerly AFR 205-19)

AFI 14-301 *Request for Collateral Intelligence Documents* (formerly AFR 200-24)

Section B--Abbreviations and Acronyms

ACS/I—Assistant Chief of Staff, Intelligence

AFMC—Air Force Materiel Command

CIA—Central Intelligence Agency

DCI—Director of Central Intelligence

DIA—Defense Intelligence Agency

DoD—Department of Defense

DOE—Department of Energy

FBI—Federal Bureau of Investigation

FOA—Field Operating Agency

HQ 497TH IG—Headquarters 497TH Intelligence Group

HQ USAF/IN—Headquarters United States Air Force Intelligence

INR/STATE—Bureau of Intelligence and Research of the Department of State

MAJCOM—Major Command

NIE—National Intelligence Estimate

NOCONTRACT—Not Releasable to Contractors/Consultants

NSA—National Security Agency

ORCON—Dissemination and Extraction of Information Controlled by Originator

PROPIN—Caution-Proprietary Information Involved

SIO—Senior Intelligence Officer

SNIE—Special National Intelligence Estimates

SOIC—Senior Official of the Intelligence Community

Section C--Terms

NOTE: *The purpose of this glossary is to help the reader understand the terms used in this publication. It is not intended to encompass all pertinent terms. Joint Publication 102, Department of Defense Dictionary of Military and Associated Terms, 1 December 1989, and AFM 111, Air Force Glossary of Standard Terms, contain standardized terms and definitions for Department of Defense and Air Force use*

Eligible US Contractor—An industrial, educational, commercial, or other entity under contract with the Department of the Air Force, executes a DD Form 441, DoD Security agreement, and has a current appropriate facility clearance and storage capability.

Intelligence Community—The intelligence community includes the following organizations:

- Central Intelligence Agency (CIA).
- The National Security Agency (NSA).
- The Defense Intelligence Agency (DIA).
- The Bureau of Intelligence and Research of the Department of State (INR/State).
- The intelligence activities of the Military Departments and the unified and specified commands.
- The Federal Bureau of Investigation (FBI).
- The Department of Treasury, and the Department of Energy (DOE).

Release—The oral, visual, or physical disclosure of intelligence.

Selected Intelligence Information and Related Materials (Intelligence)—Foreign intelligence and counterintelligence information, and information describing US foreign intelligence and counterintelligence activities, sources, methods, and equipment for acquiring and handling such intelligence, foreign military intelligence hardware, and photography or recordings resulting from such intelligence collection.

Senior Intelligence Officer (SIO)—The senior person charged with intelligence responsibilities for his or her command or organization.