



FBI *Intelligence*
PROGRAM

**INTELLIGENCE INFORMATION
REPORT HANDBOOK**

April 2006

Last updated: 04/14/2006

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NOTICE

1. All FBI HQ investigative divisions, field offices, and Legats are to immediately adopt the following *FBI Intelligence Information Report (IIR) Handbook* for the reporting [redacted]

2. As part of the continuing effort to standardize the FBI's approach to intelligence products, the Directorate of Intelligence (DI) sponsored several meetings of an IIR Handbook Working Group consisting of representatives from Counterintelligence, Counterterrorism, Criminal Investigative, and Cyber Divisions. The result is this Handbook for use throughout the FBI.

3. The *FBI IIR Handbook* provides detailed guidance to assist those FBI employees tasked with writing and disseminating IIRs. The Handbook will enhance the FBI's ability to provide [redacted] information that is consistent with the content and format found throughout the United States Intelligence Community (USIC). [redacted]

4. The latest version of [redacted] which conforms to this Handbook.

5. [redacted] conforms to the Handbook and can be found on the Corel WordPerfect menu bar. [redacted]

6. No revisions to the format may be made without the express authorization of the Assistant Director for Intelligence (AD-I). Likewise, no new IIR formats may be established by any FBI component without the approval of the AD-I. The *FBI IIR Handbook* is maintained by the DI, Intelligence Requirements and Collection Management Unit I (IRCMU I). Original Principal Author: Reports Officer [redacted]

Please address all comments, questions, and concerns to the DI, (IRCMU I), Room 11079A, FBI HQ or e-mail: Microsoft Outlook: [redacted]

Updated: 2006-04-14

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Corrections/Changes Page

Ver No.	CH G No.	CHANGE DATE	SECTIONS AFFECTED	Reviewed By	REMARKS
1	1	27 Sep 04			
1	2	27 Sep 04			
1	3	27 Sep 04			
1	4	27 Sep 04			
1	5	27 Sep 04			
1	6	27 Sep 04			
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2	2	13 Oct 04			
2	3	13 Oct 04			

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Corrections/Changes Page

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3	1	03 Dec 04			
3	2	03 Dec 04			
3	3	03 Dec 04			
3	4	03 Dec 04			
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5	1	24 Mar 05			
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TABLE OF CONTENTS

Section 1:

- 1.0 Introduction & Definition**
- 2.0 Intelligence Information Report (IIR): A Definition**
- 3.0 FBI Intelligence Dissemination**
- 4.0** [Redacted]
- 5.0 Threats**
- 6.0 Report Writing Criteria**
- 7.0 Discovery**
- 8.0 General Report Writing Guidelines**

Section 2:

- 9.0 IIR Sample Outline**
- 9.1** - [Redacted]
- 9.15**
- 9.16**
- 10.0 IIR Sample Report**
- 11.0 IIR Sample IIR** [Redacted]
- 12.0 IIR Revisions and Recalls**

Section 3:

Reference Aids:

- 13.0** [Redacted]
- 14.0** [Redacted]
- 15.0 Professional Pointers**
- 16.0 Definite Don'ts**
- 17.0 IIR Errors**
- 18.0 IIR Checklist**
- 19.0 Blank/Reproducible IIR Format Worksheet**

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SECTION 1

1.0 INTRODUCTION

1.1 This *FBI IIR Handbook* is designed to assist Special Agents and Intelligence Analysts in the writing of an IIR. **The *FBI IIR Handbook* is a reference guide** intended to support the implementation of FBI policy on intelligence dissemination. The procedures in this Handbook complement strategies outlined in the Concept of Operations (CONOPS) documents issued previously by the DI.

1.2 The FBI has a mandate from Congress, the President, the Attorney General, and the Office of the Director of National Intelligence (ODNI) to produce intelligence in support of its own investigative mission, national intelligence priorities, and the needs of other intelligence consumers. The FBI serves a considerable customer base, ranging from its own investigators and executives, to other United States (US) Government departments, state, local, and tribal law enforcement, and the general public. **The IIR [redacted] will be shared within the FBI and the intelligence and law enforcement communities.**

1.3 All FBI components must participate in a rigorous dissemination program that delivers intelligence not only to national policymakers, but also across our customer base at all levels.

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1.4 [redacted]

2.0 INTELLIGENCE INFORMATION REPORT (IIR): A DEFINITION

2.1 [redacted]

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3.0 FBI INTELLIGENCE DISSEMINATION

3.1 The *FBI Intelligence Policy Manual* updated 8/1/2005, governs the dissemination of intelligence. This Handbook implements procedures for the dissemination of [redacted]

[redacted] in accordance with the manual and other guidance issued by the DI. [redacted]

[redacted] **They are suggestions – ways to save you time and effort.** This guide is a compilation of many suggestions and rules found not only throughout the *FBI Intelligence Policy Manual*, but also in other manuals and references. **This Handbook is designed to be a central source of information.**

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4.1 [redacted]

[redacted]

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5.0 THREATS

5.1 [redacted]

[redacted]

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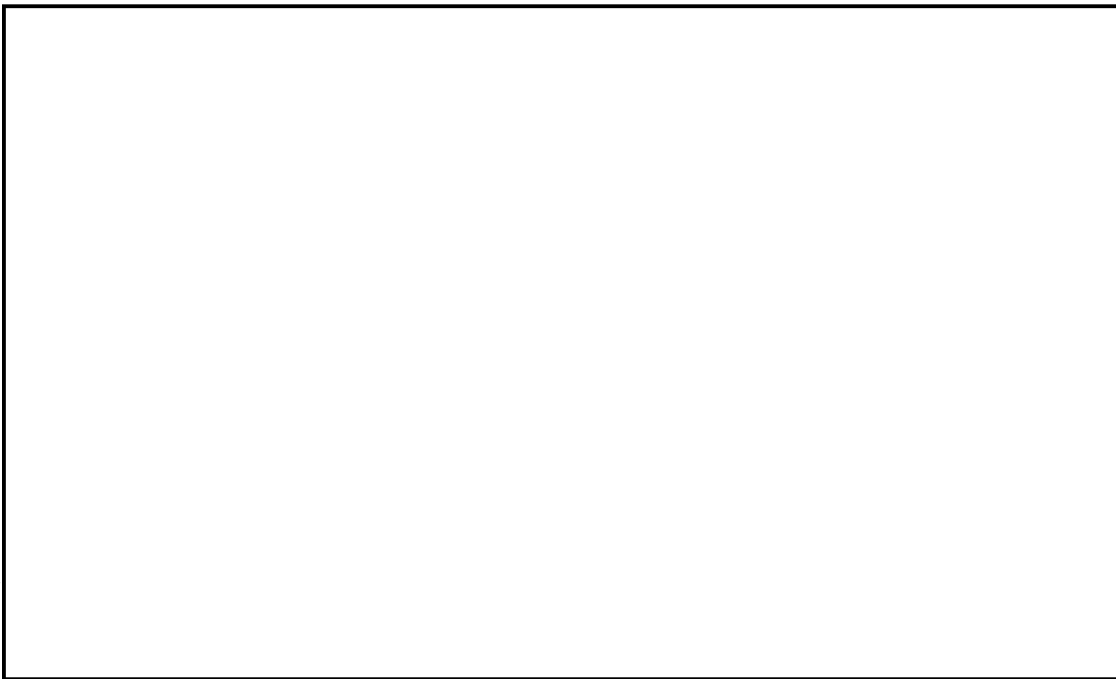
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6.0 REPORT WRITING CRITERIA



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7.0 DISCOVERY

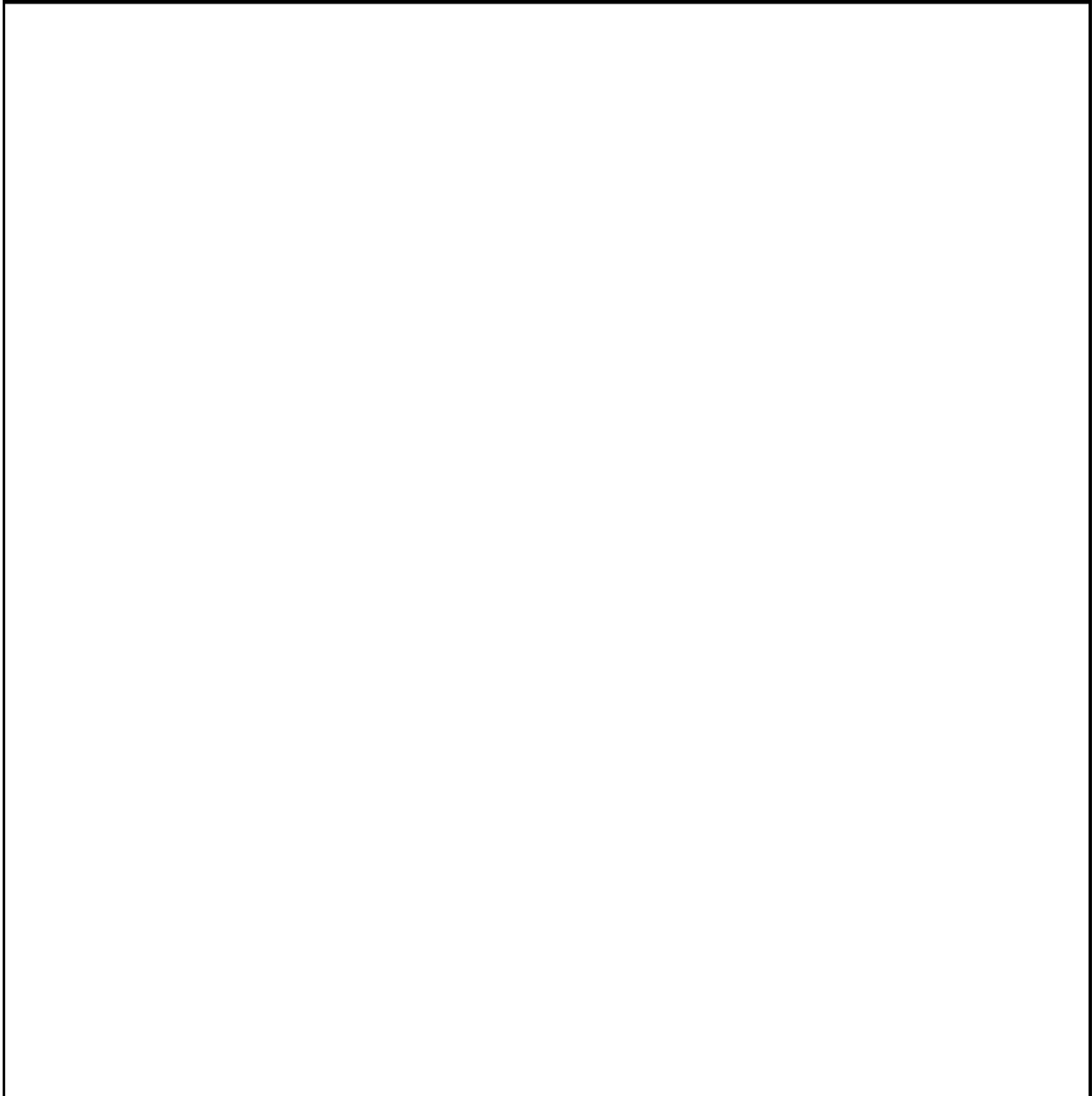


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8.0 GENERAL REPORT WRITING GUIDELINES



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SECTION 2
9.0 IIR SAMPLE FORMAT (NO TEARLINE)

THE MESSAGE SHOWN BELOW IS A SAMPLE IIR AND DEPICTS THE FORMAT TO BE USED.



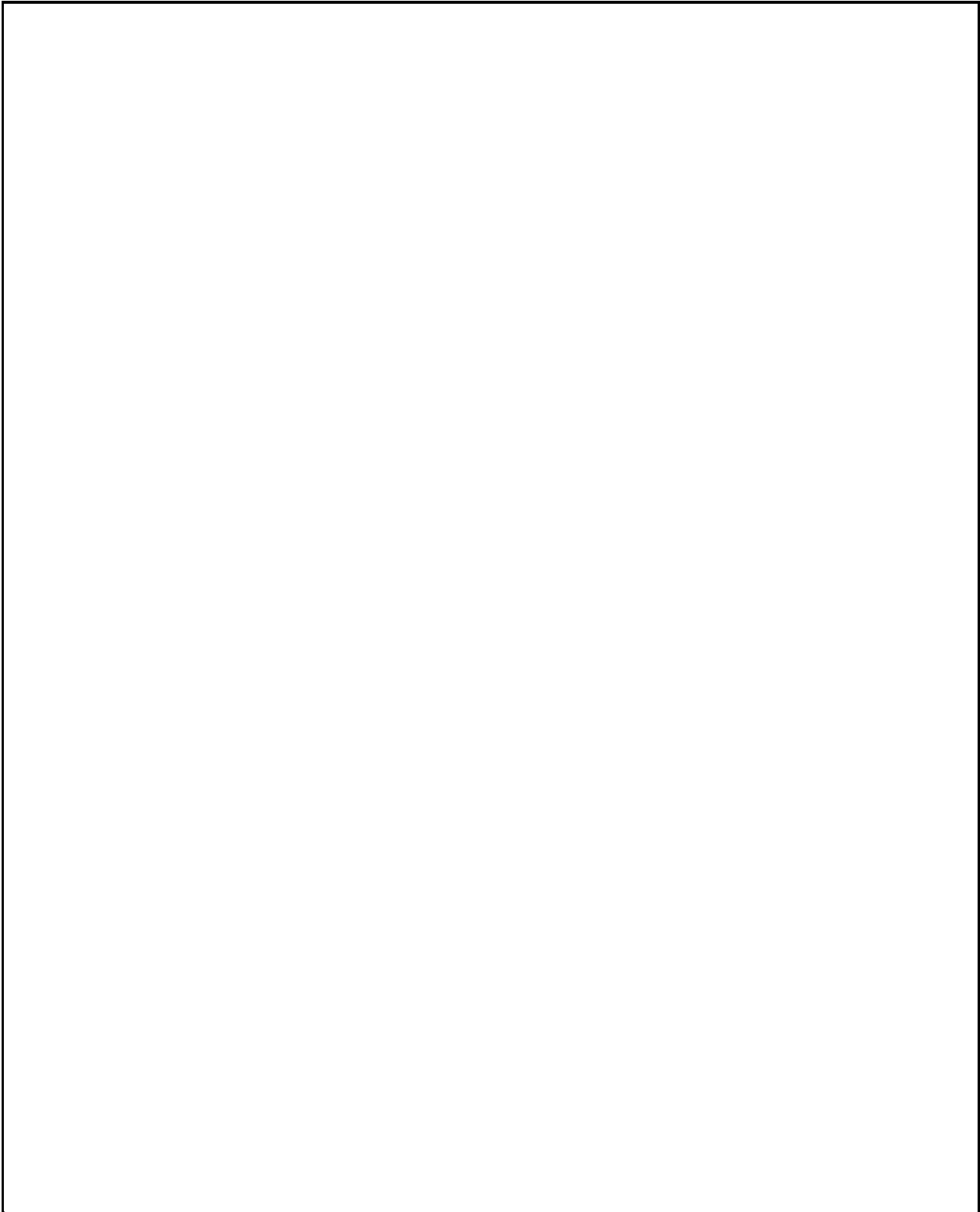
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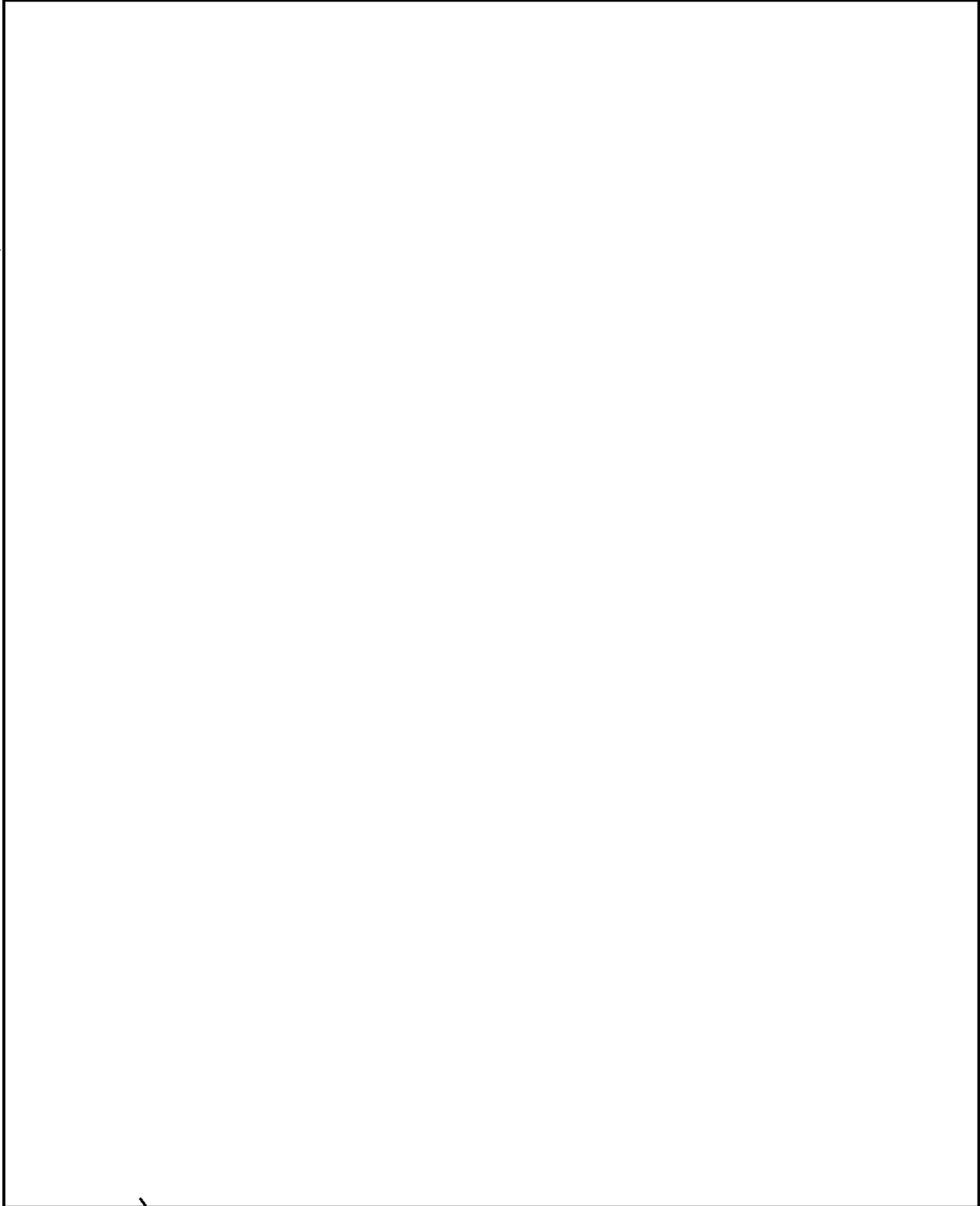
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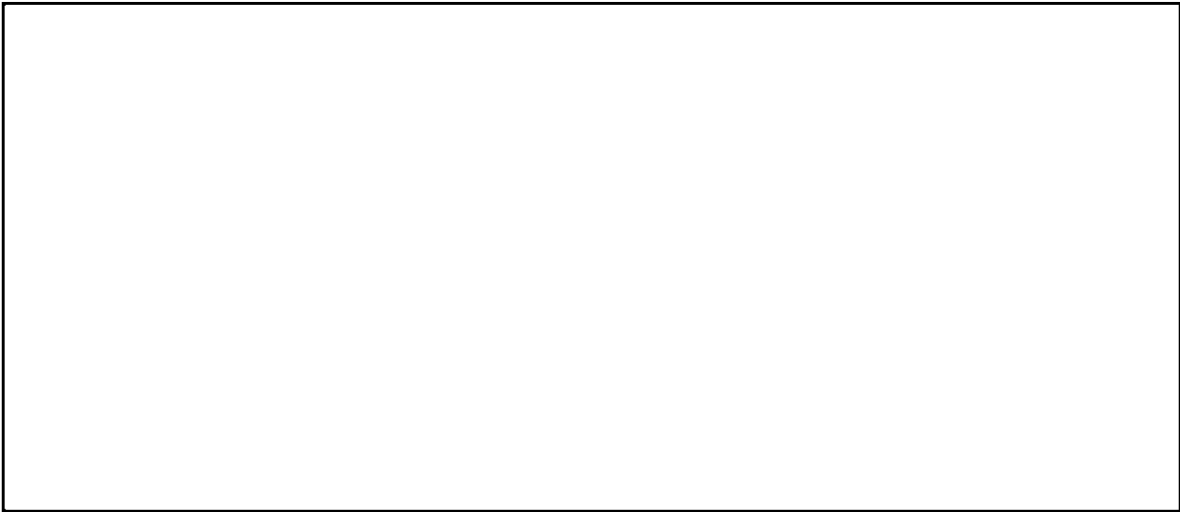
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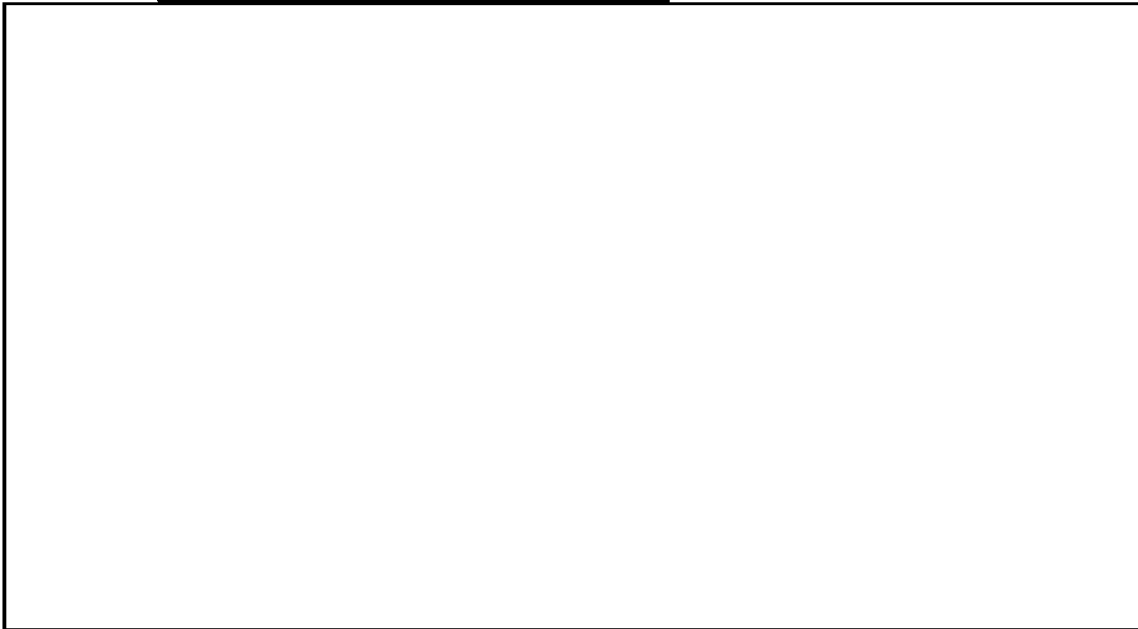
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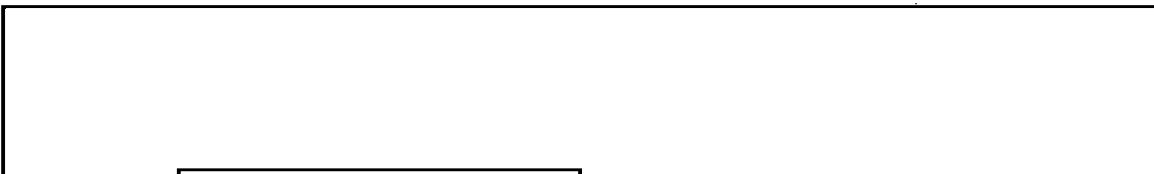


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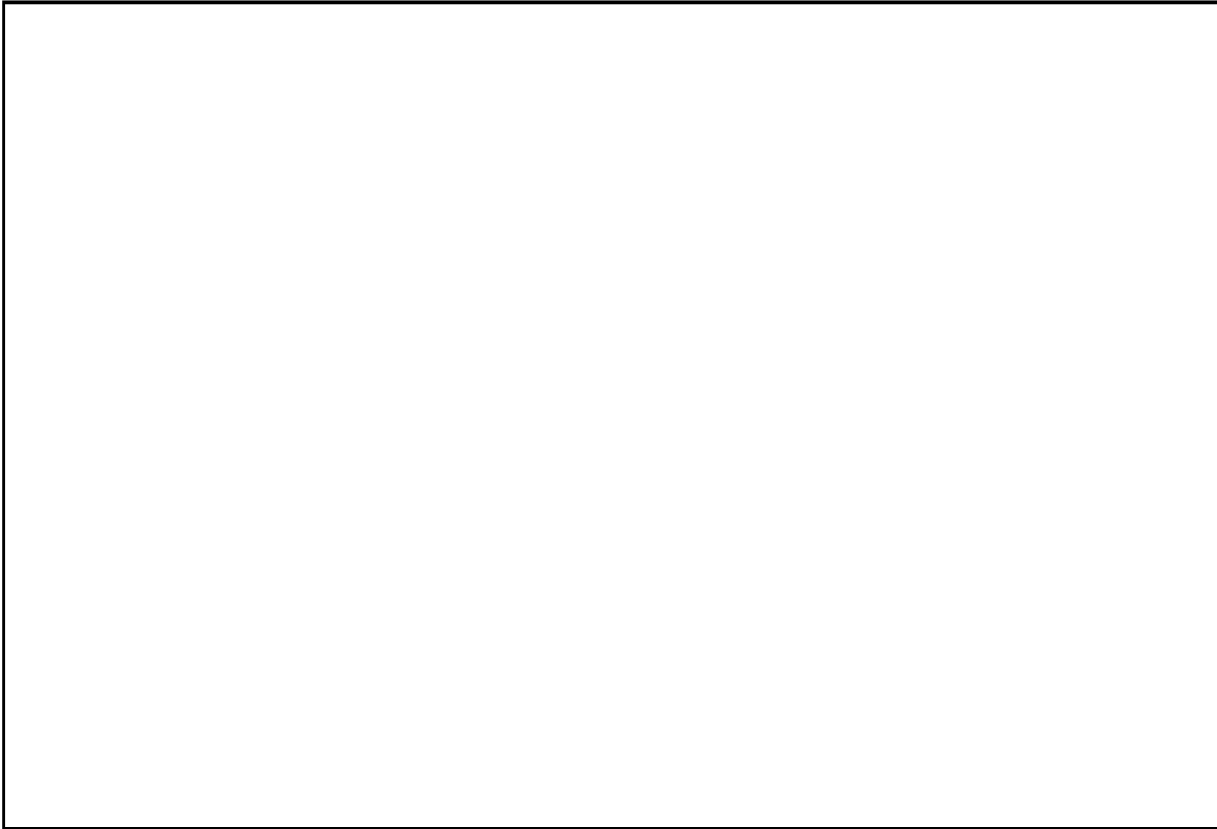


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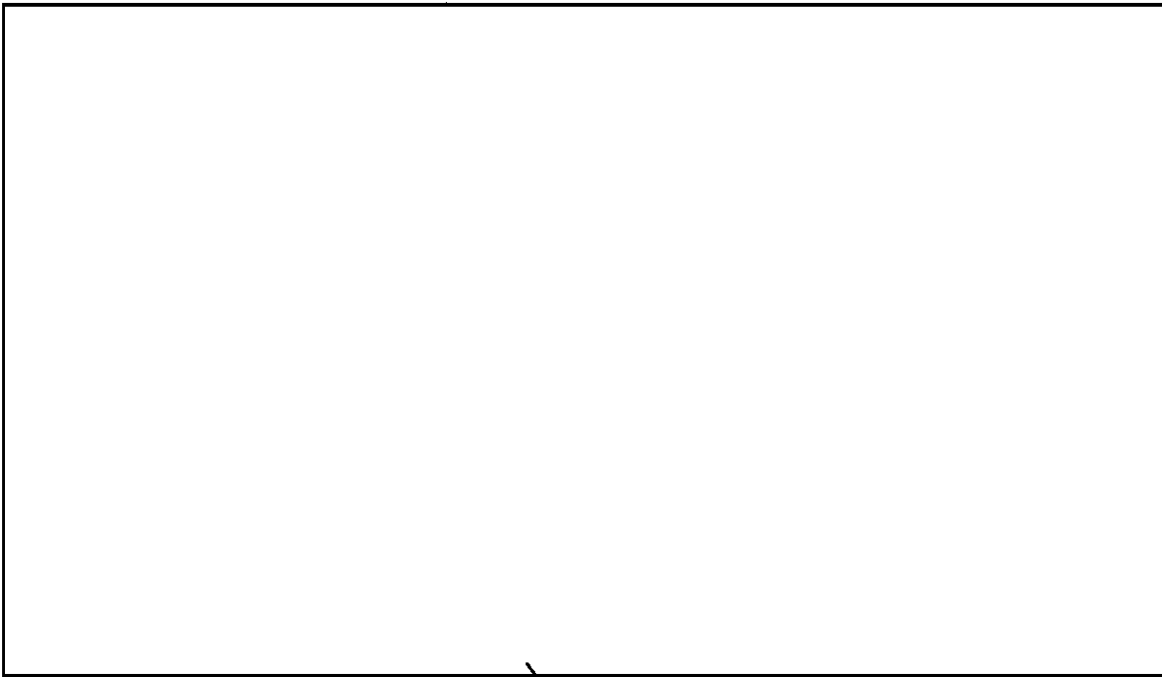
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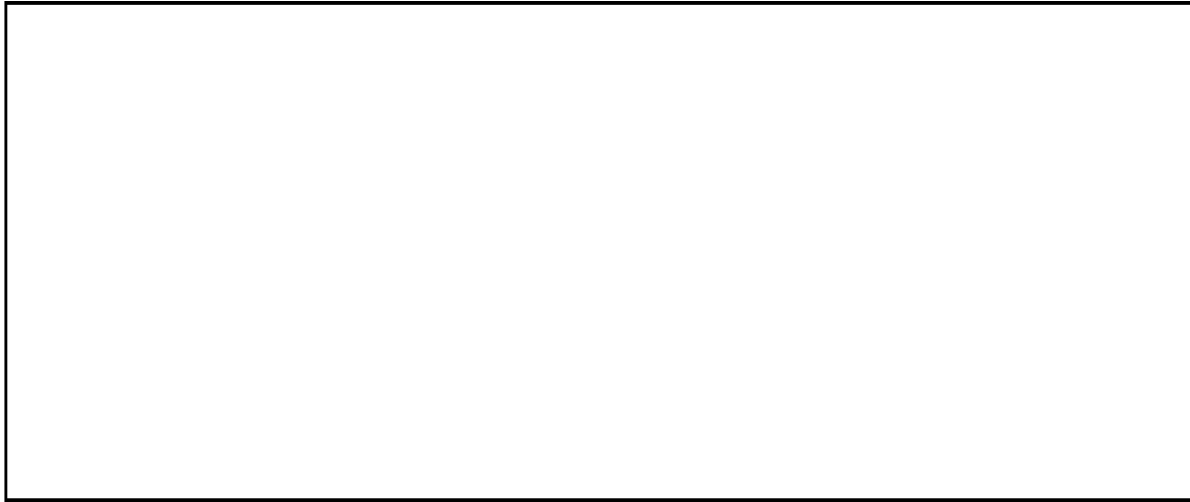
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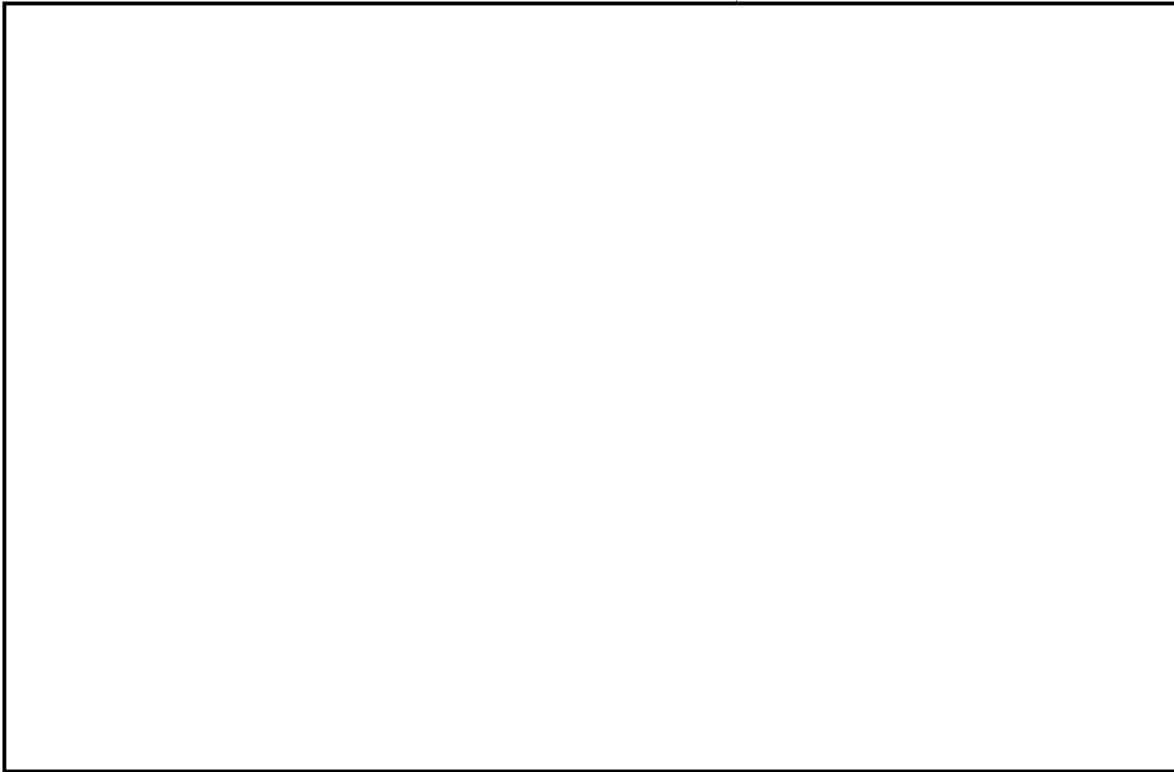
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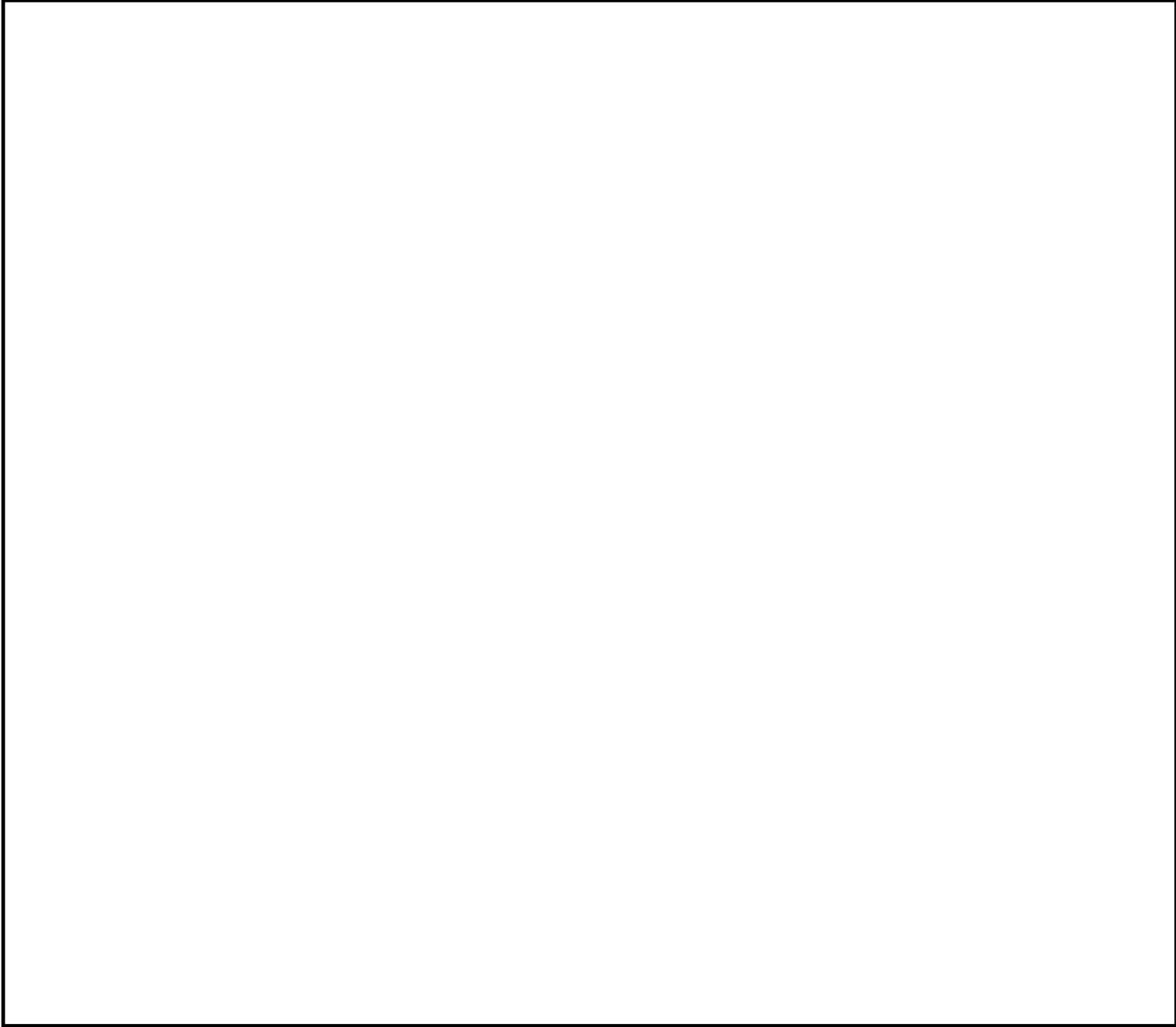
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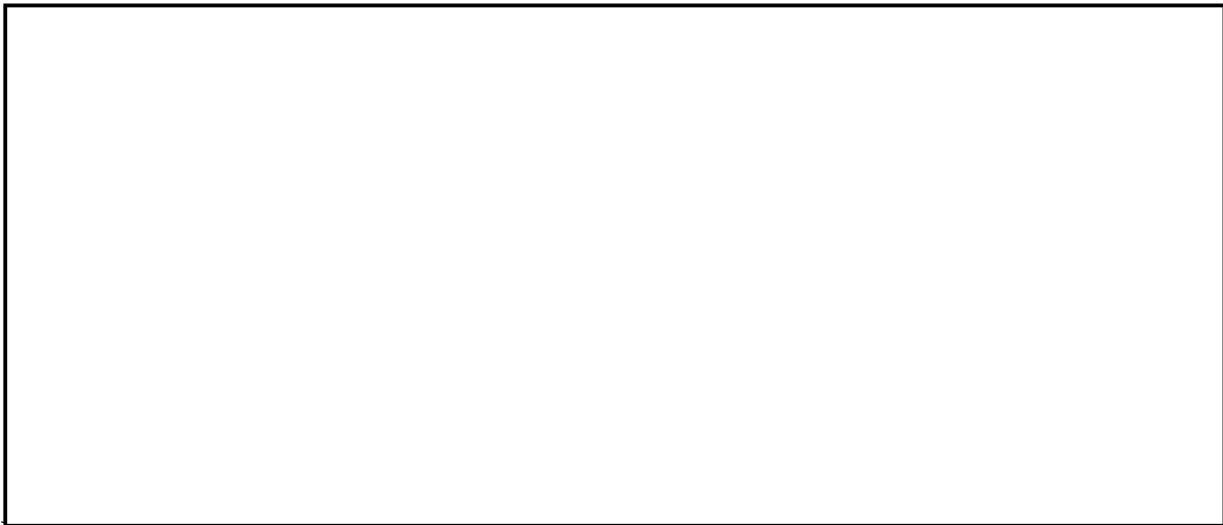
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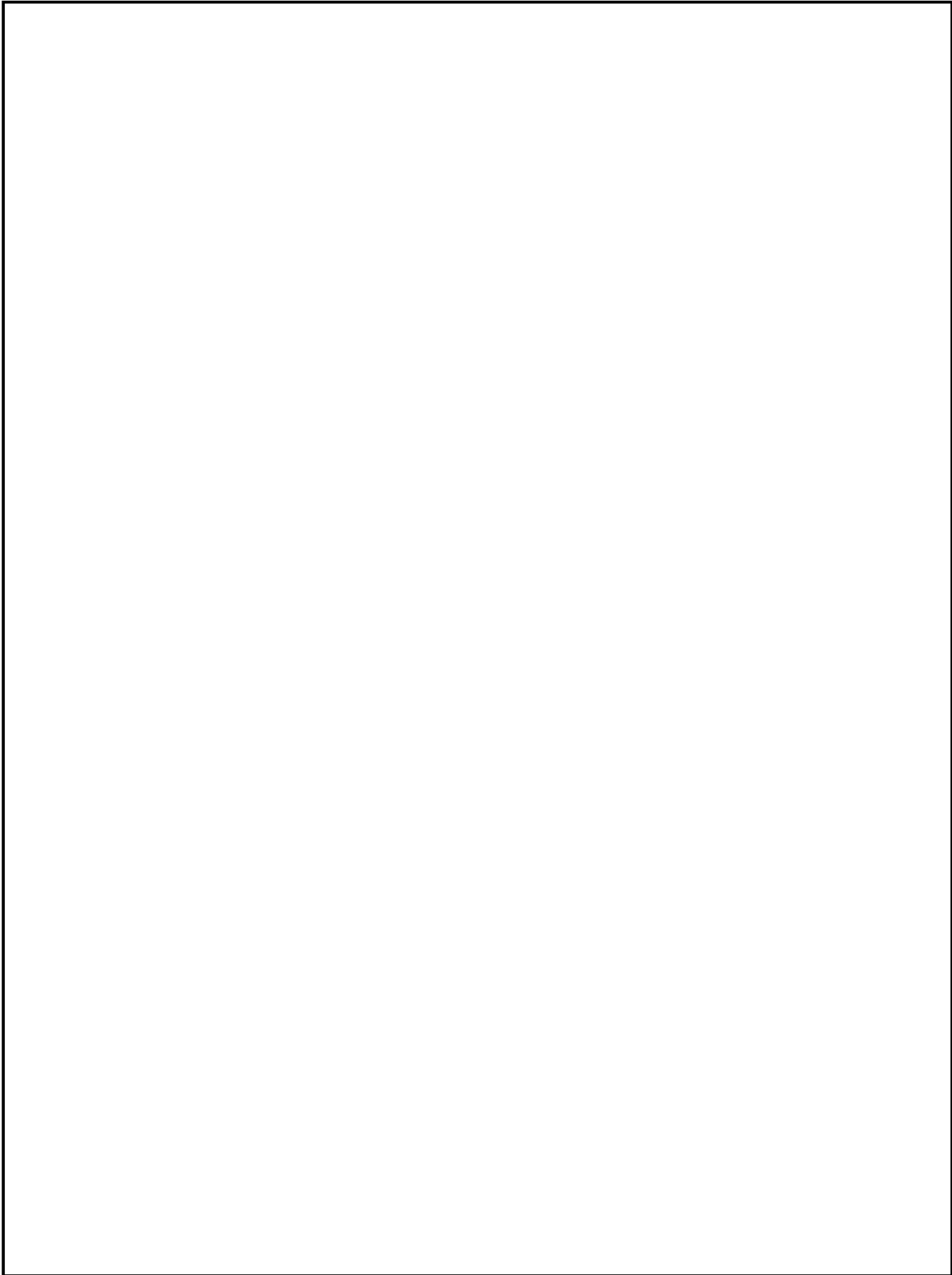
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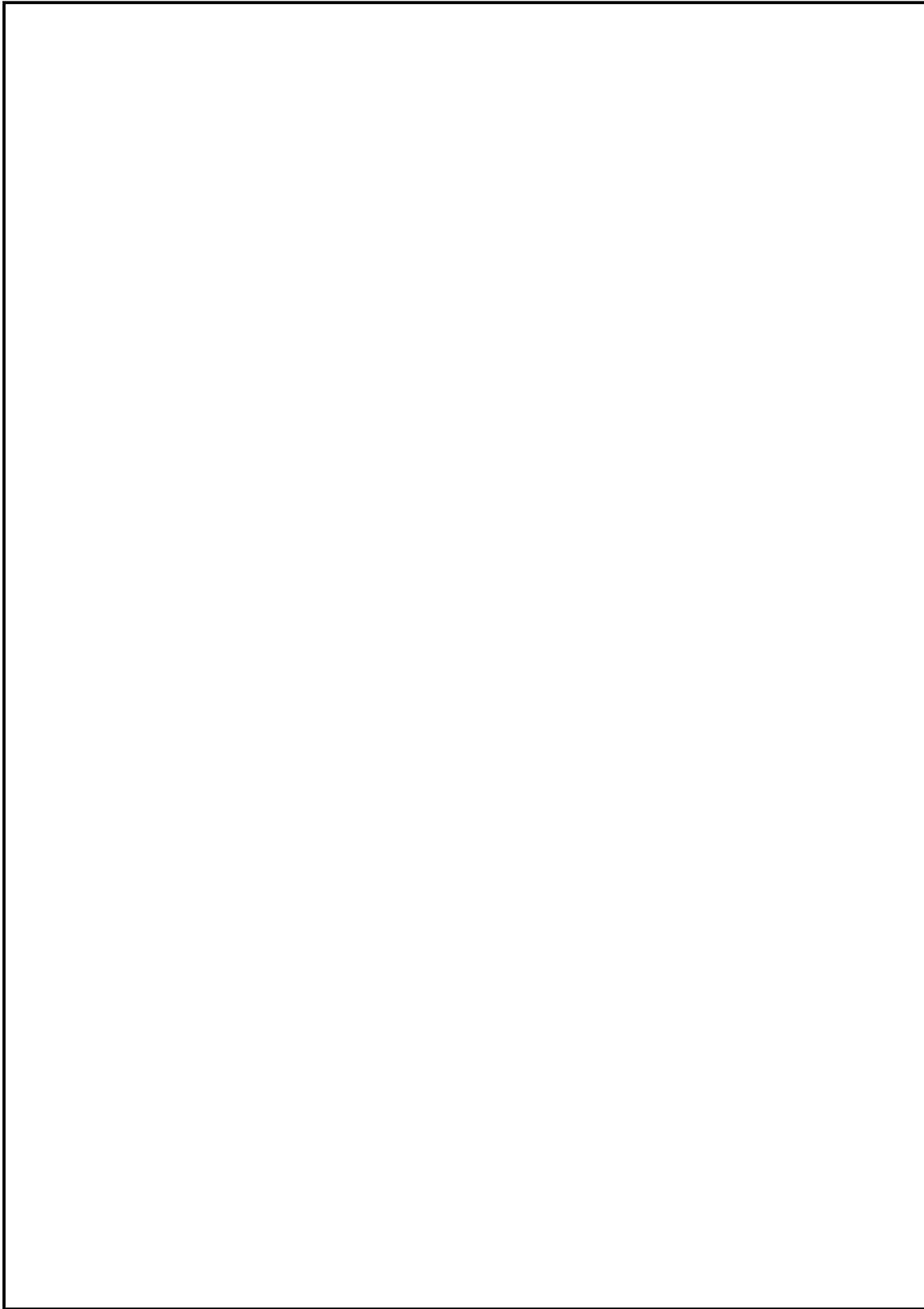
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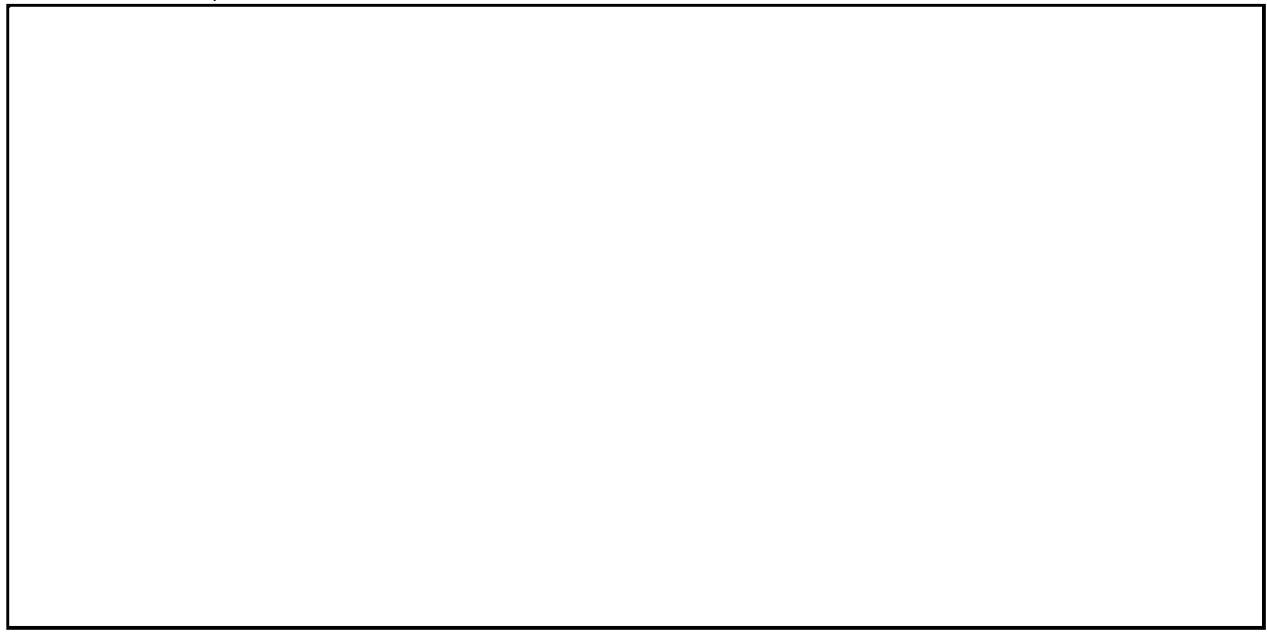
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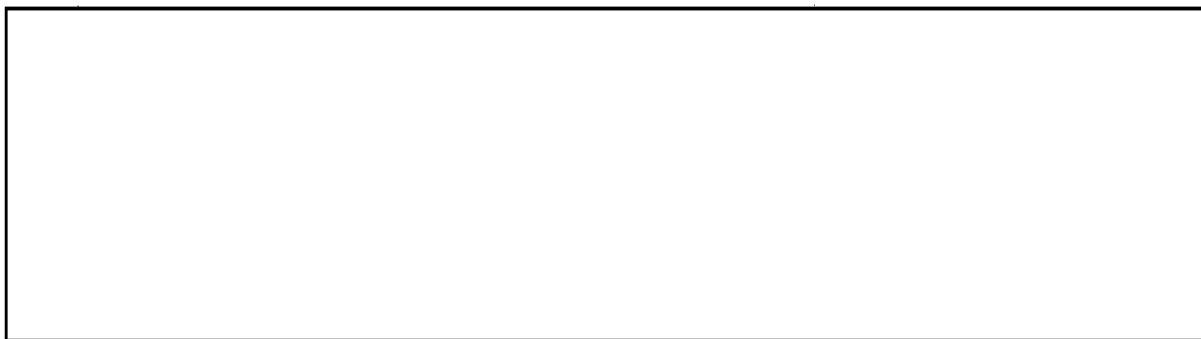
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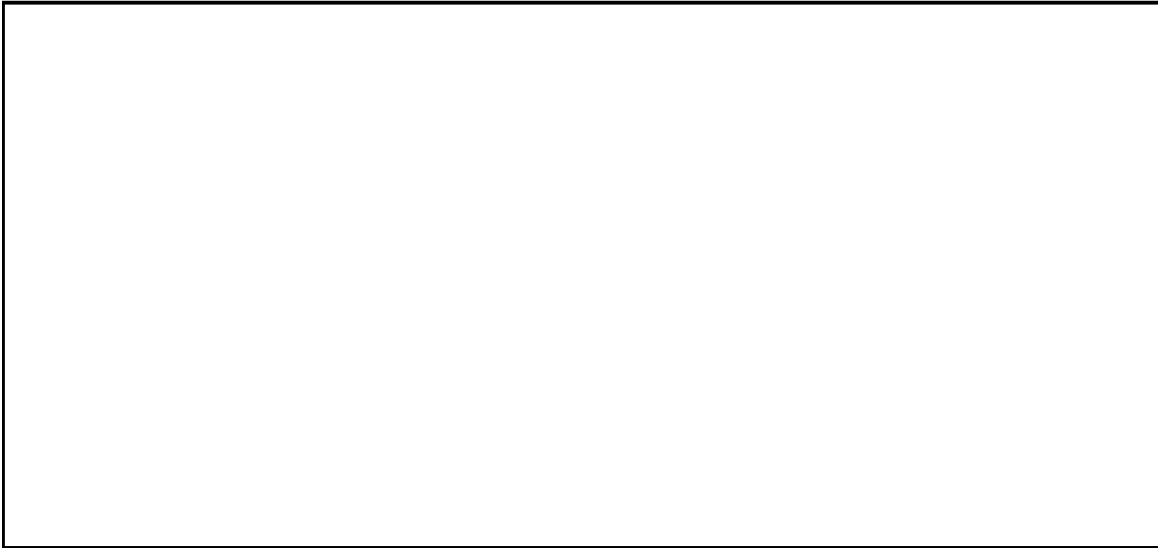
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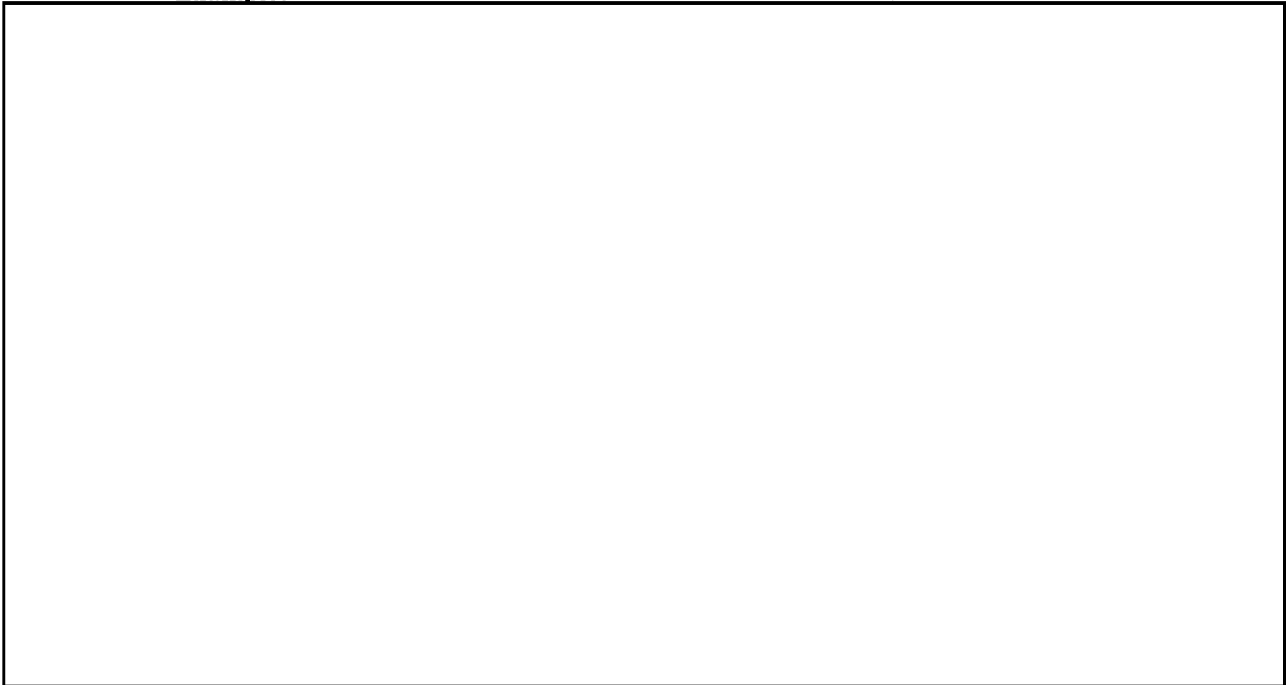
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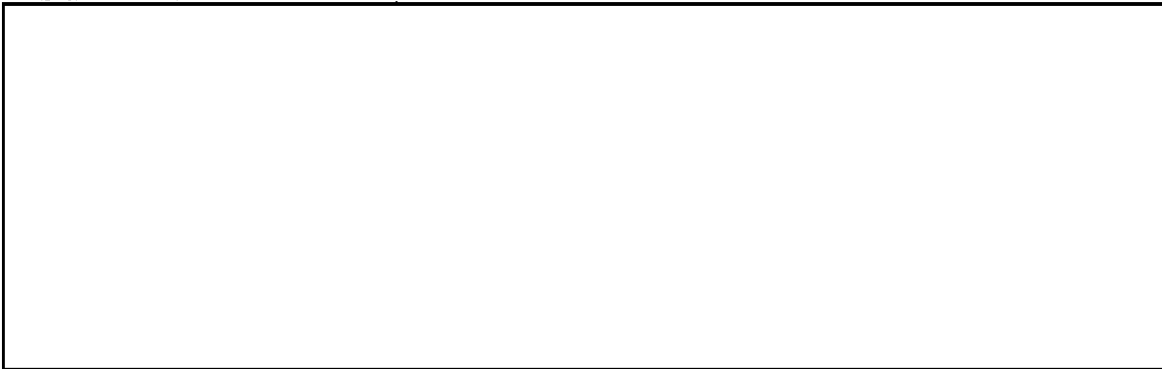


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EXAMPLES:

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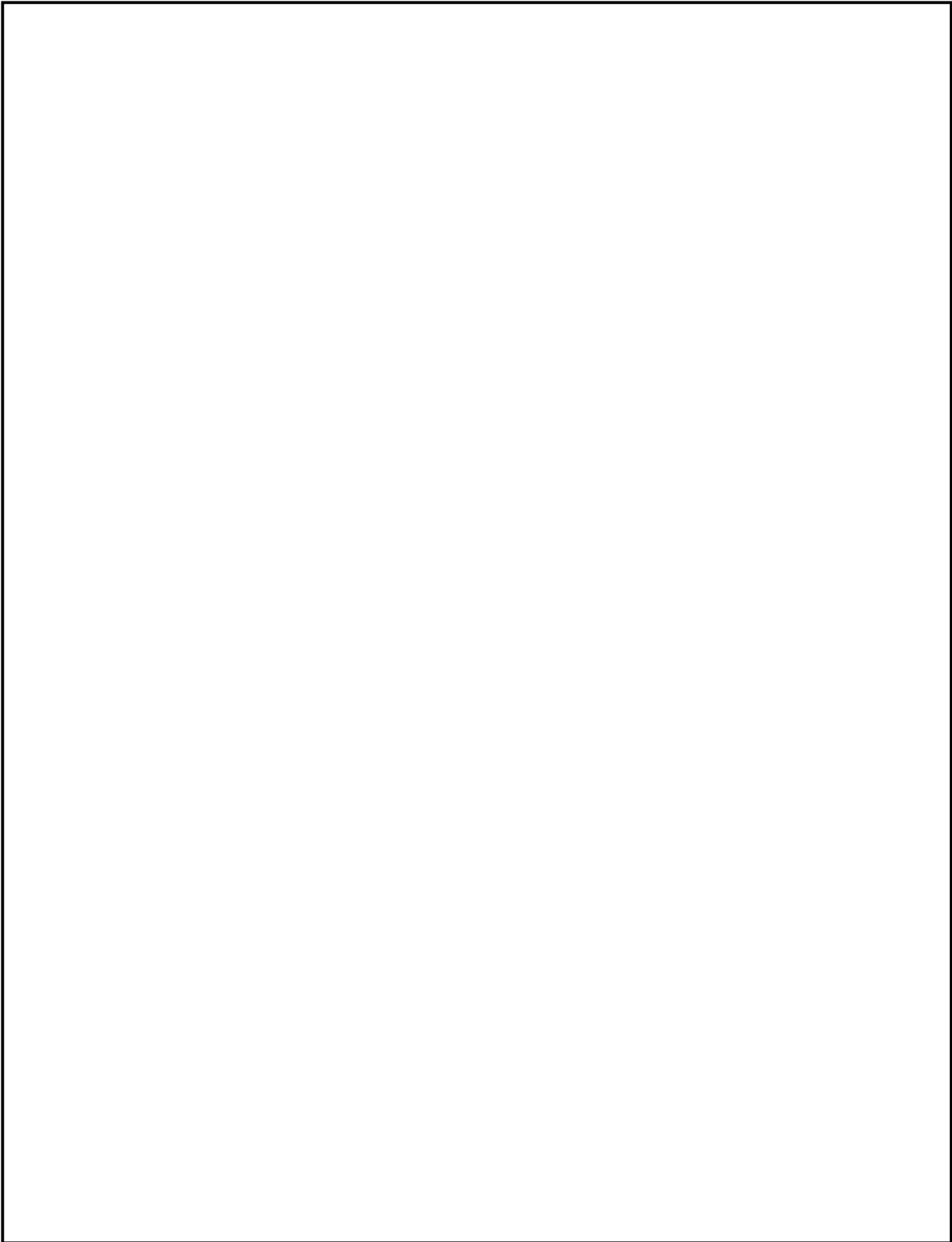
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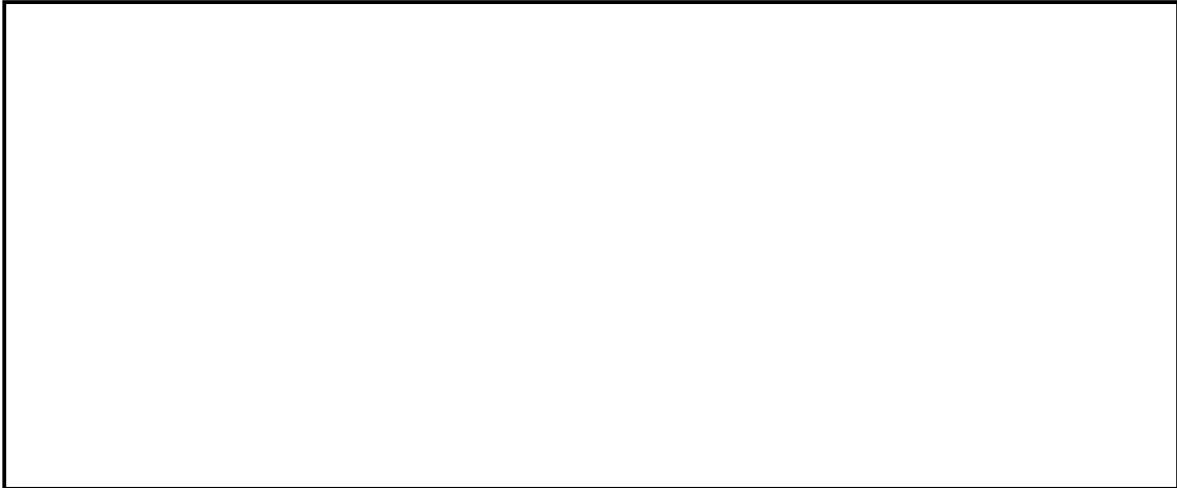
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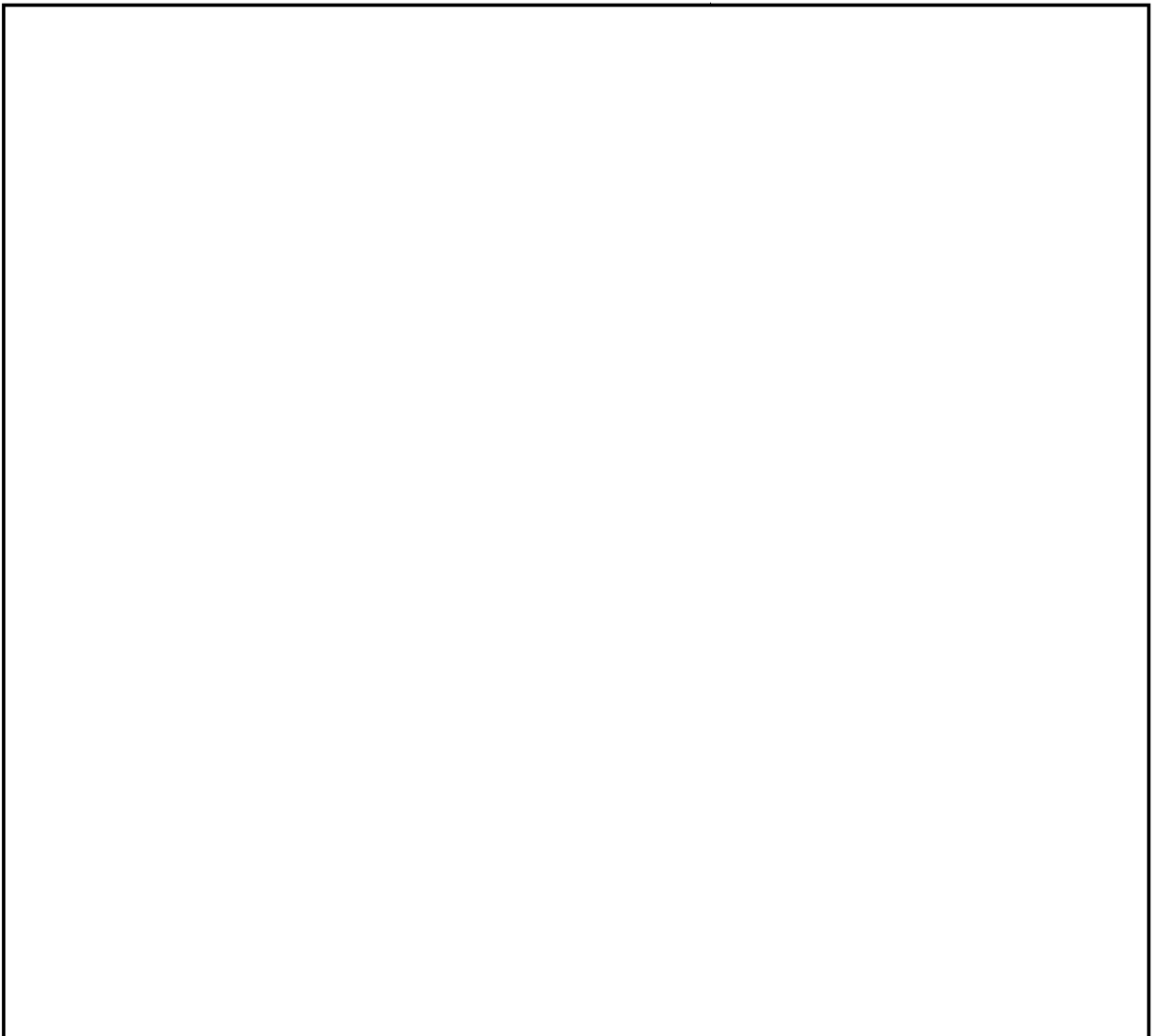
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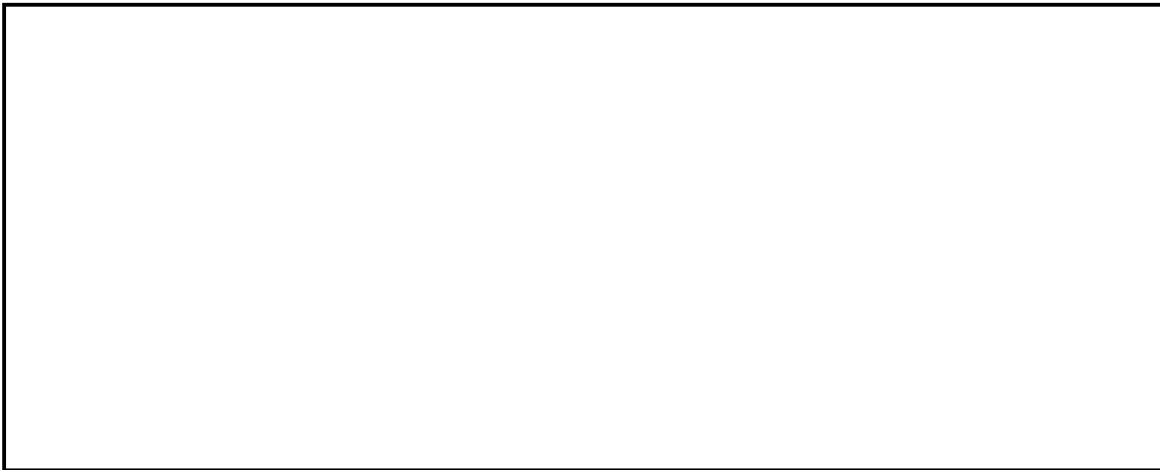
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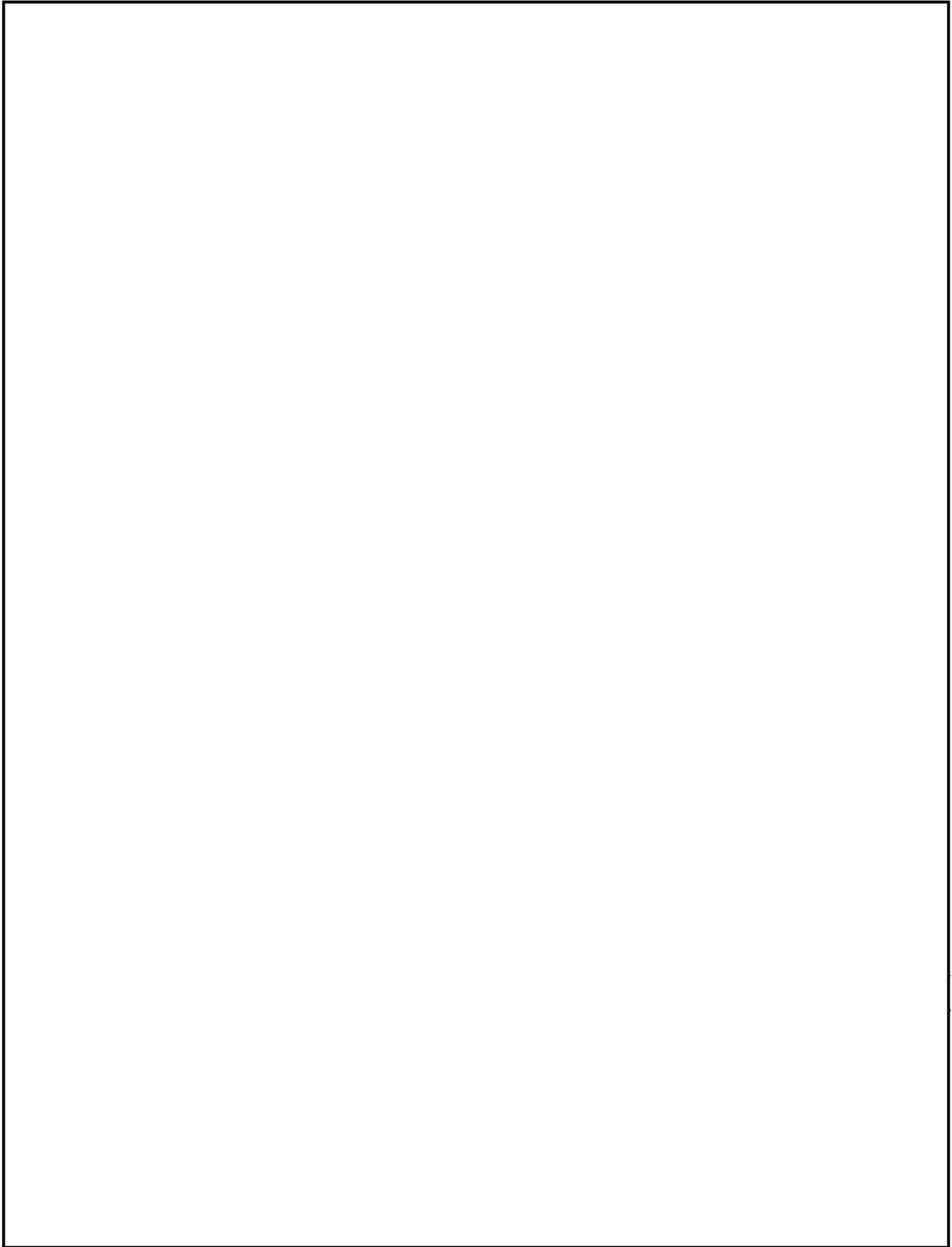
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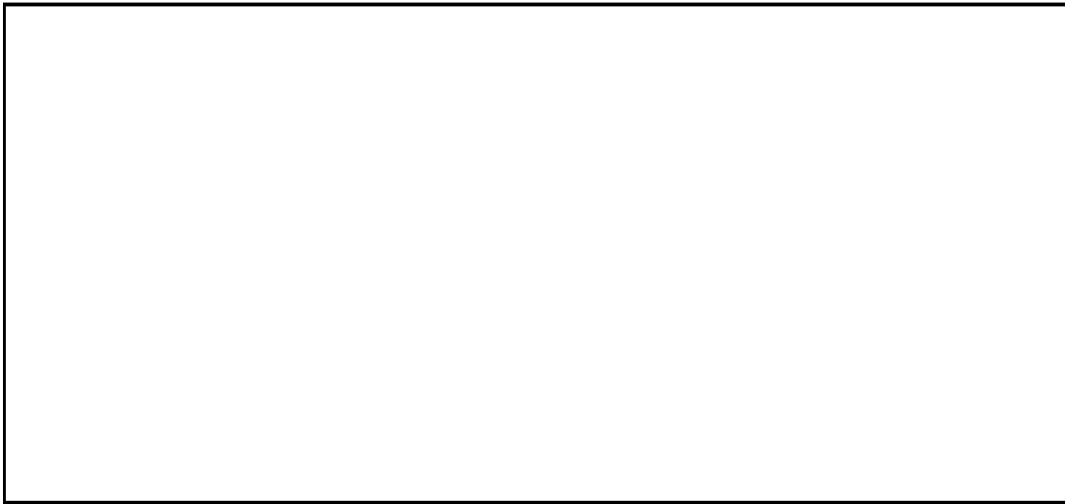
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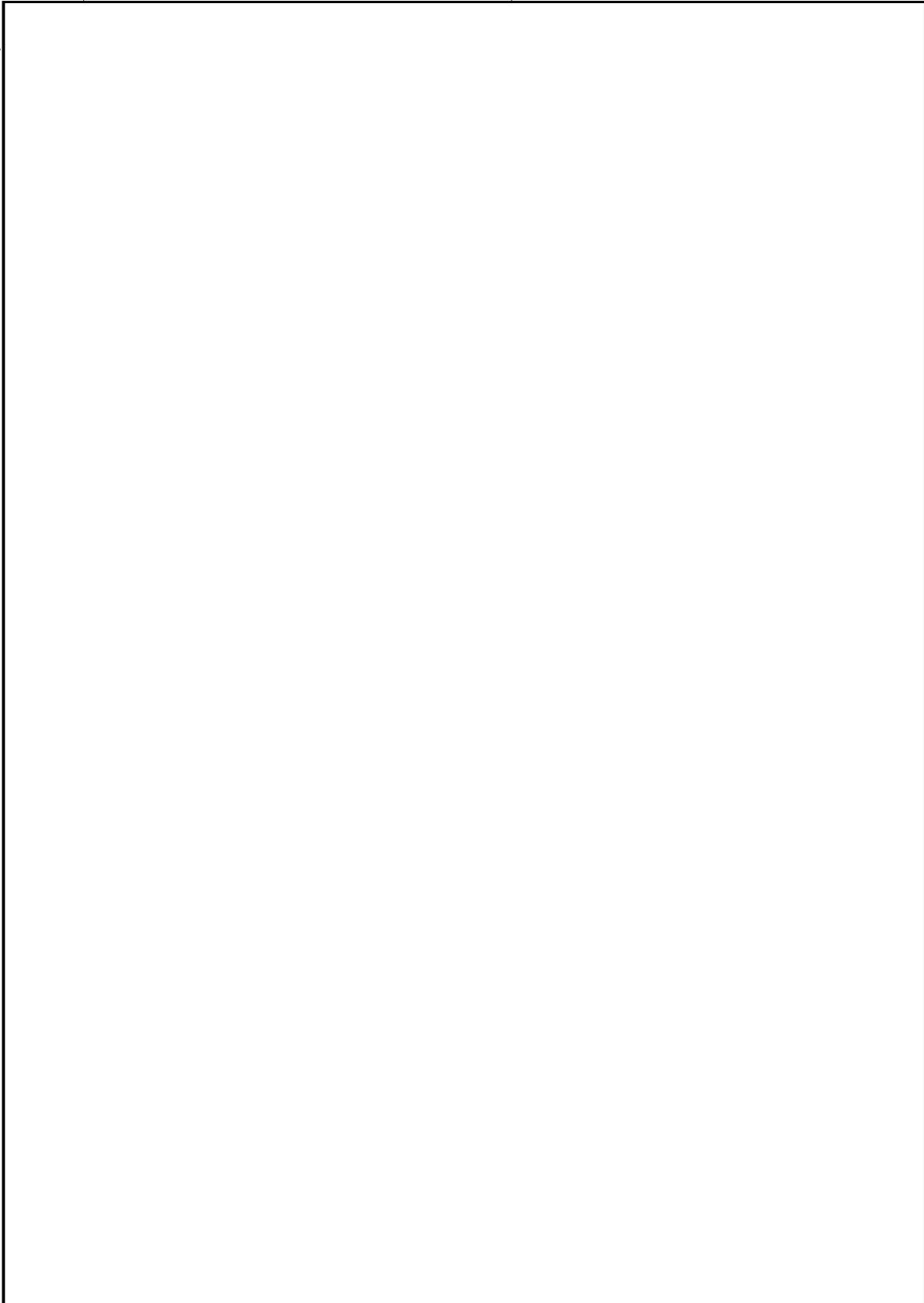
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RULES TO USE WHEN WRITING YOUR TEXT:



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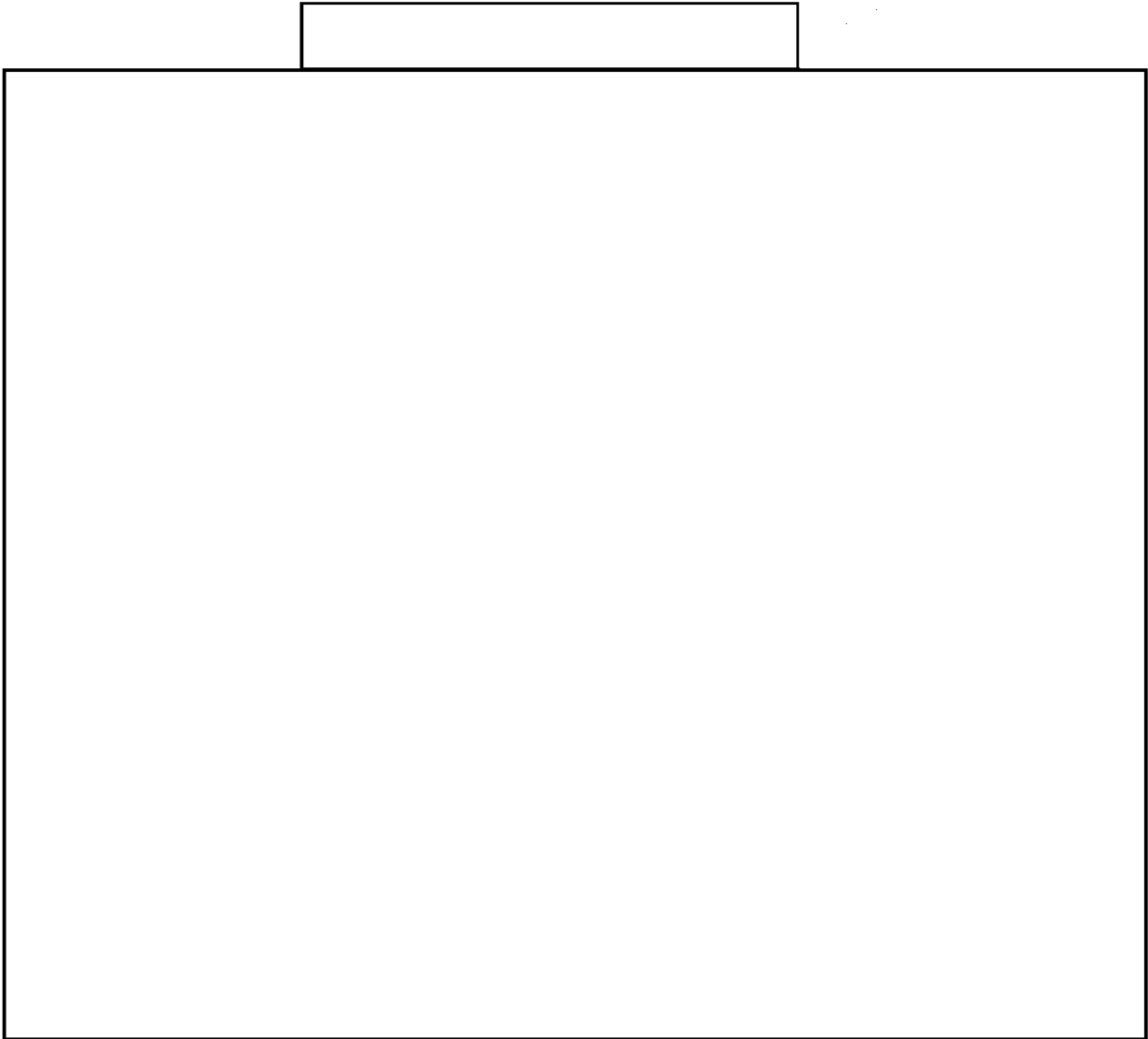
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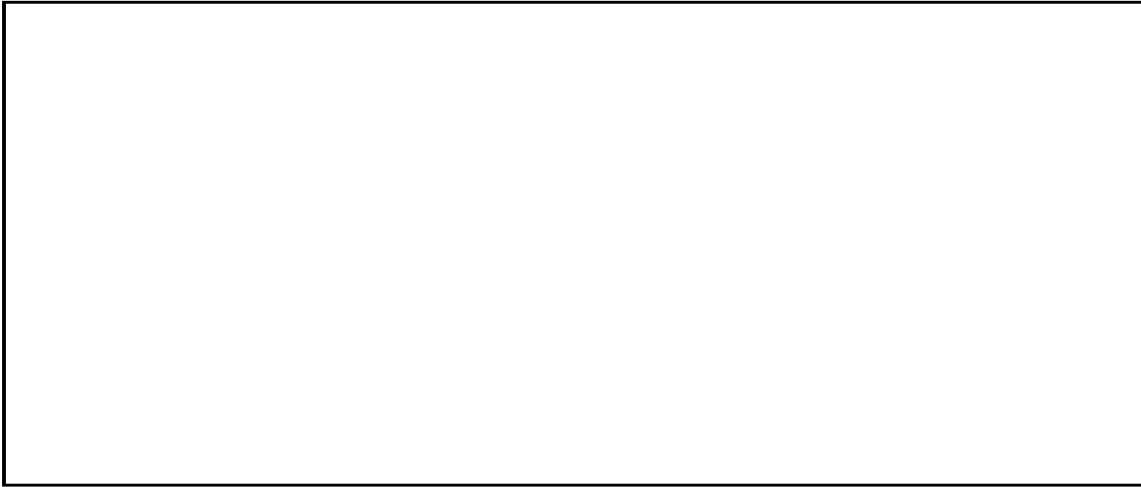
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HELPFUL HINTS



OTHER RULES AND FACTORS



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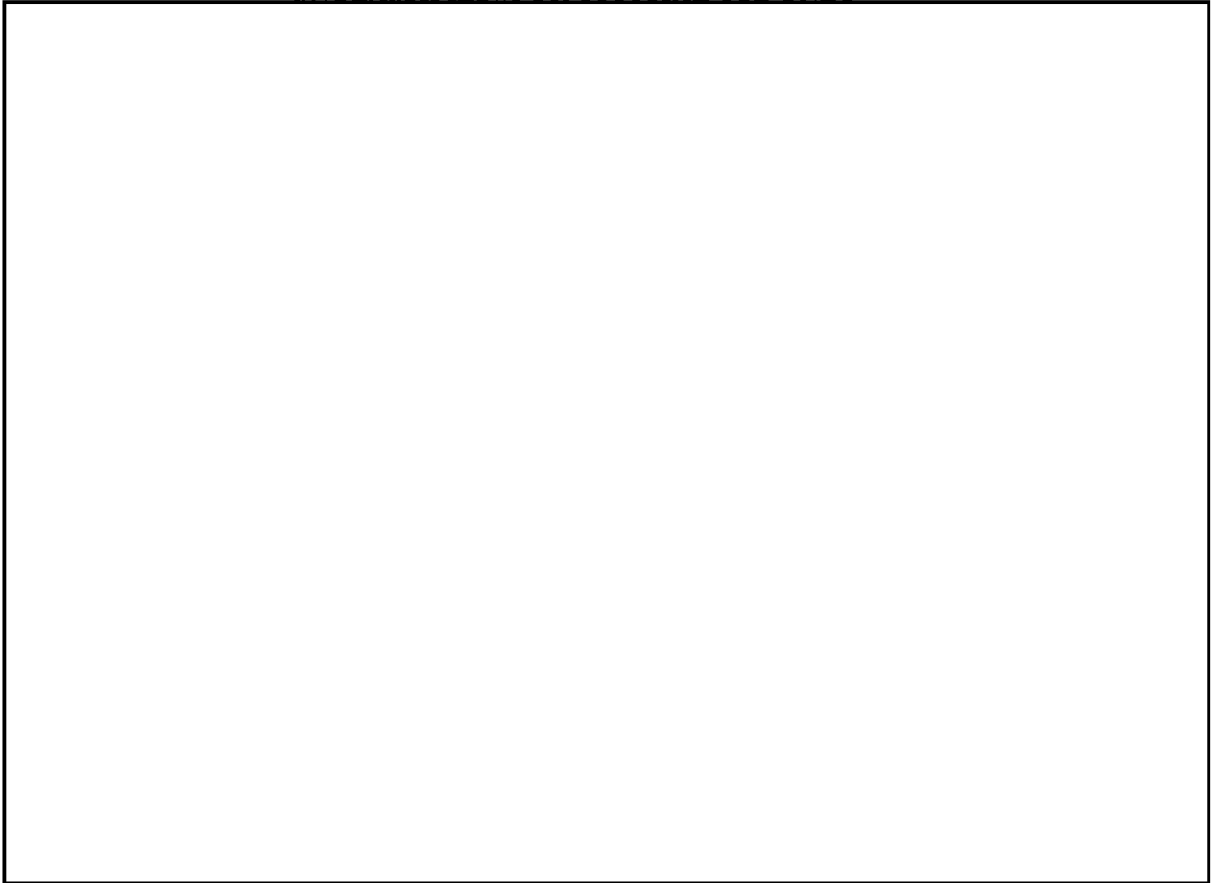
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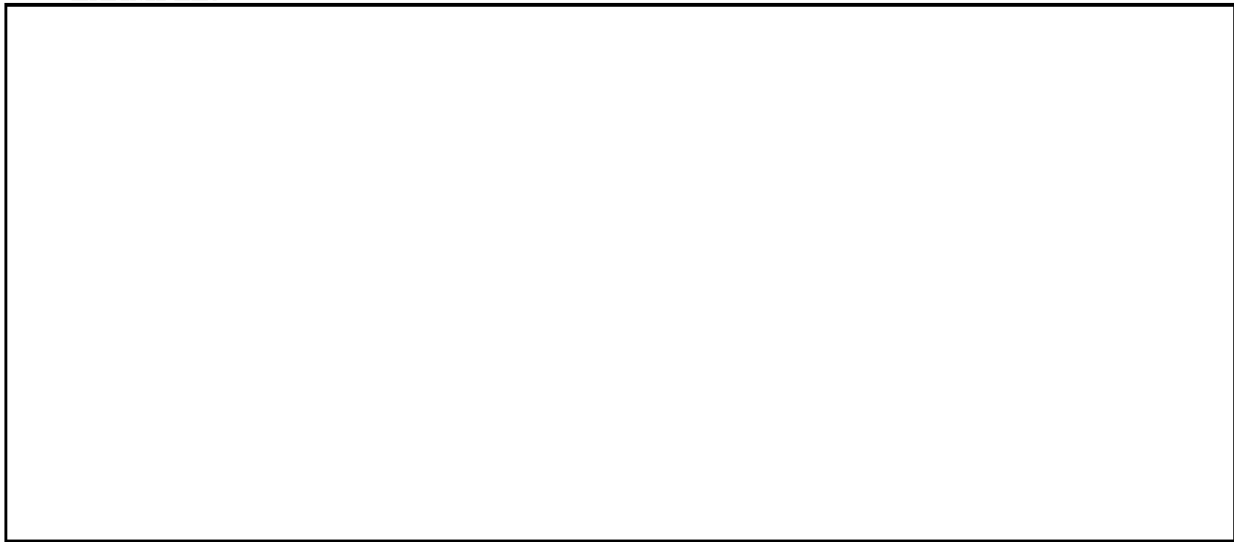
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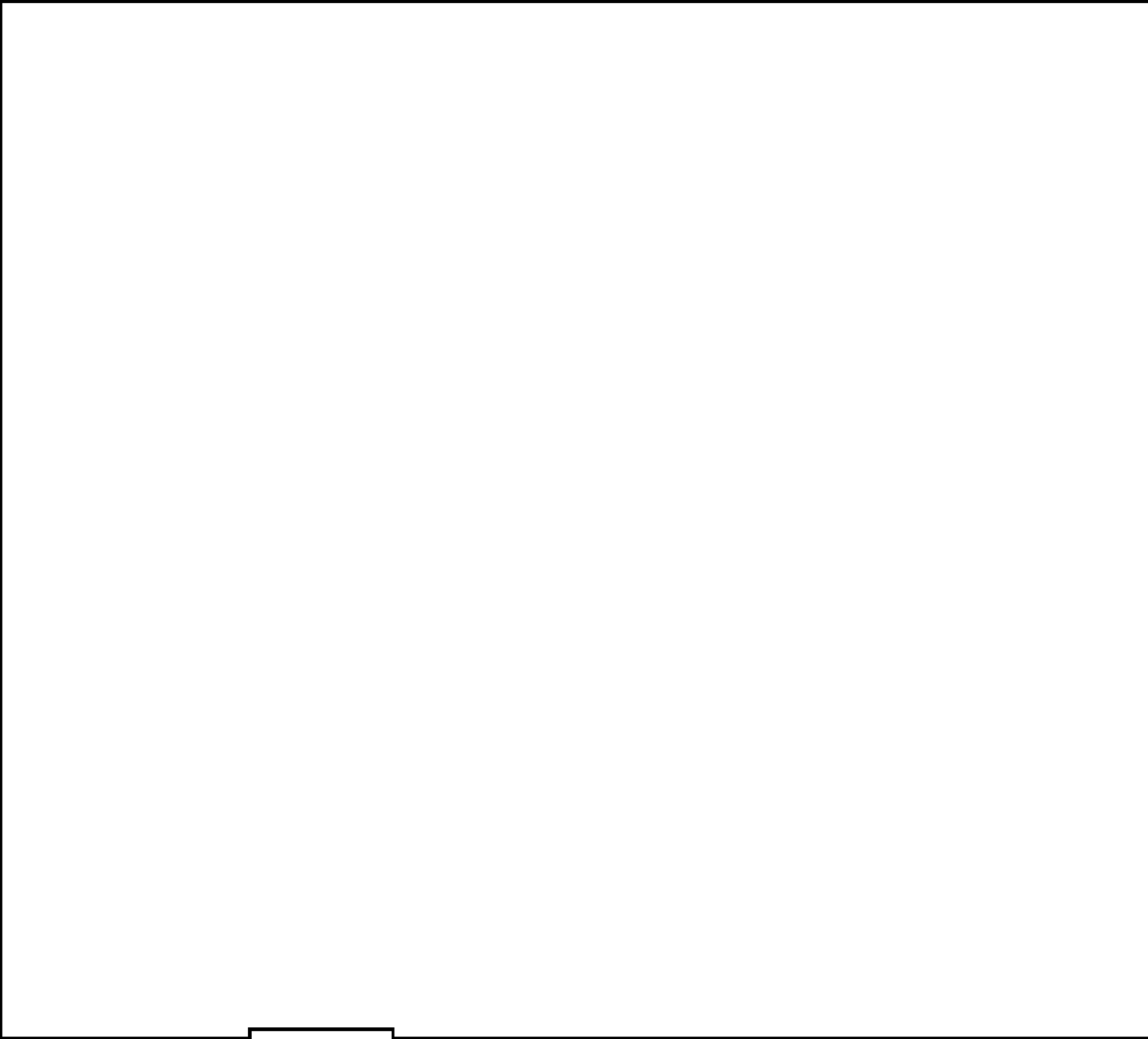
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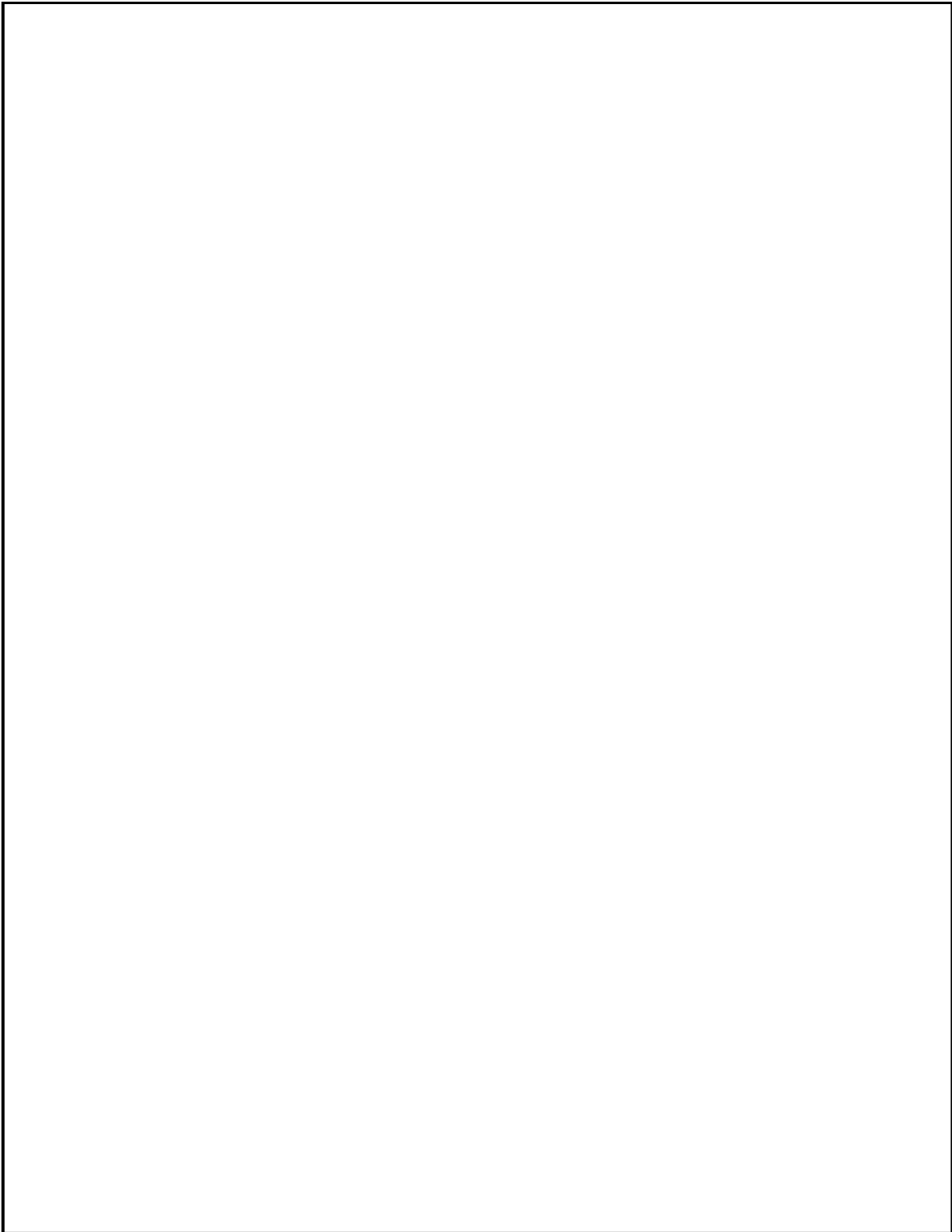
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10.0 SAMPLE FBI INTELLIGENCE INFORMATION REPORT



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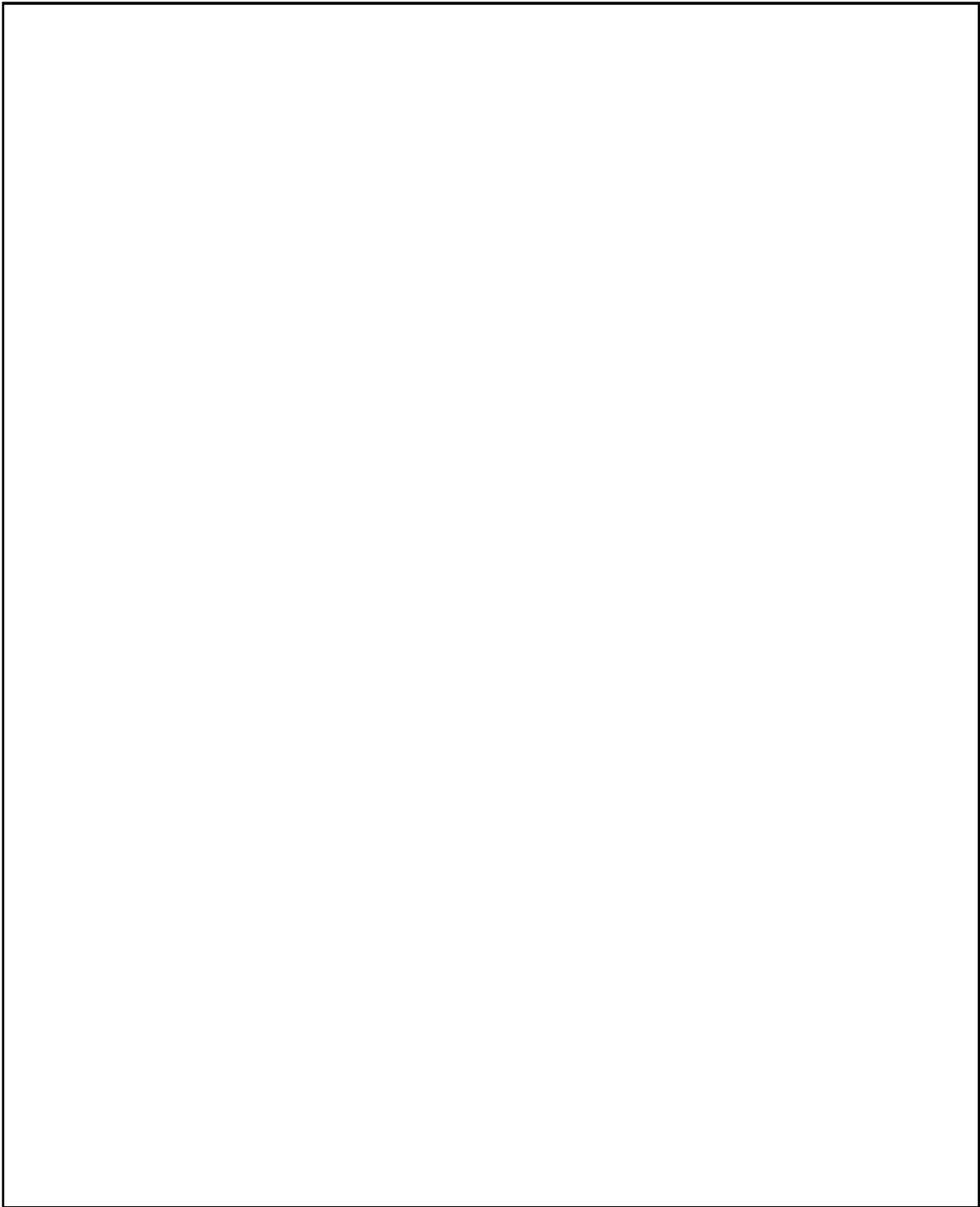
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11.0 ADMINISTRATIVE TICKLER SAMPLE PAGE



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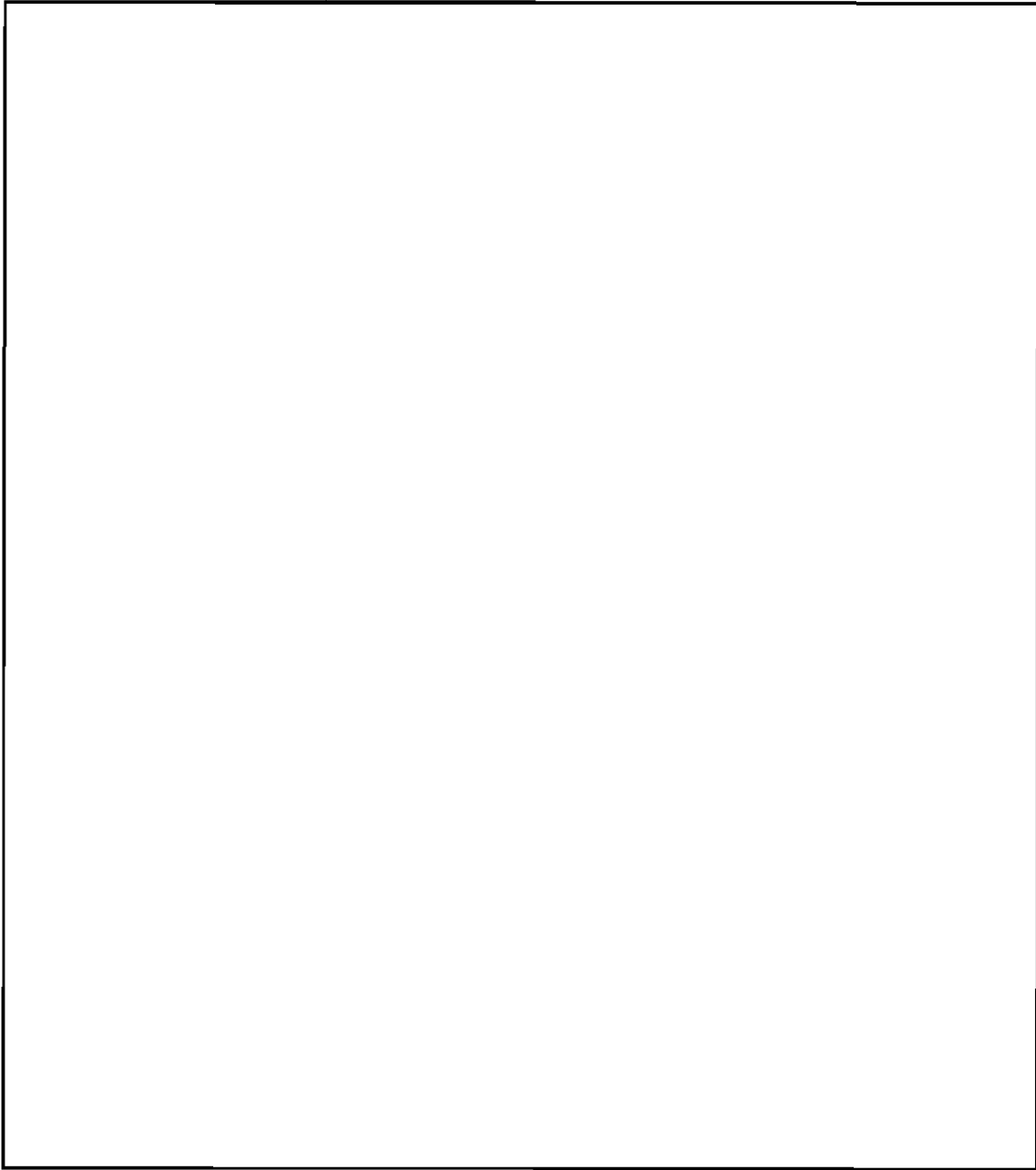
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12.0 IIR REVISIONS AND RECALLS



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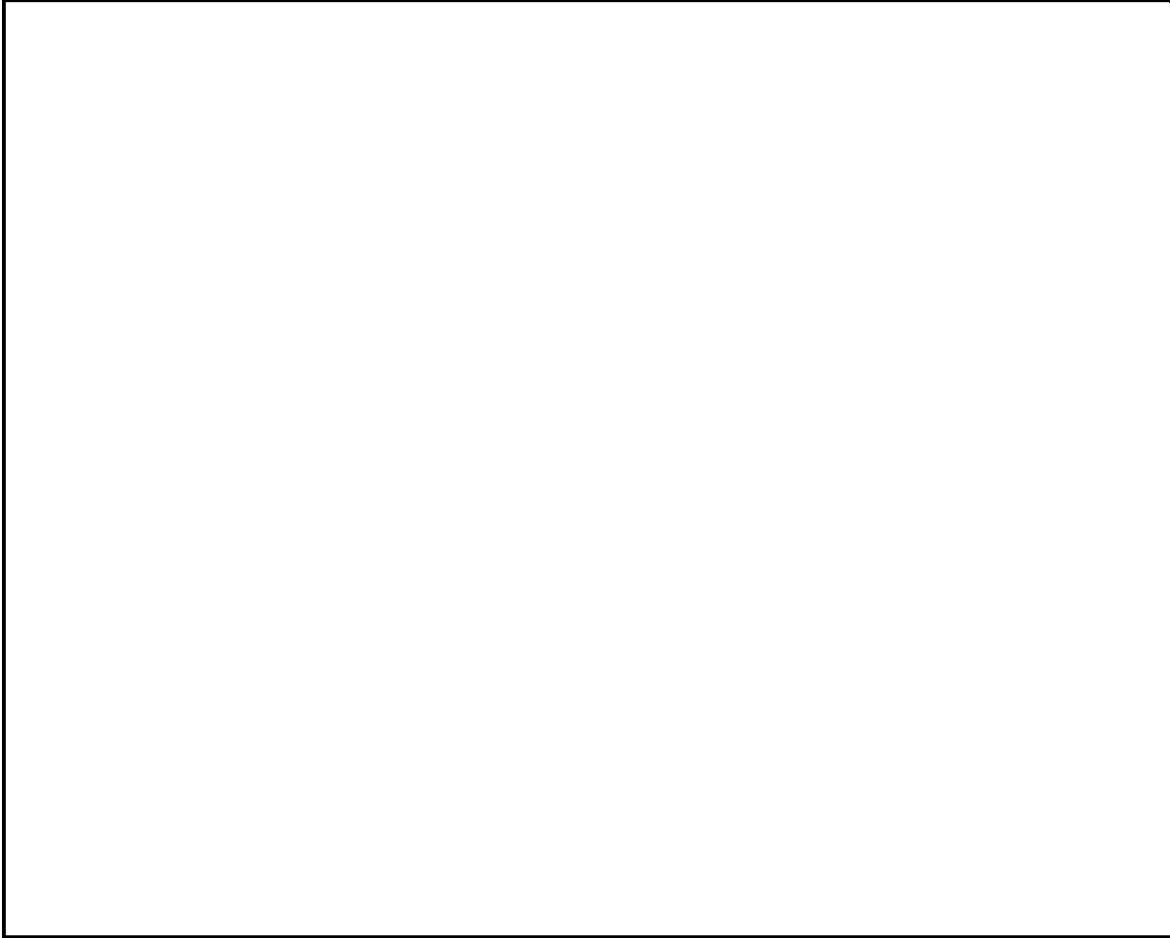
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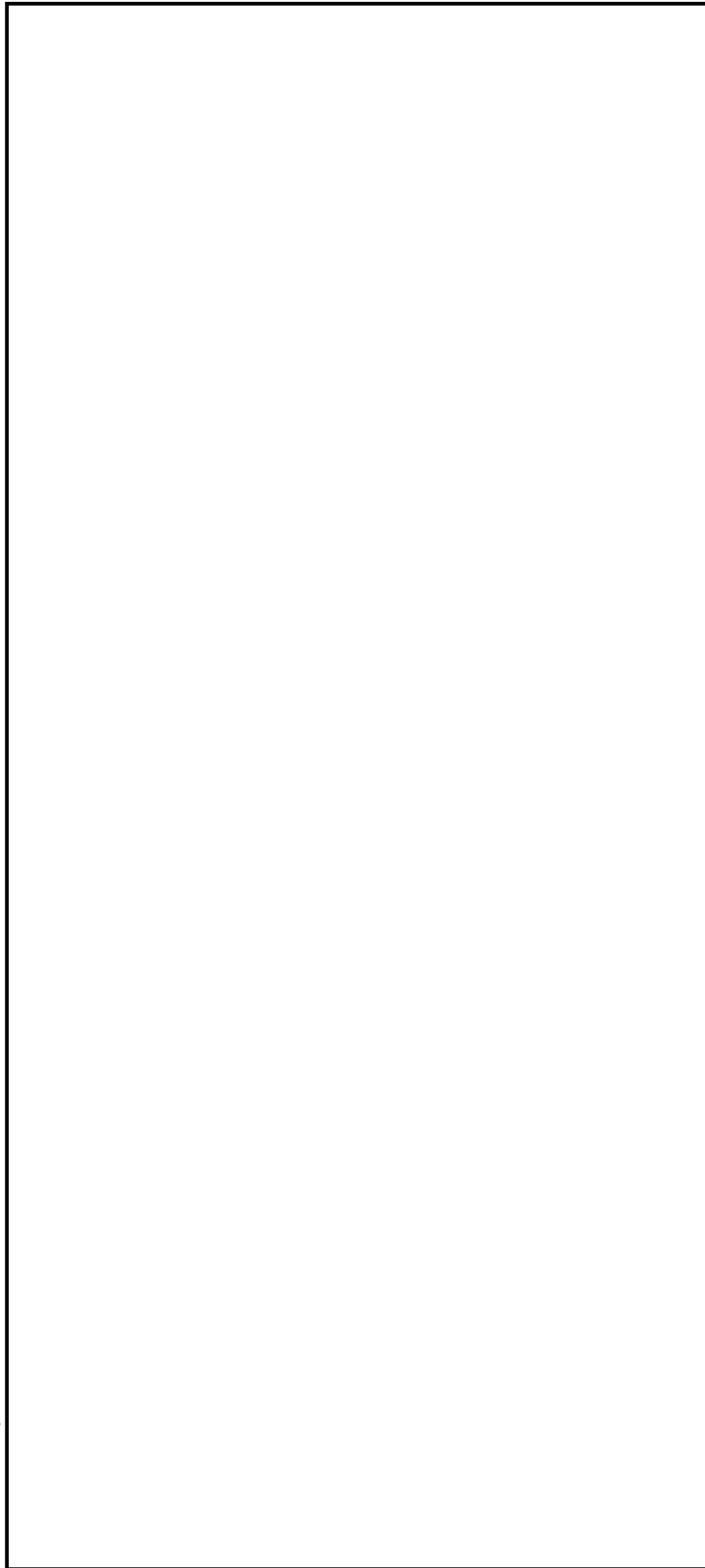
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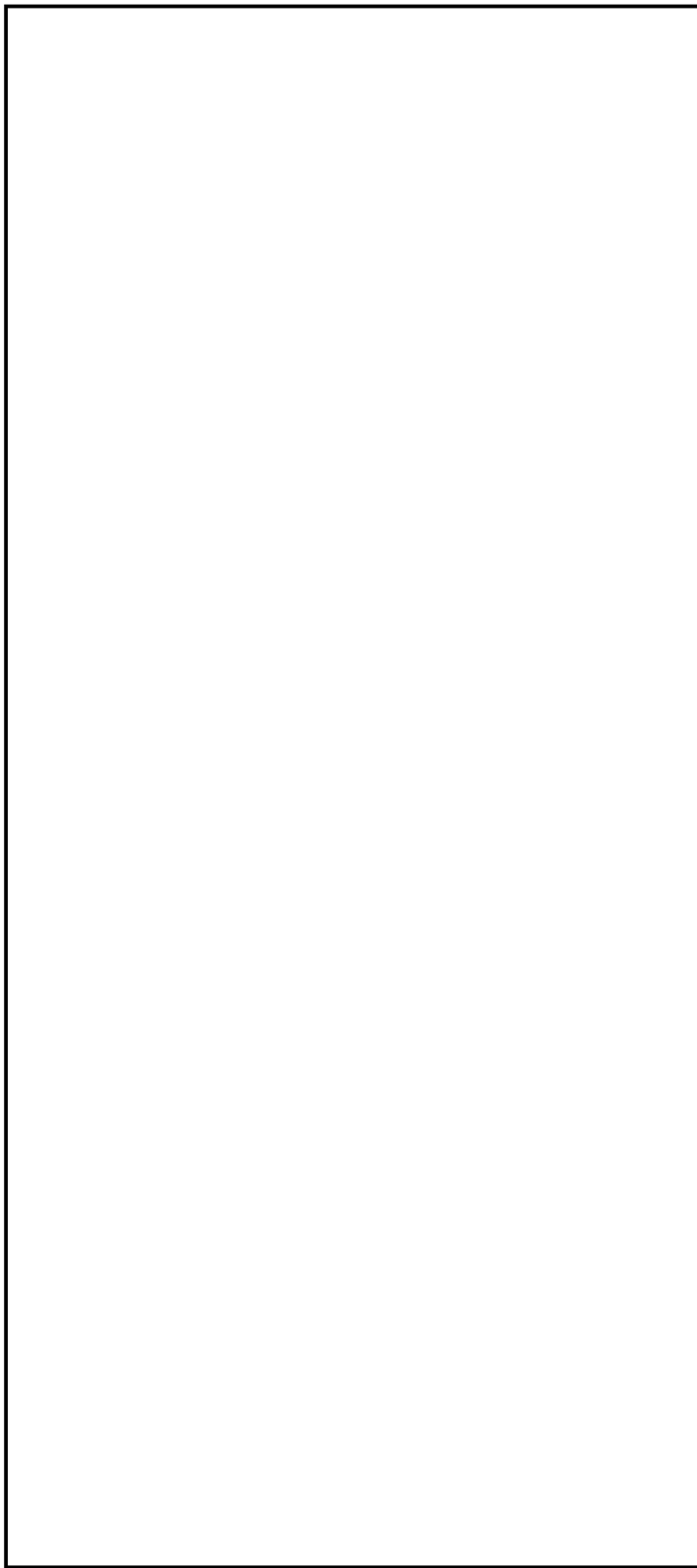
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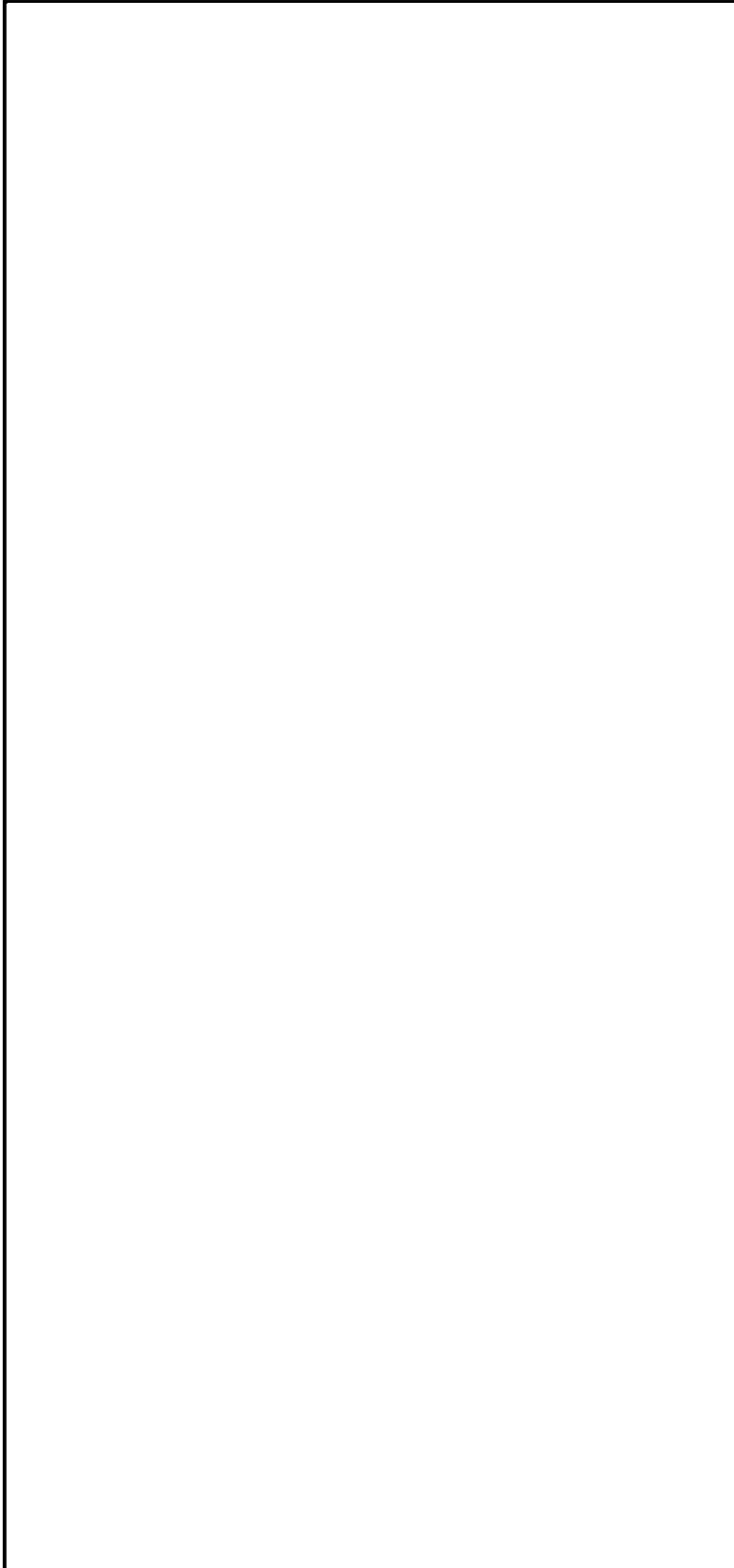
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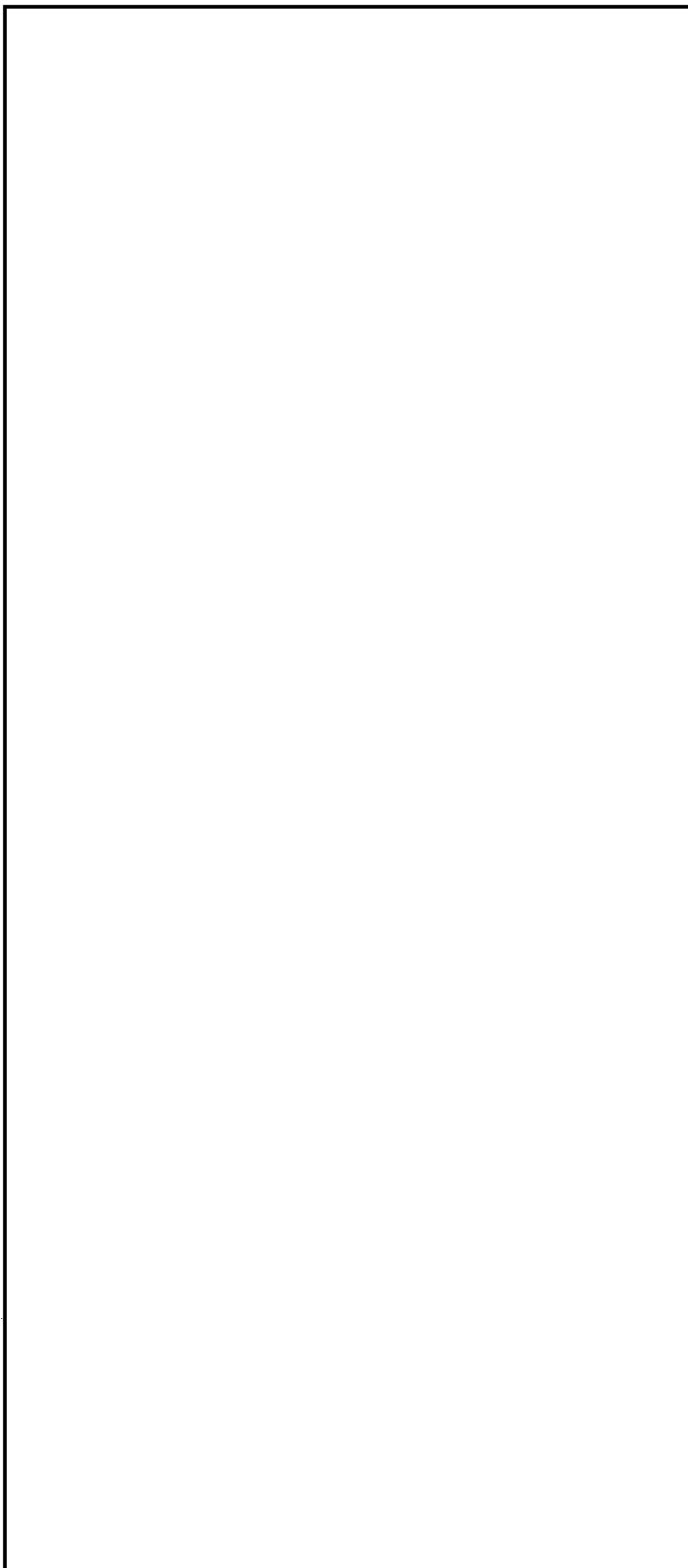
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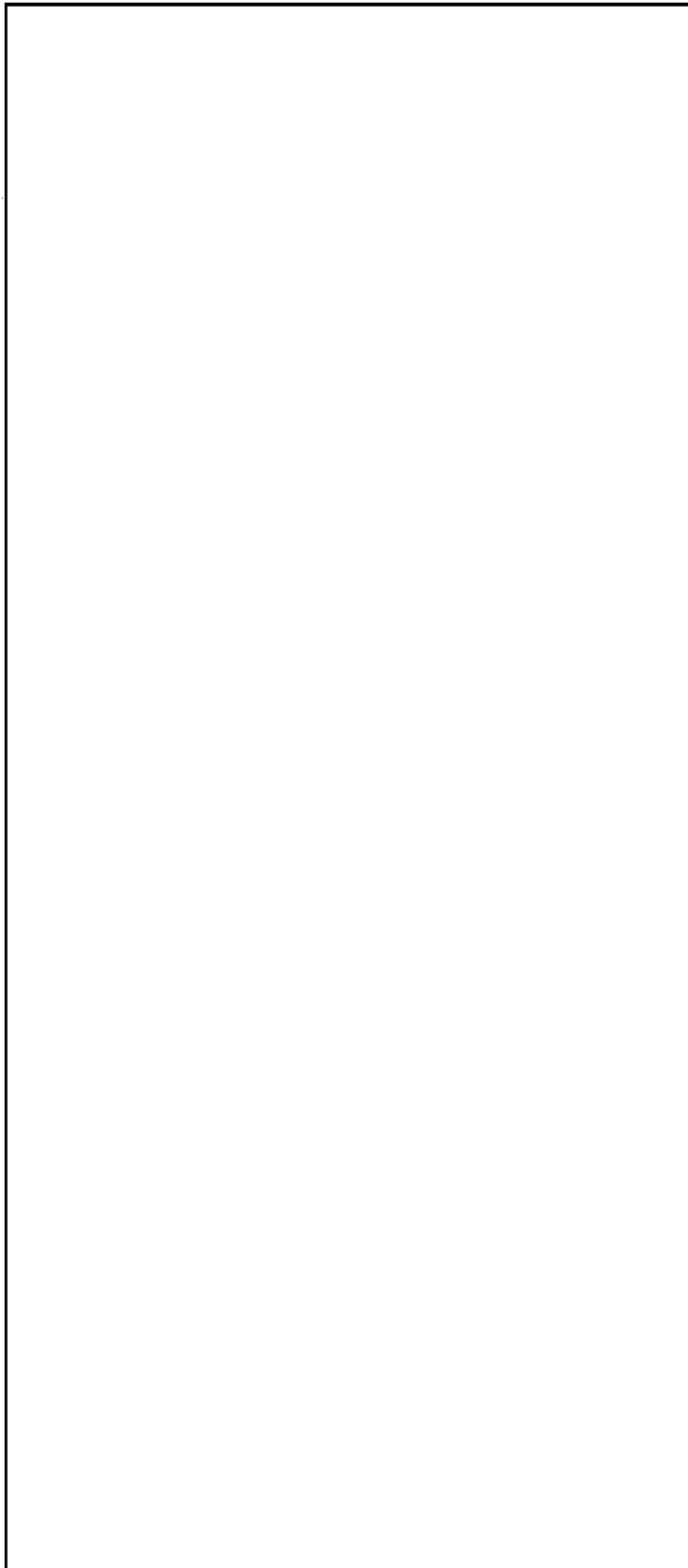
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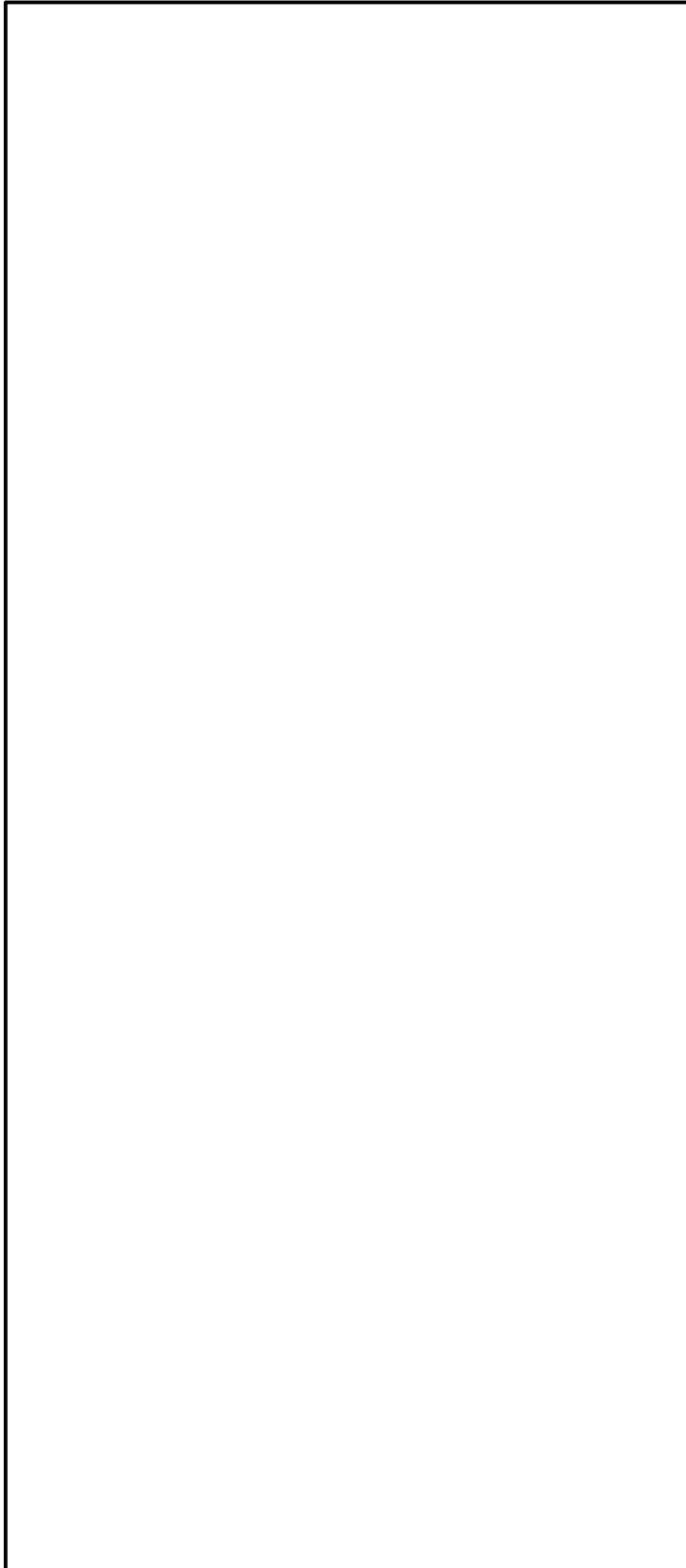
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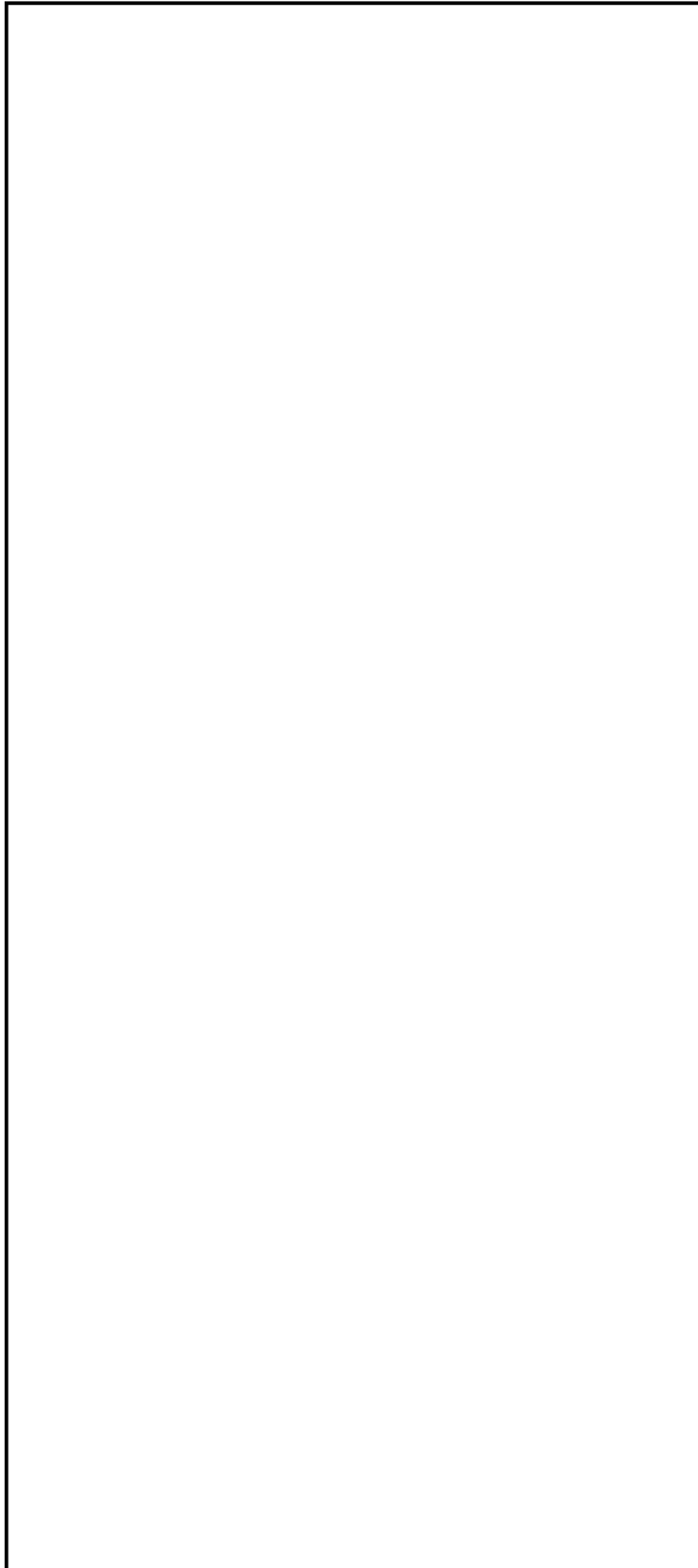
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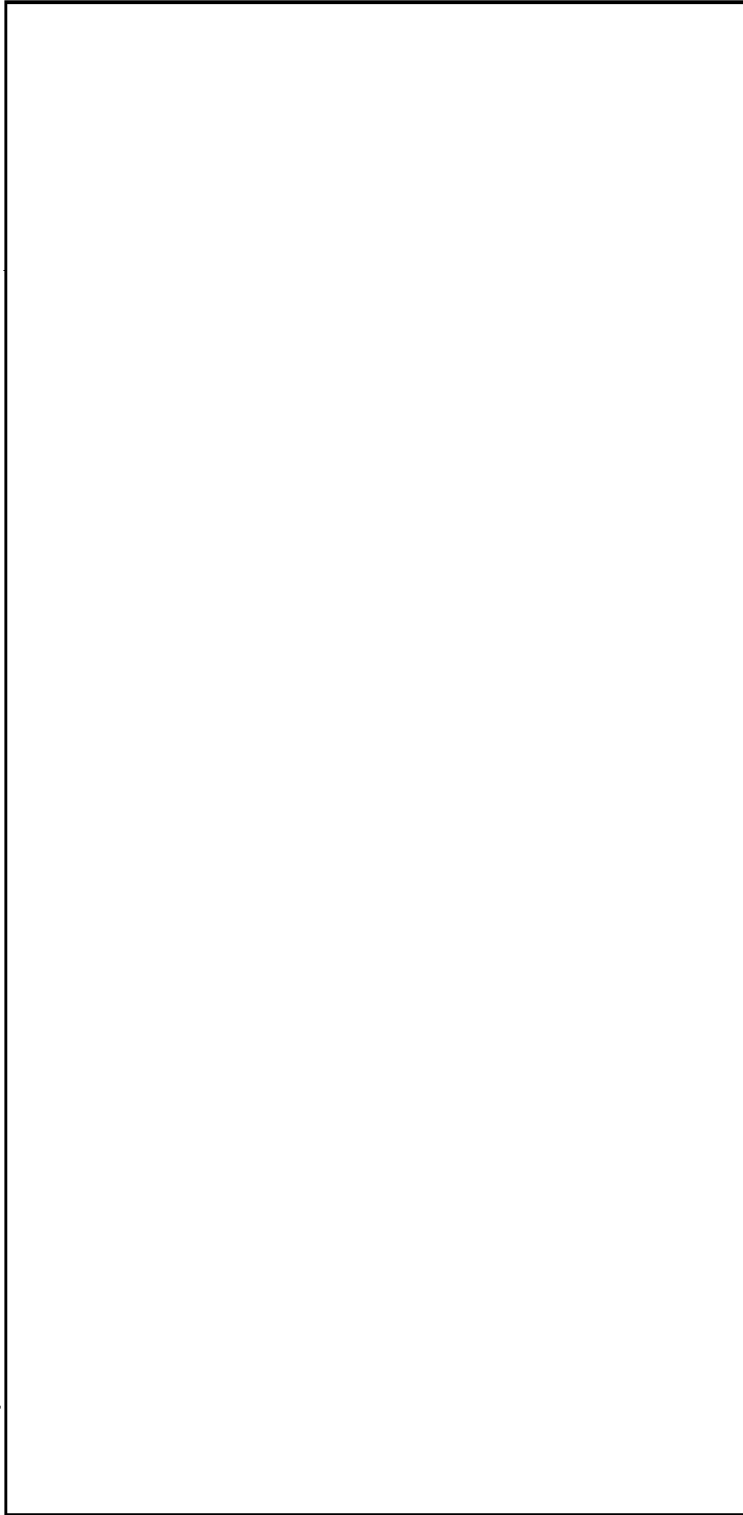
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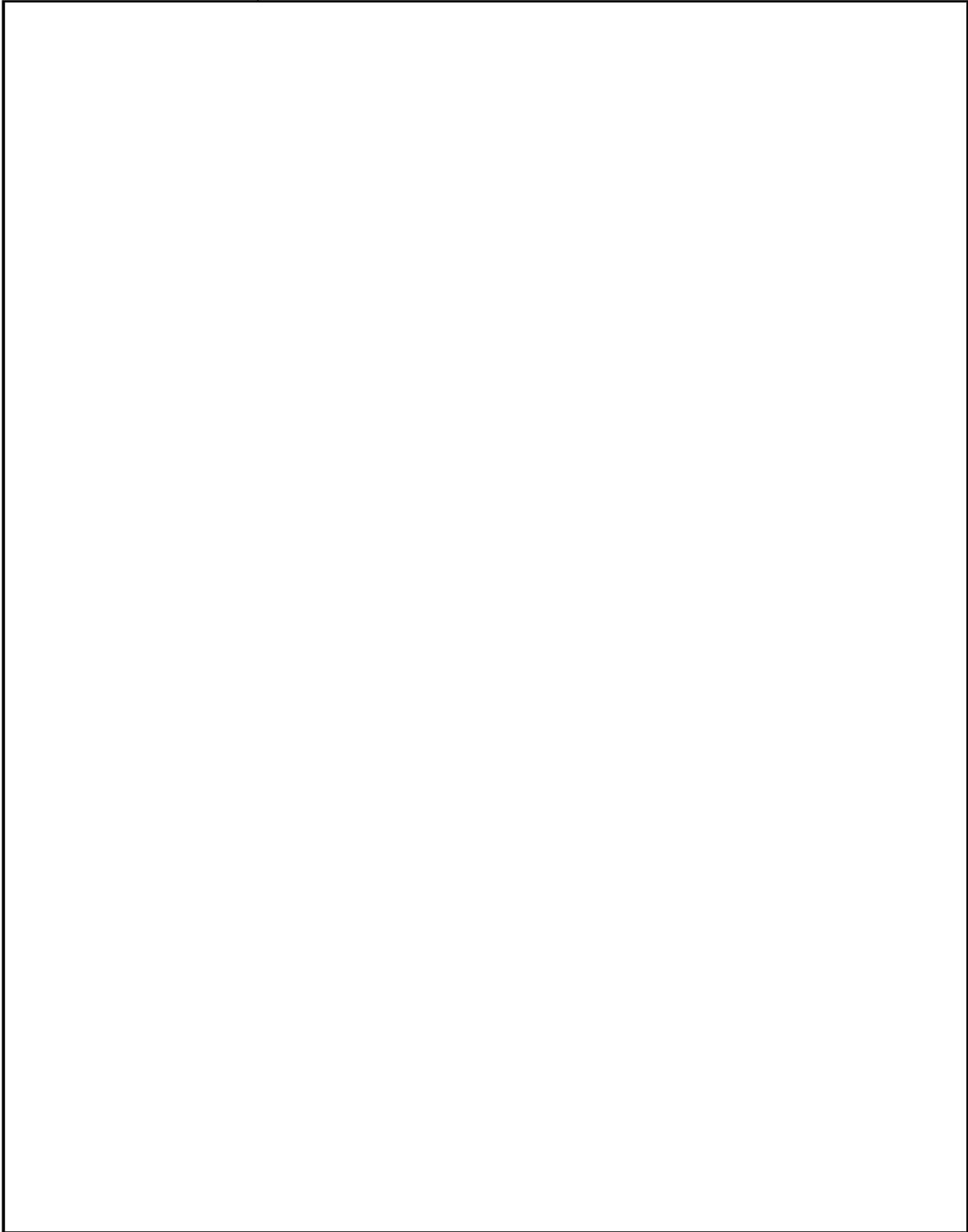
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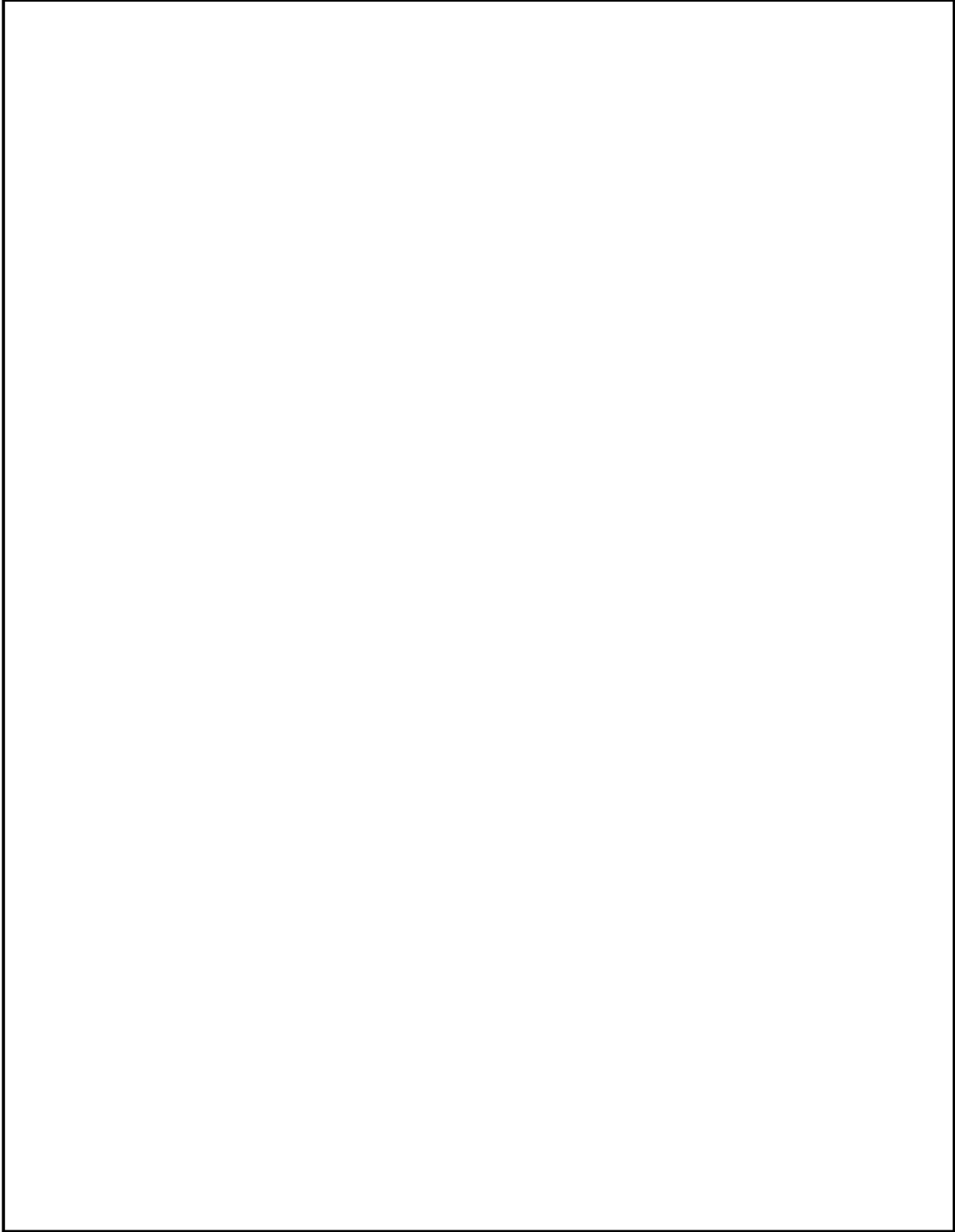
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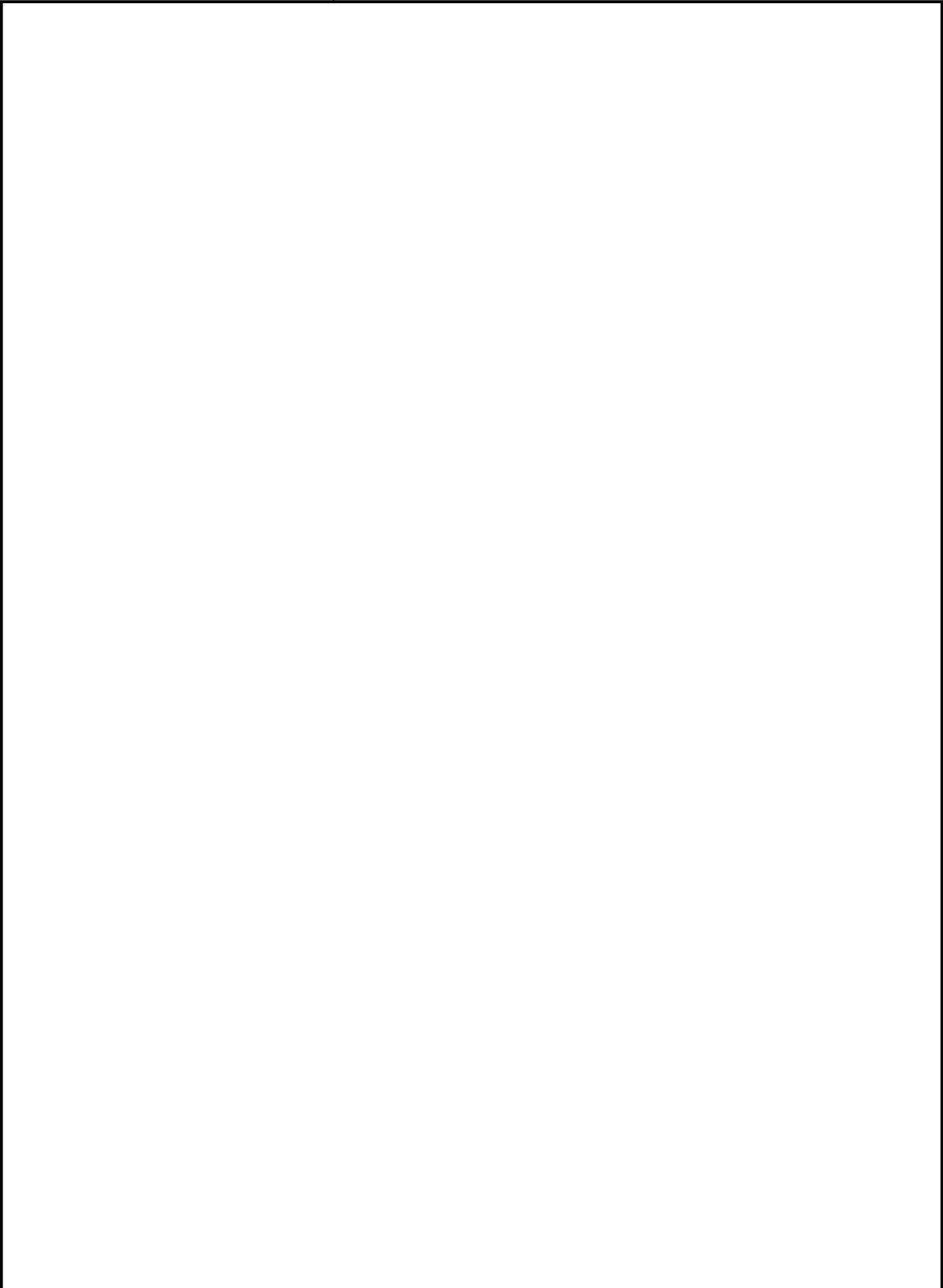
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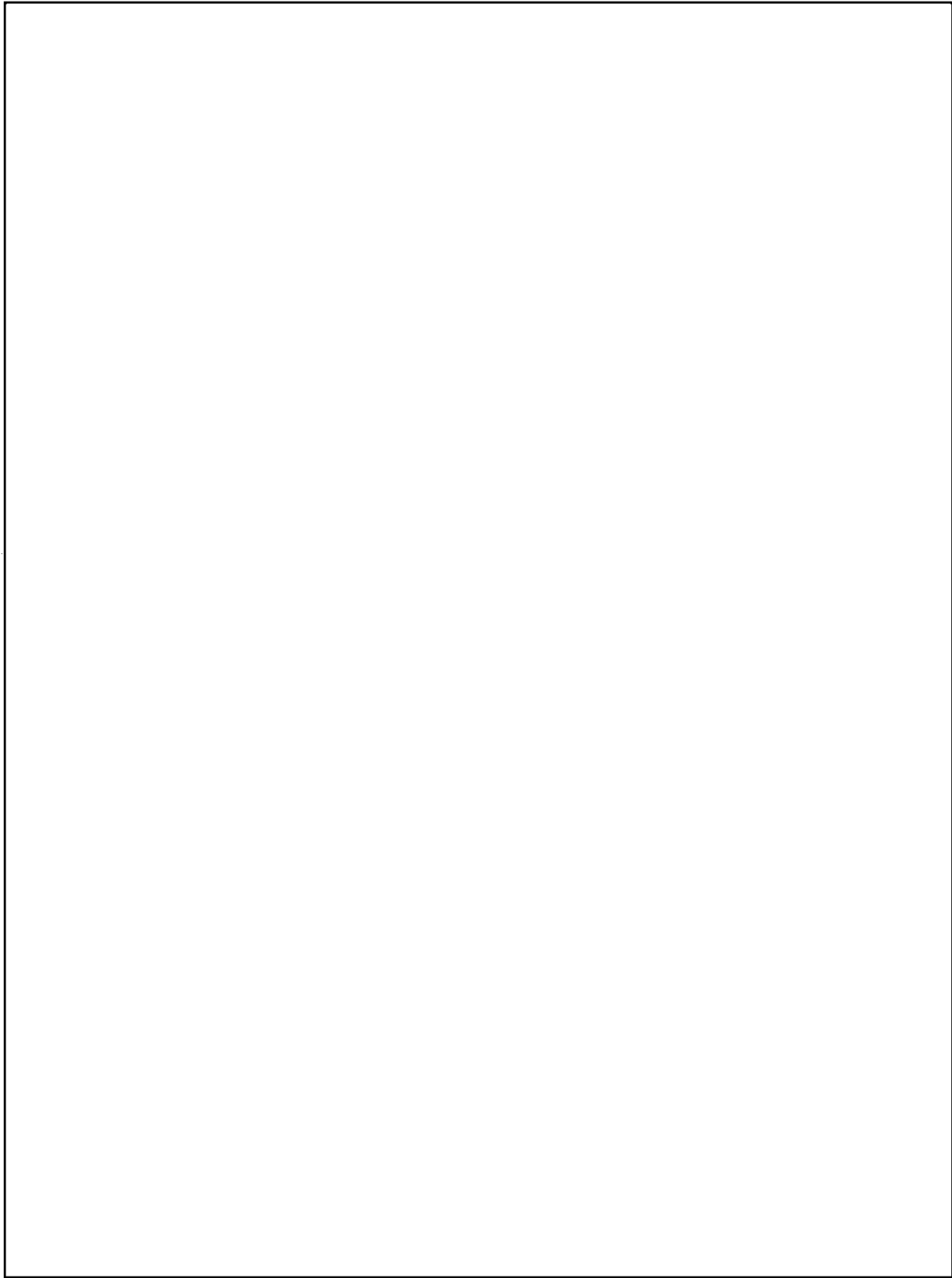
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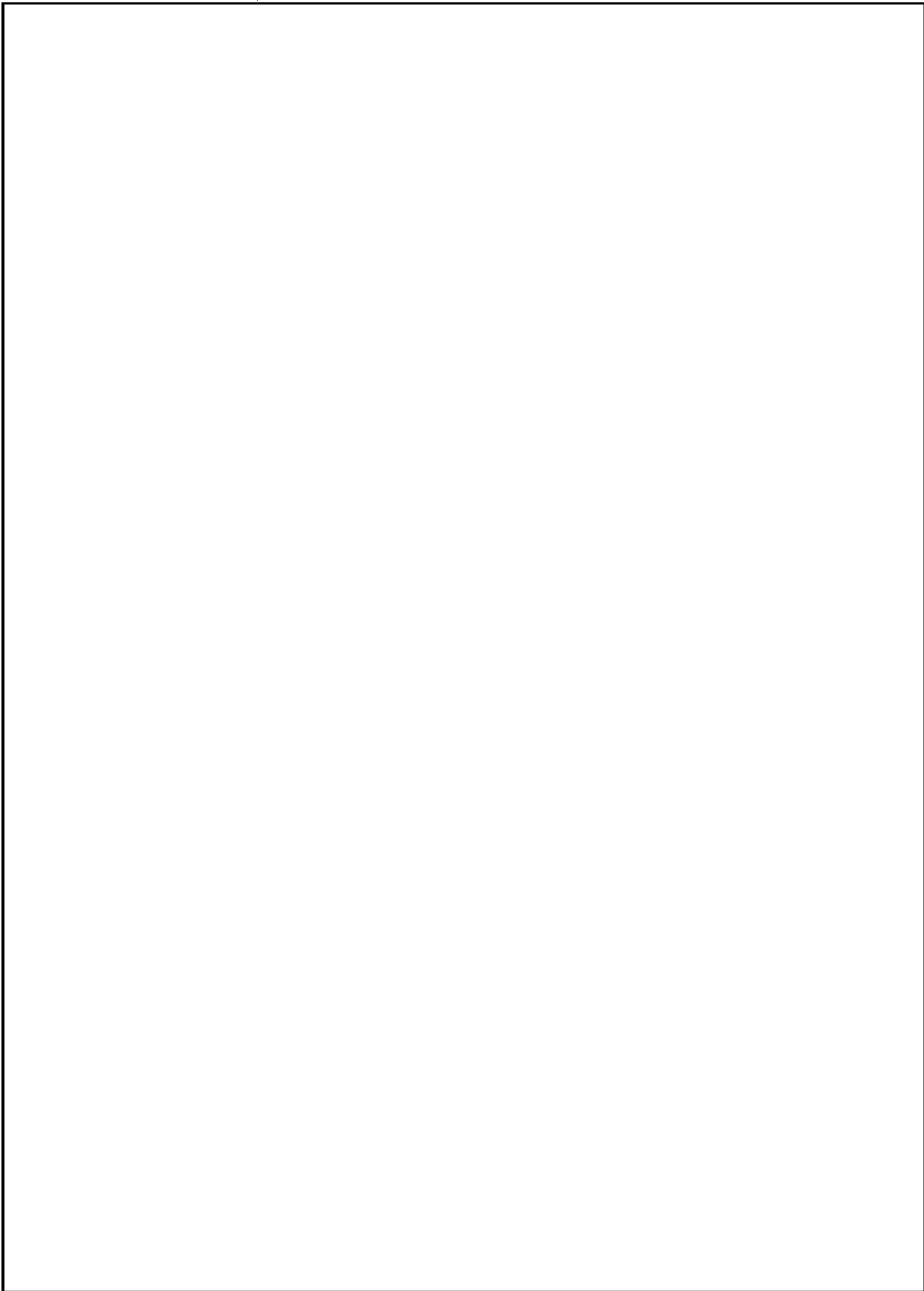
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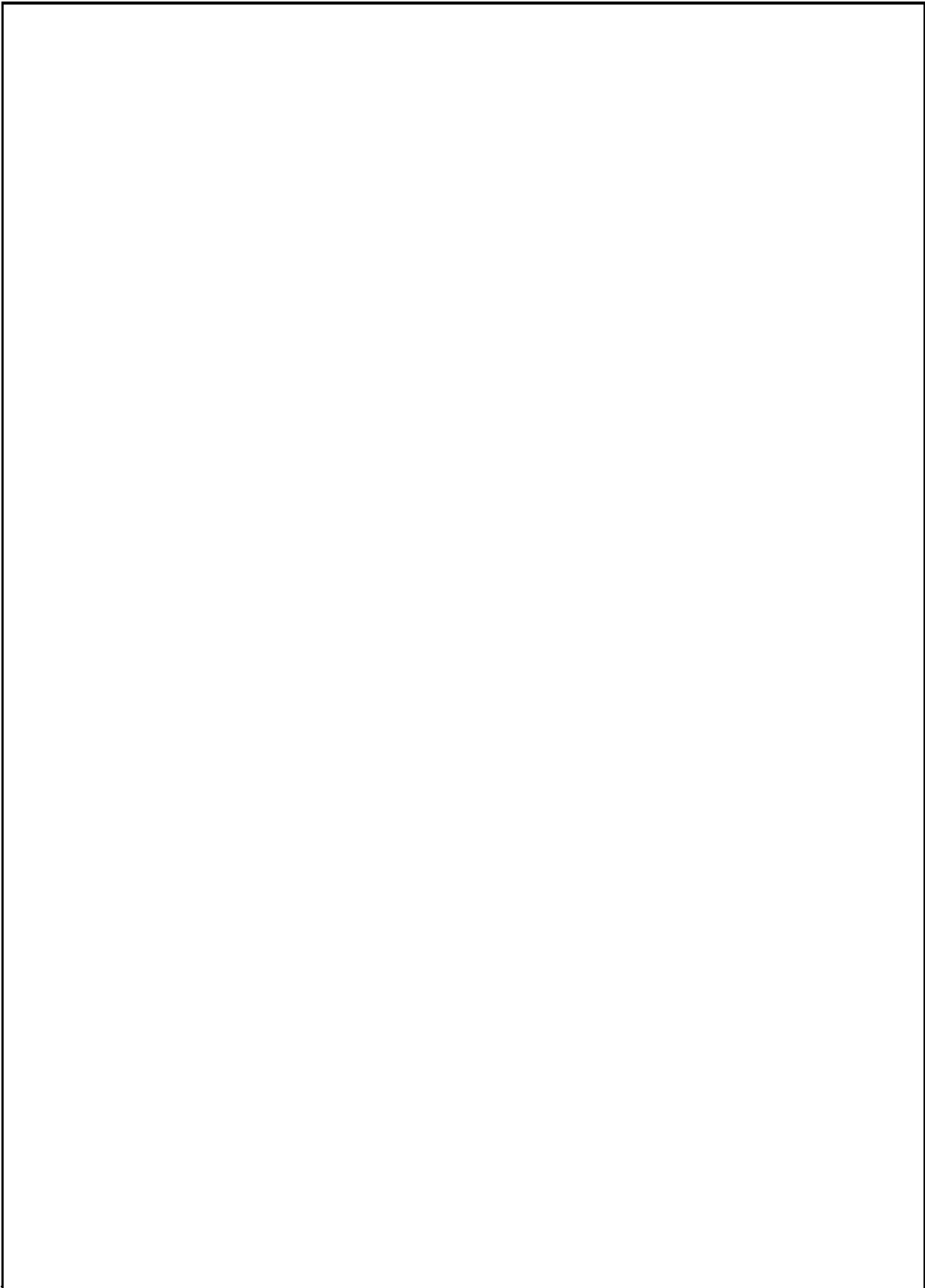
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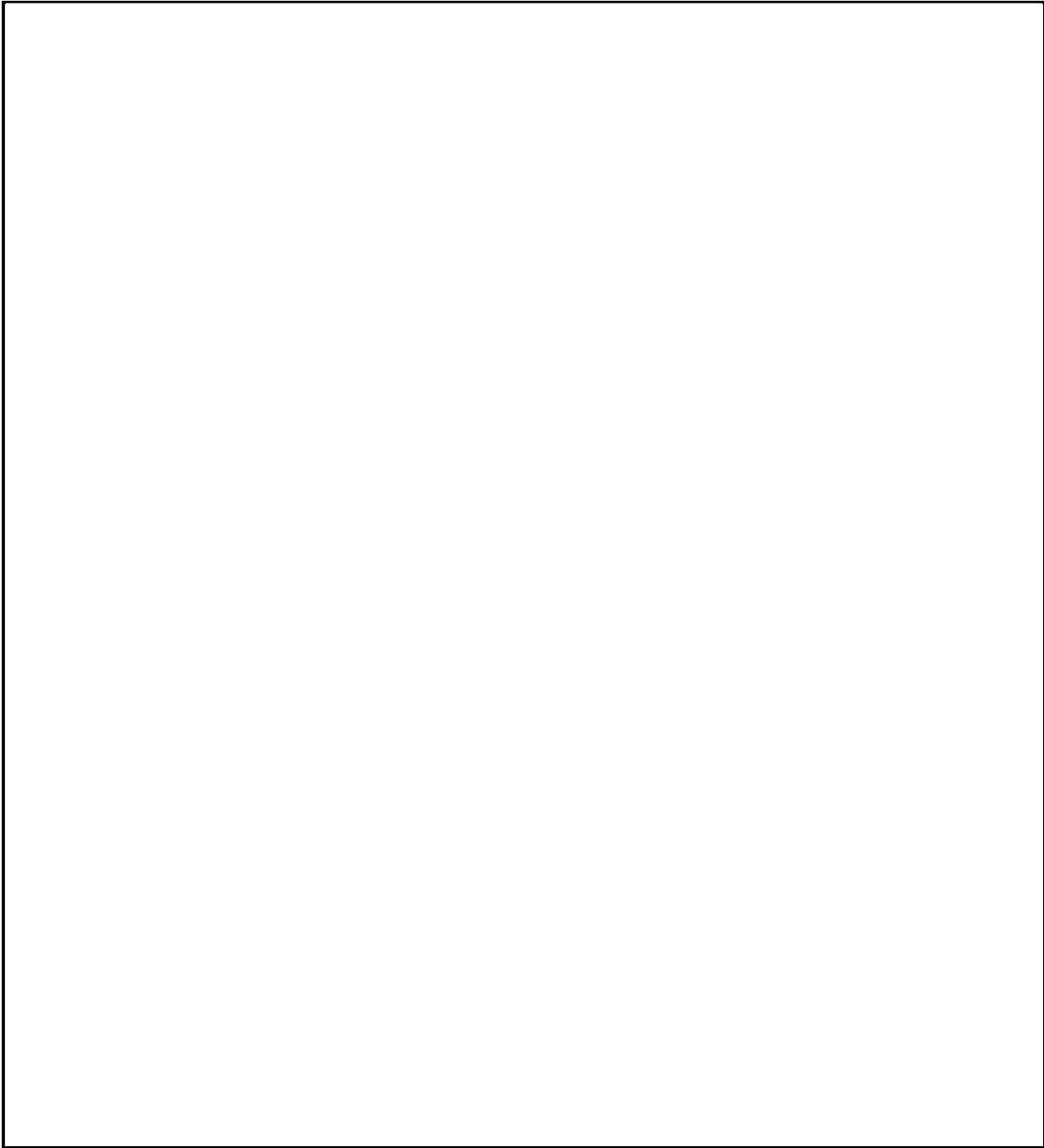
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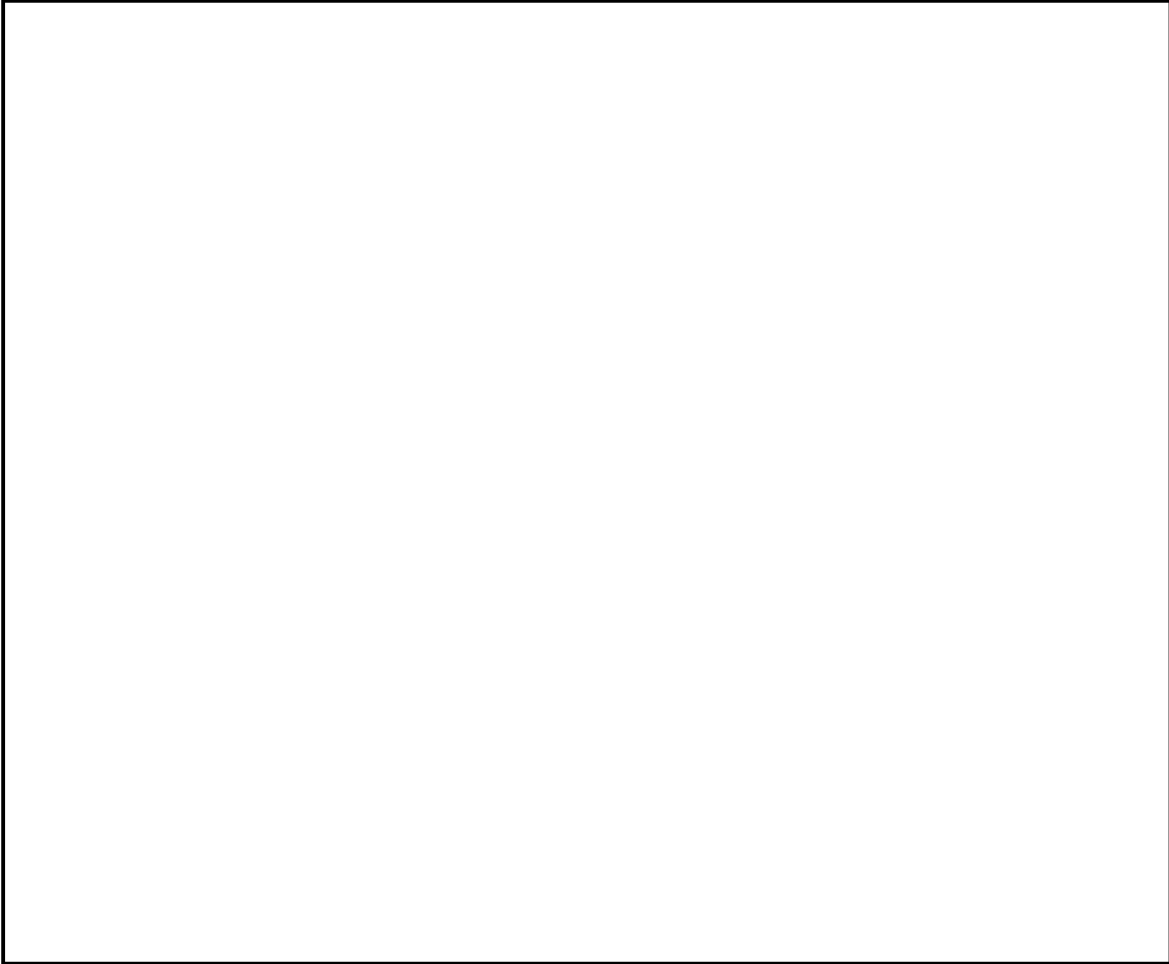
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15.0 PROFESSIONAL POINTERS



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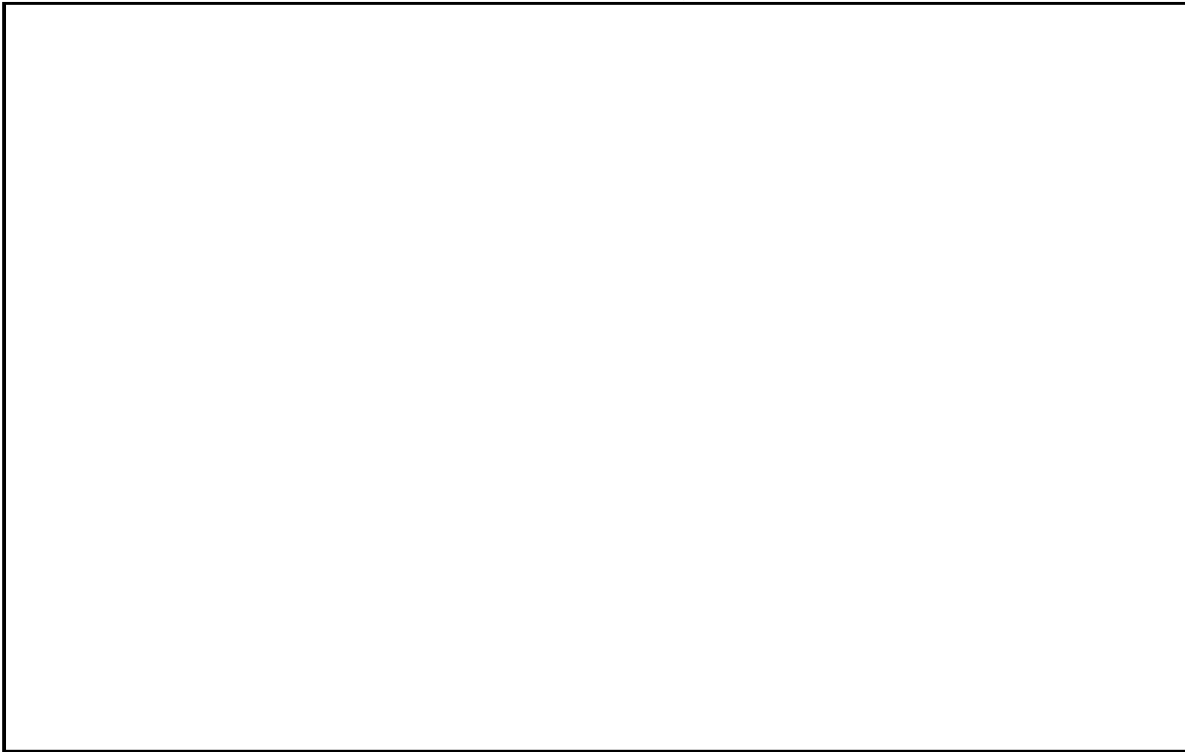
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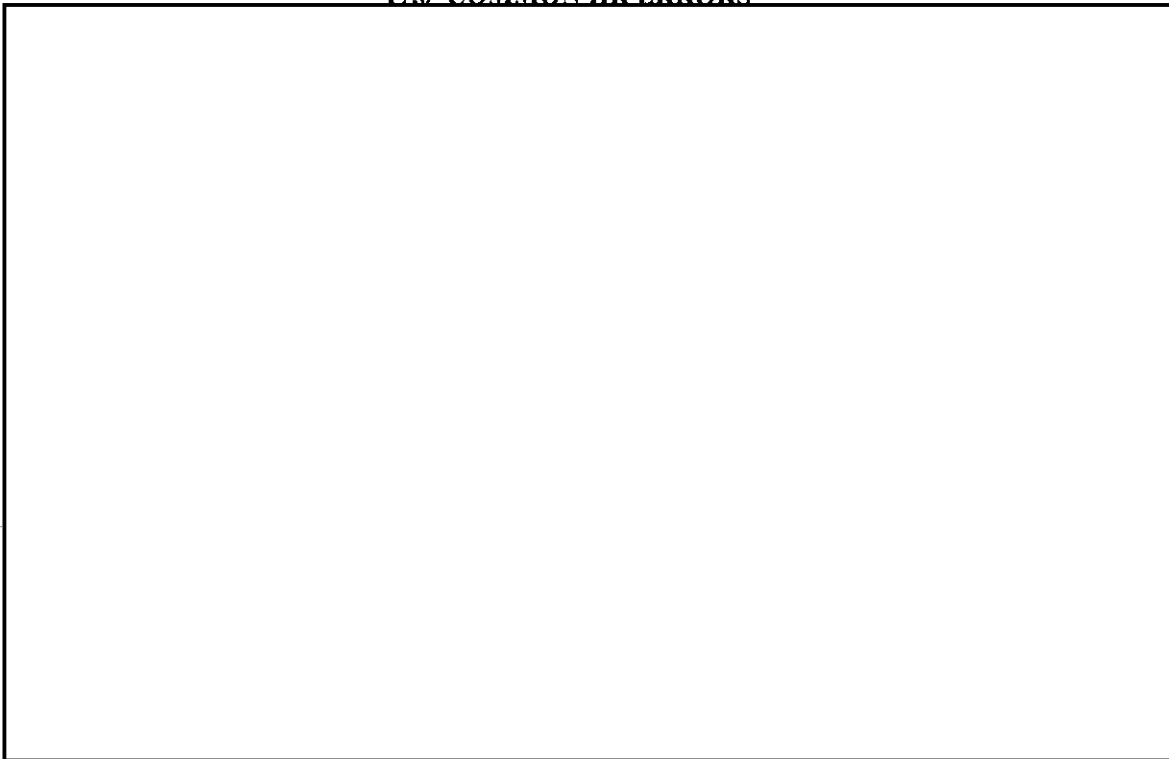
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16.0 DEFINITE DON'TS



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17.0 COMMON IIR ERRORS



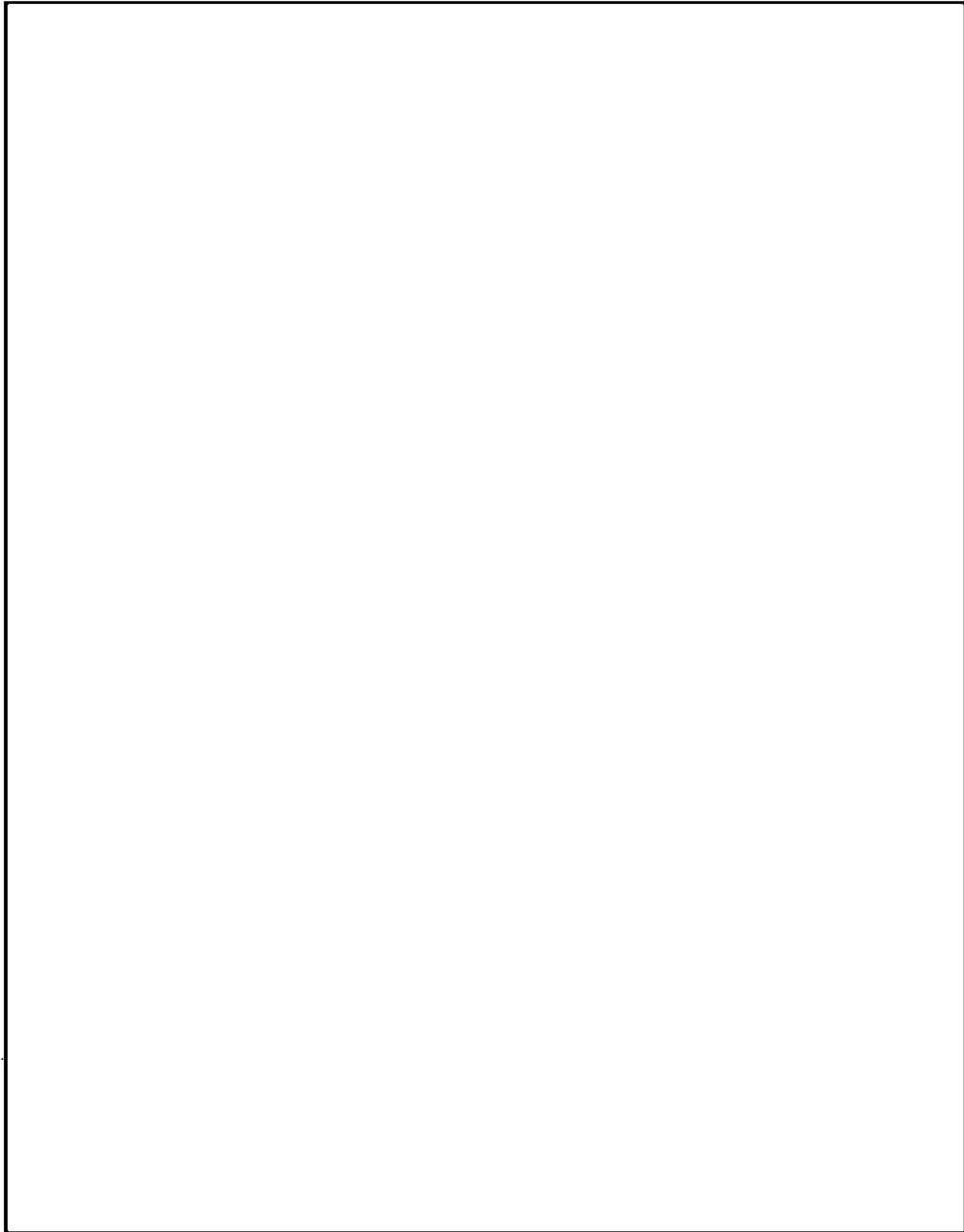
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18.0 IIR CHECKLIST



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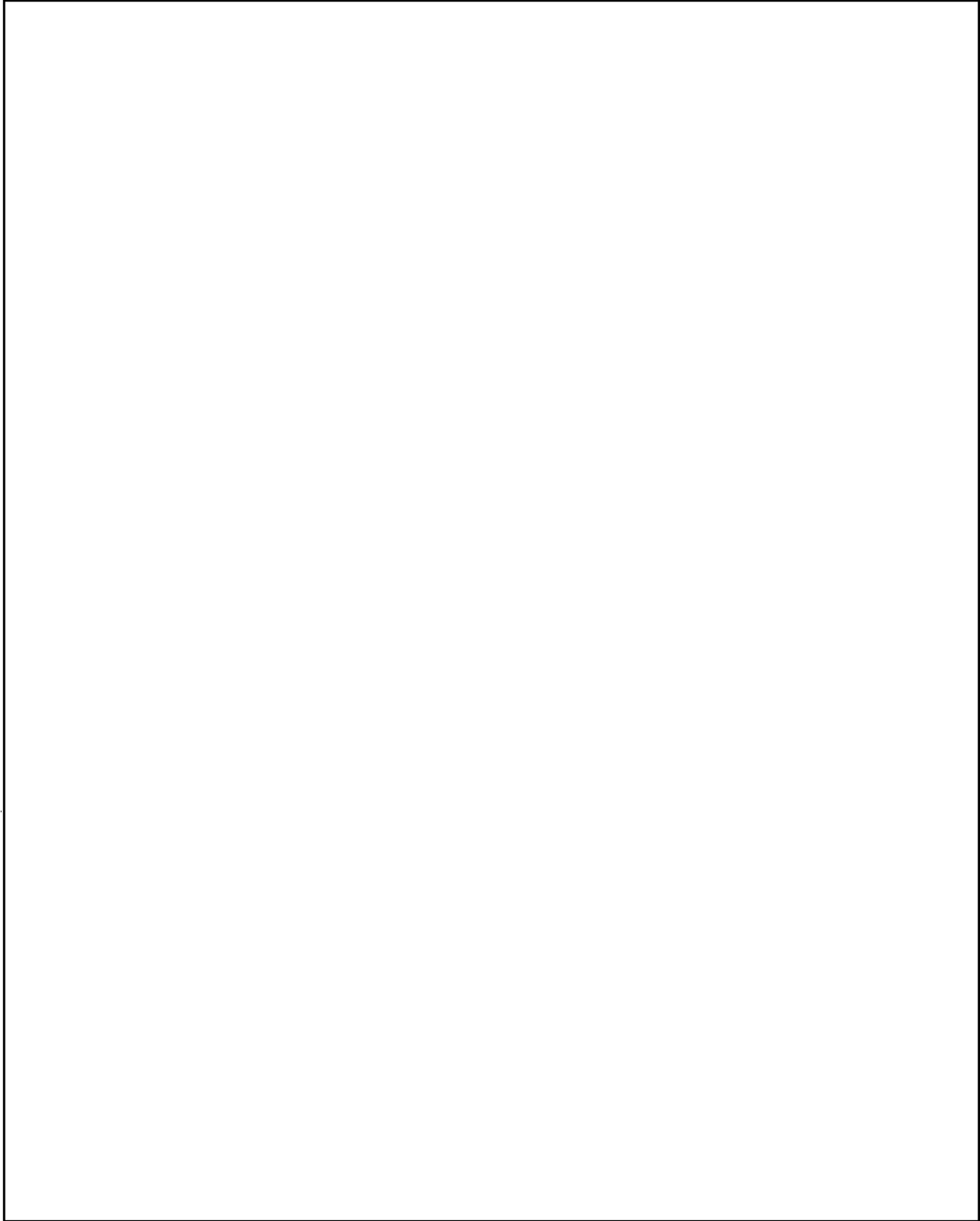
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19.0 INTELLIGENCE INFORMATION REPORT WORKSHEET SAMPLE



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