



**Drug Enforcement Administration
Office of National Security Intelligence
Intelligence Requirements Management Section**



U.S. Persons Identities Request Implementation Procedures

1. PURPOSE

The Drug Enforcement Administration's (DEA) Office of National Security Intelligence (DEA/ONSI) Intelligence Requirements Management Section regularly disseminates intelligence information in the form of written products that include the masked identities of U.S. Persons. Masking the identity of U.S. Persons ensures compliance with Executive Order (E.O.) 12333, as amended, guidance on the protection of privacy and civil liberties when disseminating intelligence. At times consumers of intelligence products may request that a U.S. Person identity be unmasked, in order to better inform analysis on a particular issue. The following Implementation Procedures (IPs) detail the process by which DEA/ONSI will handle unmasking requests. DEA/ONSI managers will update this document periodically to reflect changes in Intelligence Community (IC) Policy Guidance (ICPG) 107.1, *Requests for Identities of U.S. Persons in Disseminated Intelligence Reports*, and any future DEA/ONSI amplifying guidance.

2. APPLICABILITY

These IPs apply only to requests for U.S. Person identity information masked in Intelligence Information Reports (IIRs), formal responses to Requests for Information (RFI) from the IC, and other documents disseminated by ONSI on behalf of DEA ("covered requests").

3. DEFINITIONS

- 3.1. Originating element: An element of the IC that originated information in a disseminated intelligence report subject to a covered request.
- 3.2. Requesting entity: An entity of the U.S. Government that makes a U.S. Person identity request.
- 3.3. U.S. Person: As defined in section 3.5(k) of E.O. 12333.
- 3.4. U.S. Person identity information: Information that identifies U.S. Persons by name or by individually identifying titles or characteristics.

4. PROCESS

- 4.1. Prior to initiating a request, a requestor may contact ONSI informally to learn the method to request unmasking. Initial contact must be made to the DEA/ONSI Requirements Manager, via the group email account on SIPRNET at DEAONSI@DEA.USDOJ.SGOV.GOV. Follow-up communications between the requestor and the DEA/ONSI may proceed by means of e-mail or phone calls.
- 4.2. The requestor will initiate an unmasking request by submitting a completed request form (see attached) to the DEA/ONSI Requirements Manager at the appropriate email address listed in 4.1 above. Per ICPG 107.1, the request must include the following information:
 - 4.2.1. The name and title of the individual who is making the request in an official capacity on behalf of the requesting entity;
 - 4.2.2. Information that identifies the disseminated intelligence product containing the requested identity information, such as the product number or serial report number;
 - 4.2.3. The name or title of each individual who will receive the U.S. Person identity information sought by the covered request; and
 - 4.2.4. A fact based justification describing why the U.S. Person identity information is required by each individual described in 4.2.3 above to perform their official duties.
- 4.3. The DEA/ONSI Requirements Manager reviews the request form for:
 - 4.3.1. Completeness of the request;
 - 4.3.2. Source-revealing nature of the information requested;
 - 4.3.3. Compliance with information sharing agreements; and
 - 4.3.4. Valid justification for the request.
- 4.4. If another IC element was the originating element of the U.S. Person identity information, ONSI shall obtain the concurrence of the head or designee of the originating element before approving the covered request.
 - 4.4.1. In the event of exigent circumstances or where a delay could negatively impact intelligence activities, an immediate disclosure by the DEA/ONSI Requirements Manager or an individual described in paragraph 4.5 below, to a requesting entity of

U.S. Person identity information may be approved based on the rationale provided by the requesting entity. The rationale may be provided orally or in writing. Within 5 business days after such a disclosure, the requesting entity shall provide the basis for making the request, in accordance with paragraph 4.2 above.

4.5. The DEA Chief of Intelligence or their designee approves or denies a request in writing to the requestor, via email.

4.5.1. The DEA/ONSI Requirements Manager will maintain a list of all DEA/ONSI designees authorized to act in lieu of the Chief of Intelligence on matters regarding the unmasking of U.S. Persons in an access-restricted folder.

4.6. The DEA/ONSI Requirements Manager will save a copy of the Request Form and all associated approval/disapproval emails in an access-restricted folder.

4.7. In addition to all the previous steps requiring their action or awareness, the DEA/ONSI Requirements Manager will continue to track all incoming U.S. Persons unmasking requests as RFIs, using the RFI Requirements Management application. Further, the RFI Requirements Management application is used to record the following information:

4.7.1. Assignment of RFI Number;

4.7.2. Date of Request;

4.7.3. Requesting Organization;

4.7.4. Request Determination;

4.7.5. Date of Final Determination;

4.7.6. Name or title of the official who approved or denied the request; and

4.7.7. Intelligence Product Number or Intelligence Information Report Serial Number.

4.8. ONSI shall retain records of unmasking requests, including the dispositions of such requests, for no less than 5 years.

5. Requests Made During Presidential Transitions

5.1. For requests made during a period beginning on the date of a general election for President and ending on the date on which such President is inaugurated, the DEA/ONSI

Requirements Manager will document whether:

- 5.1.1. The representative of a requesting entity who makes the request has conveyed the knowledge or belief that any U.S. Person identity information sought by the request relates to an individual who is a member of the transition team as identified by the President-elect or Vice President-elect; or
 - 5.1.2. Based on the disseminated intelligence product to which the request pertains, the disseminating or originating IC elements know or reasonably believe that any U.S. Person identity information sought by the request is of an individual who is a member of the transition team as identified by the President-elect or Vice President-elect.
- 5.2. The approval made pursuant to paragraph 4.5 of a covered request that contains U.S. Person identity information described in paragraph 5.1 is subject to the concurrence of the DEA Chief Counsel (or, in the absence of the DEA Chief Counsel, the DEA Principal Deputy Chief Counsel) that the dissemination of such identity information is in accordance with these IPs, specifically paragraphs 4.2 and 4.3.
- 5.3. Consistent with due regard for the protection from unauthorized disclosure of classified information relating to sensitive intelligence sources and methods or other exceptionally sensitive matters, the Chief of ONSI, in consultation with the DNI, shall notify the chairmen and ranking minority members of the congressional intelligence committees of any approval described in paragraph 5.2 not later than 14 days after the date of such approval.

6. Reporting Requirements

- 6.1 In accordance with ICPG 107.1, section E.2.a., designated DEA/ONSI Requirements Manager shall provide an annual report no later than February 1, covering the previous calendar year to the DEA Chief and Deputy Chief of Intelligence, and DEA/ONSI senior leadership setting forth the following:
- 6.1.1. The total number of requests received;
 - 6.1.2. Of such number, the number of requests approved;
 - 6.1.3. Of such total number, the number of requests denied; and
 - 6.1.4. For each number calculated under paragraphs 6.1.1 through 6.1.3 above, the sum total by each requesting agency.

6.2 In accordance with ICPG 107.1, section E.2.a. (1) through (4), not later than March 1 of each year, beginning in 2019, the DEA Chief of Intelligence shall submit to the DNI and the congressional intelligence committees, a report documenting the information set forth above in section 6.1 of these IPs.

7. Effective Date

7.1 In accordance with ICPG 107.1, section E.1, these IPs become effective on the date of final consultation and agreement among the representatives of the Office of National Security Intelligence, Director of National Intelligence, and the Department of Justice.



Durrell Hope
Acting Assistant Administrator
Acting Chief of Intelligence

DATE: 03-25-2019



**Drug Enforcement Administration
Office of National Security Intelligence
Intelligence Requirements Management Section**



DEA US PERSON IDENTIFICATION REQUEST FORM

OVERALL CLASSIFICATION REQUEST:

DATE OF REQUEST

REQUESTOR INFORMATION

FULL NAME

TITLE

AGENCY

OFFICE NAME

EMAIL ADDRESS

SECURE PHONE NUMBER

JUSTIFICATION: Why do you need the US PERSON identification?

USPERS Identification Release Information

DEA Report Number:	
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Name, title, and organizations of all individuals receiving USPERS identification:

Specific identities requested:

Report contains ORCON?

- Yes
- No

Report contains HCS

- Yes
- No

Date Request Needed By

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Additional Remarks/Questions