

United States person query terms may include: names or unique titles; government-associated personal or corporate identification numbers;

and street address, telephone, and

United States person query term does not include a reference to a product by brand or manufacturer's name (or related nomenclature, including part numbers) or the use of a name in a descriptive sense, as, for example, "Ford Crown Victoria" or "Boeing 737," so long as such term is not intended to retrieve information concerning a specific United States person (e.g., "Ford Crown Victoria with License Plate Number CBA 321").

(U) "Query" means the use of one or more terms¹ to retrieve the unminimized contents or noncontents (including metadata) of section 702-acquired information that is located in an NSA system. The term "query" does not include a user's query of a system that contains unminimized section 702-acquired information, where the user does not receive unminimized section 702-acquired information in response to the query either because the user has not been granted access to the unminimized section 702-acquired information, or because a user who has been granted such access has limited the query such that it cannot retrieve unminimized section 702-acquired information. The term "query" also does not include (1) a system user's actions subsequent to conducting a query for purposes of sorting the results of that query based upon the attributes of the information retrieved,² or (2) examining or manipulating, including by technical means, communications or documents for the purpose of minimizing such communications or documents.³

(U) "Contents" means any information concerning the substance, purport, or meaning of a communication.

(U) "Metadata" means the dialing, routing, addressing, or signaling information associated with a communication, but does not include information concerning the substance, purport, or meaning of the communication.

(U) The terms "National Security Agency" and "NSA personnel" refer to any employees of the National Security Agency/Central Security Service ("NSA/CSS" or "NSA") and any other personnel engaged in Signals Intelligence (SIGINT) operations authorized pursuant to section 702 of the Act if such operations are executed under the direction, authority, or control of the Director, NSA/Chief, CSS (DIRNSA).

¹ (S//NF) Such terms may include the use of keywords, identifiers,

² (U) For example, the action of a system user to sort the results of a query (i.e., the information actually returned to a system user from a query) by date, time, etc.

³ (U) For example, an analyst might run a script against a spreadsheet that would find and replace all instances of a known United States person's name with a generic term, such as "U.S. Person 1."

~~SECRET//NOFORN~~**B. (U) Presumptions for purposes of these procedures**

(U) The following guidelines apply in determining whether a person whose status is unknown is a United States person:

1. (U) A person known to be currently in the United States will be treated as a United States person unless positively identified as an alien who has not been admitted for permanent residence, or unless the nature or circumstances of the person's communications give rise to a reasonable belief that such person is not a United States person.
2. (U) A person known to be currently outside the United States, or whose location is unknown, will not be treated as a United States person unless such person can be positively identified as such, or the nature or circumstances of the person's communications give rise to a reasonable belief that such person is a United States person.
3. (U) A person who at any time has been known to have been an alien admitted for lawful permanent residence is treated as a United States person, unless a determination that such person is no longer a United States person is made in consultation with the NSA Office of General Counsel.
4. (U) An unincorporated association whose headquarters or primary office is located outside the United States is presumed not to be a United States person unless there is information indicating that a substantial number of its members are citizens of the United States or aliens lawfully admitted for permanent residence.

(U) IV. Querying Procedures**A. (U) Query Standard**

(U) Each query of NSA systems containing unminimized content or noncontent information acquired pursuant to section 702 of the Act must be reasonably likely to retrieve foreign intelligence information, as defined by FISA, unless otherwise specifically excepted in these procedures. Any United States person query term used to identify and select unminimized section 702-acquired content must first be approved by NSA's Office of General Counsel. NSA personnel seeking such an approval must provide a statement of facts establishing that the use of any such identifier as a selection term is reasonably likely to retrieve foreign intelligence information, as defined by FISA. NSA may approve the use of a United States person query term to query unminimized section 702-acquired content for no longer than a period of one year; such approvals may be renewed for periods up to one year. Any use of a United States person query term to query unminimized section 702-acquired metadata must be accompanied by a statement of facts showing that the use of any such query term is reasonably likely to retrieve foreign intelligence information, as defined by FISA. Internet transactions, as defined in NSA's section 702 minimization procedures, acquired on or before

~~SECRET//NOFORN~~

~~SECRET//NOFORN~~

March 17, 2017, will be sequestered in NSA systems to prevent NSA analysts from accessing or using computer selection terms to scan such transactions until such transactions are destroyed.

B. (U) Creation and Maintenance of Query Records

1. (U) NSA must generate and maintain an electronic record of each United States person query term used for a query of unminimized information acquired pursuant to section 702. Such electronic record must, at a minimum, include the following information:
 - a. (U) the query term(s) used or approved;
 - b. (U) the date of the query or approval of query term(s);
 - c. (U) the identifier of the user who conducted the query or sought approval of the query term(s);
 - d. (U) the statement of facts showing that the use of the query term(s) is reasonably likely to retrieve foreign intelligence information, as defined by FISA; and
 - e. (U) in the case of content queries, the approving official in NSA's Office of General Counsel and duration of the approval.
2. (U) In the event it is impracticable for an NSA system to generate an electronic record, or in the event an unanticipated circumstance arises that prevents the generation of such an electronic record, NSA must generate and maintain a written record of each United States person query term that contains the same information required for electronic records, as described above. Before conducting a query in a system that does not generate an electronic record of a query, NSA personnel must reasonably determine that conducting that query in a system that generates an electronic record would be insufficient for technical, analytical, operational, or security reasons.
3. (U) NSA will maintain the query records required by this subsection in a manner that will allow NSD and ODNI to conduct oversight and compliance in an effective manner. Such records (both electronic and written), including the statements of facts, must be maintained at least five years from either the date of the query for queries of unminimized section 702-acquired metadata, or the date of the approval of the U.S. person query term for queries of unminimized section 702-acquired content. NSD and ODNI will conduct oversight of NSA's activities with respect to United States persons that are conducted pursuant to these procedures.

~~SECRET//NOFORN~~

~~SECRET//NOFORN~~

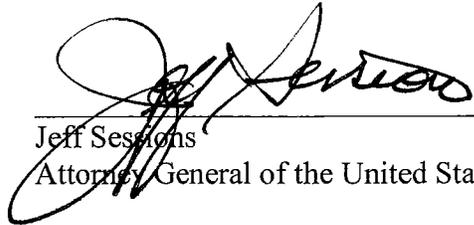
- C. (U) **Exceptions.** Notwithstanding subsections IV.A and IV.B.1.d-e above, nothing in these procedures shall prohibit the lawful oversight functions of NSD or ODNI, or the applicable Offices of the Inspectors General, or restrict NSA from providing the assistance necessary for these entities to perform their lawful oversight functions, and nothing in these procedures shall prohibit NSA from conducting queries it determines are necessary to:
1. (U) NSA's performance of lawful training functions of its personnel regarding the proper implementation of section 702 and NSA's section 702 procedures. However, NSA shall use non-United States person identifiers to perform such queries, unless NSA determines that there is a particular need to use a United States person identifier in such a query to conduct training on the implementation of an aspect of NSA's section 702 procedures;
 2. (U) create, test, or conduct technical maintenance of NSA systems that process or store section 702-acquired information;
 3. (U) comply with an order of a court within the United States or a specific congressional mandate, such as a subpoena or similar process consistent with congressional oversight;
 4. (U) conduct vulnerability or network assessments using information acquired pursuant to section 702 of the Act in order to ensure that its systems are not or have not been compromised;
 5. (U) identify information that must be produced or preserved in connection with a litigation matter; or
 6. (U) perform the following lawful oversight functions of NSA's personnel or systems:
 - a. (U) support NSA's investigation and remediation of a possible section 702 compliance incident;
 - b. (U) remediate a potential spill of classified section 702-acquired information in NSA systems;
 - c. (U) identify section 702-acquired information subject to destruction, including under NSA's section 702 minimization procedures;
 - d. (U) ensure the effective application of marking or segregation requirements in NSA's section 702 minimization procedures;
 - e. (U) support NSA's audit or review, for quality control purposes, of work done related to section 702 collection by NSA personnel;
- (U) Should NSA determine that it is necessary to deviate from an aspect of these procedures to perform lawful oversight functions of its personnel or systems apart from those specified in this subsection (IV.C.6), NSA shall consult with NSD and ODNI prior to conducting such a query. NSD shall promptly report the deviation to the FISC. Each such report shall describe the nature of the deviation from the

~~SECRET//NOFORN~~

procedures and identify the specific oversight activity for which the deviation was necessary.

(U) Consistent with the requirements set forth in subsections IV.B.1.a-c, 2, and 3 above, NSA must keep a record of any United States person query term used for a query of unminimized section 702-acquired information in support of the activities described in this subsection IV.C.

9/22/18
Date



Jeff Sessions
Attorney General of the United States