Rules of the Road #1:
You are subject to NCTC data handling guidelines.

Each agency within the IC has regulations for handling its data. NCTC is no exception. If you are accessing data at NCTC, you are subject to the NCTC data handling guidelines for the datasets you access regardless of your agency affiliation as ODNI cadre, detailer, assignee, or contractor. However, if you are an assignee at NCTC accessing your own agency home systems, you follow your home agency rules.

For example, if you are a CIA detailer to NCTC and you are accessing CIA data through an NCTC system, you must follow the NCTC guidelines for using, retaining, and disseminating that data (not the CIA guidelines).
Rules of the Road # 2:

Specific rules and guidelines associated with specific datasets are located in the NCTC Data Catalog.

To help you easily locate and understand these guidelines, NCTC has established the NCTC Data Catalog. It is a one-stop resource for all of the rules associated with the use, retention, and dissemination of each of the datasets shared with the Center.

The NCTC Data Catalog identifies the datasets NCTC acquires and the conditions and rules for each dataset as outlined in its respective MOU, HR 7-1, or the NCTC AG Guidelines.

For example, there may be specific limitations on the way NCTC can use a dataset or specific training requirements for personnel who receive access to a certain dataset.
Rules of the Road #3:

Review the Data Catalog prior to accessing any new dataset.

Prior to accessing any new dataset, you should review the NCTC Data Catalog to understand how the information is to be accessed, used, retained, and disseminated.

You can find the Data Catalog by going to NCTC data sharing agreements (MOUs/MOAAs) and policies are located on Click on Policy then Data Acquisition and Access MOUs/MOAA:

Take a moment now to locate the NCTC Data Catalog and bookmark it for your future reference. Take a look at the types of information found in the catalog.

Later in the lesson, we will practice locating specific information in the NCTC Data Catalog.

LESSON TITLE: Rules of the Road.
Rules of the Road #4

Understand how to handle USP Data

EO12333 defines a US Person (USP) as a US citizen, an alien known by the intelligence element concerned to be a permanent resident alien, an unincorporated association substantially composed of US citizens or permanent resident aliens, or a corporation incorporated in the US, except for a corporation directed and controlled by a foreign government or governments.

This definition of USP includes more than just US citizens with US birth certificates/passports. It includes legal permanent residents and US corporations and associations.

There are special considerations for the handling of USP data. For example, all USP, refugee, and asylum-seeker data deemed unrelated to terrorism must be deleted within 18 months of receipt or in accordance with MOU requirements, whichever is sooner. The 18-month period stems from the presumption that this is the earliest time at which a refugee could attain USP status.

Also, USP data should NEVER be sent via email or saved to personal drives.
Rules of the Road # 5

(U) The Foreign Intelligence Surveillance Act (FISA) is an Act to authorize electronic surveillance and/or physical search to obtain foreign intelligence information. FISA information refers to all data and content acquired pursuant to the Act.

(U) When the collected data has been redacted, it is referred to as minimized FISA information.

LESSON TITLE: Rules of the Road
Rules of the Road #6

Appropriate Handling of Operational Traffic or Unfinished/Finished Intelligence

In an effort to coordinate finished intelligence (FINTEL) drafts and share Pursuit leads with Other Government Agencies (OGA), NCTC generates The Presidential Daily Brief/National Terrorism Bulletin (PDB/NTB) and the Homeland Update/Pursuit lists. These lists are created by agency and are maintained and updated by the NCTC Di/Presidential Support and Production Group, and the NCTC Di/Pursuit Group respectively.

NCTC personnel may not provide or discuss information related to operations or unfinished intelligence with OGA employees outside NCTC unless the OGA is a direct recipient of the same intelligence from the originating agency, or approval has been secured from the originating agency to provide such information.

Click on each of the buttons below to learn more about the rules associated with different types of intelligence reporting.

- Sensitive Finished Intelligence (SFI)
- Non-Sensitive Finished Intelligence (NSFI)
- Operational Information
- Sensitive Non-Public/Not for Export (SNP/NFX)
- Recognizing and Using

LESSON TITLE: Rules of the Road
Sensitive Finished Intelligence Coordination

NCTC maintains lists of offices from OGCs with whom NCTC coordinates sensitive drafts of finished intelligence (FINTEL). These lists are provided for the President’s Daily Brief (PDB), National Security Council (NSC),Lead the DNI
Homeland Task Force Updates. These lists are for FINTEL coordination only. They do not permit coordination of any unclassified material outside the FINTEL, unless permission from the unpublished intel originator has been received.

CLOSE
Non-Sensitive Finished Intelligence Coordination

All products may be coordinated with individuals in the CI community with the appropriate clearances, and in the case of OPSEC finished intelligence, with those agencies who received the OPSEC source material.
Operational information

NCTC personnel must obtain permission from the originating agency for the passage of any operational information to OODA without exception.
Sensitive Source Reports (SSRPs)

The coordination process for SSRPs is restricted to individuals read with Source programs.
Knowledge Check
The EO 12333 definition of a US Person includes legal permanent residents and US corporations or associations.
Select the correct response and select SUBMIT.

☐ A. True
☐ B. False

That's right!
EO 12333 defines a US Person as a US citizen, an alien known by the intelligence element concerned to be a permanent resident alien, an unincorporated association substantially composed of US citizens or permanent resident aliens, or a corporation incorporated in the US, except for a corporation directed and controlled by a foreign government or governments.
Knowledge Check

If you are a CIA detailed to NCTC and you are accessing CIA data through an NCTC system, you should follow the guidelines of your home agency.

Select True or False and select SUBMIT.

☐ A. True
☐ B. False

That's right!

Even though you are a CIA detailed to NCTC and you are accessing CIA data, you are using an NCTC system and must follow the NCTC guidelines.

LESSON TITLE: Rules of the Road
Knowledge Check

Which of the following are data rules that apply to USP data, non-terrorism information, or operational traffic?
Choose all that apply and select SUBMIT.

☐ A. Never email USP data
☐ B. Never disseminate non-terrorism information
☐ C. Email USP data only if it constitutes terrorism information
☐ D. Do not save data to your personal drive or desktop
☐ E. Share operational traffic only with individuals from NCTC or the originating agency

Incorrect.

You should never email USP data, disseminate non-terrorism data or save any data to your personal drive or desktop. In addition, operational data should not be further disseminated to anyone without prior authorization from the originating agency.

LESSON TITLE: Rules of the Read
Knowledge Check

Locate the rules for the __________________ ingest in the Data Catalog.
Which of the following types of training are required for access to: __________________ if you are an analyst?

Choose all that apply and select SUBMIT.

☐ A. Overview of EO12333
☐ B. __________________ ________ - The Illustrated Edition
☐ C. __________________ Fundamentals Training
☐ D. Privacy Act Training

That's right.

As an analyst, you are required to take __________________ ________ - The Illustrated Edition and the __________________ Training to access: __________________.

LESSON TITLE: Rules of the Road
Knowledge Check

Select the correct response and select SUBMIT.

- D. All of the above
- E. None of the above

SUBMIT

LESSON TITLE: Rules of the Road
Knowledge Check

Locate the rules for the ____________________________ in the Data Catalog.

Which of the following rules applies to ____________________________?

Select the correct response and select SUBMIT.

- A. DSOP can access ______ data
- B. All ___ data must be deleted within 180 days
- C. ______ data that is determined to be terrorism information can be retained for no more than 180 days
- D. All ___ data related to ______ must be deleted within 180 days if it does not constitute terrorism information

SUBMIT
Knowledge Check

Which of the following agencies have data sharing agreements with NCTC?
Choose all that apply and click SUBMIT.

- [ ] A. FBI
- [ ] B. DOT
- [ ] C. DHS
- [ ] D. CIA
- [ ] E. None of the above

SUBMIT
DATA ACCESS AND USE
NATIONAL COUNTERTERRORISM CENTER

What does this mean for you?

All of the data access and use policies and guidelines that we have learned about today can be boiled down to a few simple dos and don'ts for you.

Click on each button below to review the dos and don'ts of accessing and using data at NCTC. Additionally, if you are a member of the Directorate of Operational Support (DOS) or the Pursuit Group, click on the applicable button on the right to view a practical example of data access and use policies in action.

NOTE: A printable job aid of this information is available in the Resources section.

- Refer to the NCTC Data Catalog
- Use A Disseminate information appropriately
- Never email DIA Personal data
- Do not save data to your personal drive/desktop
- Never share unfinished data
- Seek guidance on information sharing questions

LENSON TITLE: Rules of the Road
Refer to the NCTC Data Catalog

Refer to the NCTC Data Catalog before you access any new data set and prior to disseminating information.
Use and disseminate information appropriately

Describe guidelines for using and disseminating the information and indicate any restrictions that apply with your dissemination of the information.
Do not save data to your personal drive/desktop.

This is to comply with the requirements of the NIST Security Guide for Federal Information Systems.
Never share unfinished intel

Never share unfinished intel or ops info with anyone outside of HSC unless approved from the originating agency.
Seek guidance on information sharing questions

Seek guidance on information sharing questions from appropriate managers and HCTC's Information Sharing Program Policy Office (ISPPO):

- Mission Systems: ____________________________
- Information sharing questions, external agency questions, or specific questions on policies: Contact ISPPO at ____________________________
- Pursuit Group Operations: Technical Officer or Chief, Pursuit Group
- OASIS Operations: OASIS Staff
- Operations Center Training Officer: ____________________________
- Chief of Training of Personnel Security (CTPS) Training Officer: ____________________________
- Chief of Personnel Office: ____________________________
- To locate and acquire appropriate national intelligence, use the "National Intelligence and Access" link. Click here.
Directorate of Operational Support (DOS)

The following is an example where a Terrorism Spot Report was written about a USP thought to have ties to international terrorism information. The information later was determined NOT to be terrorism information, and the Spot Report had to be recalled.

Click the button below to read the initial report.

Terrorism spot Report

LESSON TITLE: Rules of the Road/DOS
Subject: UK Passengers Cleared to Have British Citizenship

Date: 20/09/2006

Summary:

An exit visa for two passengers cleared to have British citizenship has been issued as part of the US Federal Air Marshal System (FAMS) effort to ensure the safety of passengers on flights to the UK. The passengers were cleared to travel on 9 August, but their flights were subsequently delayed. The passengers were originally scheduled to travel on 7 August, but their flights were also delayed. The delay was due to security concerns related to the passengers' British citizenship.

The government has taken steps to ensure the passengers' rights are protected, including providing access to legal aid. The passengers have been advised to contact their legal representatives to discuss their options.

The Department of Homeland Security (DHS) continues to monitor the situation and provide support to the passengers as needed.
Rules of the Road

You have completed the lesson on Rules of the Road.

In this lesson, you learned that NCTC has its own regulations and guidelines for accessing, using, retaining, and disseminating data found on NCTC systems. You also learned the specific rules of the road that apply to specific datasets such as USIF data, FISA data, and operational traffic.

Remember, there are several helpful links located in the Resources Section, including a printable job aid of the Data Access and Use Rules of the Road.

Click next to complete the course post-test.

LESSON TITLE: Rules of the Road
Pursuit Group

A "reasonable and articulable suspicion" is the legal standard by which the NCIC analyst can determine whether data constitutes terrorism information, which means NCIC may retain that U.S. data.

Only a CT analyst can determine whether data constitutes terrorism information.

The "reasonable and articulable suspicion" requires essentially two elements:

- The analyst must be able to explain the "math" (logic) on their analysis and how they arrived at their conclusion. This is the articulable portion of the standard.

- The "math" or analysis must be prudent to the average counterterrorism analyst. This is the reasonable portion of the standard.

The totality of the facts - even if the facts individually appear innocent in nature - is considered collectively and should lead a sensible person to follow the analyst's logic and reasoning.

There is no requirement that the analyst's wisdom be rock solid or infallible. In fact, it is expected to change as new information comes to light.

LESSON TITLE: Rules of the Road/Pursuit Group
Pursuit Group

When reviewing data, a Pursuit Group analyst must make two basic determinations:

- Is this a USP?
- Does this data constitute terrorism information?

The answers to those questions determine the extent to which the data can be retained. The matrix below was developed to aid Pursuit Group analysts in applying the appropriate retention rules. Examine the matrix and corresponding key before continuing to the next slide.

<table>
<thead>
<tr>
<th>U.S. Person</th>
<th>Terrorism Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>E+</td>
</tr>
<tr>
<td>No</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>R+</td>
</tr>
<tr>
<td>?</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>R+</td>
</tr>
<tr>
<td></td>
<td>R+</td>
</tr>
</tbody>
</table>

Key:
- **R** = Retain data
- **E** = Expunge after 180 days, or 90 days for CLASP (lost or stolen passport derived data)
- **R+** = Additional investigation or transfer is likely warranted to resolve the question (?)

LESSON TITLE: Rules of the Road/Pursuit Group
Pursuit Group Knowledge Check

Each scenario below corresponds to one of the boxes within the matrix. Review each scenario (by hovering your mouse over the button) to determine the following:

- Is this a US Person?
- Does this constitute terrorism information?

Based on your answers to those two questions, click and drag each scenario to the portion of the matrix it represents. You are strongly encouraged to print out the USP "Cheat Sheet" prior to completing this knowledge check.

<table>
<thead>
<tr>
<th>U.S. Person</th>
<th>Terrorism Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Ahmad Ahmed</td>
</tr>
<tr>
<td>No</td>
<td>Ahmad Ahmed</td>
</tr>
<tr>
<td></td>
<td>Sally Jones</td>
</tr>
<tr>
<td></td>
<td>Tram Wong</td>
</tr>
<tr>
<td></td>
<td>Hoa Jong</td>
</tr>
<tr>
<td></td>
<td>Tran Wong</td>
</tr>
<tr>
<td></td>
<td>Palestinian Cultural Association</td>
</tr>
<tr>
<td></td>
<td>Sally Jones</td>
</tr>
</tbody>
</table>

LESSON TITLE: Rules of the Road/Pursuit Group
Pursuit Group Knowledge Check

Each scenario below corresponds to one of the boxes within the matrix. Review each scenario (by hovering your mouse over the button) to determine the following:

- Is this a US Person?
- Does this constitute terrorism information?

Based on your answers to those two questions, click and drag each scenario to the portion of the matrix it represents. You are strongly encouraged to print out the USP "Cheat Sheet" prior to completing this knowledge check.

Terrorism Information

<table>
<thead>
<tr>
<th>U.S. Person</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tran Wong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ahmed Ahmed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data/Feedback

Roll over a scenario to the right of the matrix for further details. Click and drag the scenario to the portion of the matrix it represents.

Lesson Title: Rules of the Road/Pursuit Group
Rules of the Road

You have completed the lesson on Rules of the Road.

In this lesson, you learned that NCTC has its own regulations and guidelines for accessing, using, retaining, and disseminating data found on NCTC systems. You also learned the specific rules of the road that apply to specific datasets such as USP data, FISA data, and operational traffic.

Remember, there are several helpful links located in the Resources Section, including a printable job aid of the Data Access and Use - Rules of the Road.

Click next to complete the course post-test.
Question 1 of 12

Which documents give NCTC its authorities to access terrorism data, non-terrorism data, and US Personnel data?

Choose all that apply and select SUBMIT.

- [ ] A. HSPD-4
- [ ] B. HSPD-24
- [ ] C. EO 12333
- [ ] D. HR 7-1
- [ ] E. NCTC AG Guidelines

SUBMIT
Question 2 of 12

What are the various facets of NCTC's role?

Choose all that apply and select SUBMIT.

- A. Analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and CT.
- B. Conduct strategic operational planning for CT activities, integrating all instruments of national power, including diplomatic, financial, military, etc.
- C. Serves as central and shared knowledge bank on known and suspected terrorists and international terror groups.
- D. Ensure agencies have appropriate access to and receive all-source intelligence support necessary to execute CT plans or perform independent, alternative analysis.
- E. Direct the collection activities of partner organizations and IC agencies

SUBMIT
Question 3 of 12

Which policy document establishes protections and procedures for the maintenance, use, and dissemination of information that could be used to identify an individual?

Choose the best answer and select SUBMIT.

- A. Privacy Act of 1974
- B. EO 12333
- C. OMB Memorandum
- D. None of the above

SUBMIT
Question 4 of 12

True or False: NCTC's mission is to lead our nation's effort to combat terrorism at home by consolidating terrorism information.

- A. True
- B. False

SUBMIT
Question 5 of 12
Which of the following is an agreement between government organizations for the purpose of identifying the data being shared, the purpose of sharing that data, any protections or conditions for accessing the data (training, retention time, deletions, etc.) and the method for feedback?
Select the correct response and select SUBMIT.

B. Executive Order (EO)
C. Headquarters Regulation (HR)
D. Memorandum of Understanding (MOU)
Question 7 of 12

True or False: If you are a CIA Detained in NCTC and you are accessing CIA data through an NCTC system, you should follow NCTC guidelines rather than the guidelines of your home agency.

☐ A. True
☐ B. False

SUBMIT
Question 8 of 12
What rules apply to USP data, non-terrorism information, or operational traffic?
Choose all that apply and select SUBMIT.

A. Never email USP data
B. Never disseminate non-terrorism information
C. Share operational traffic only with individuals from NCTC or the originating agency
D. Dissemination of operational data requires prior authorization from the originating agency

SUBMIT
Question 9 of 12

Locate the rules for the [ ] in the Data Catalog and show the following: NCTC is not required to notify the [ ] in the event NCTC identifies terrorism information in [ ] record.

Select the best response and select SUBMIT:

- A. True
- B. False

SUBMIT
Question 10 of 12

Locate the rules for the Advance Passenger Information System (APIS) in the Data Catalog. How is NCTC allowed to use APIS data?

Select the best response and select SUBMIT.

☐ A. To determine if APIS records include USP information.
☐ B. To analyze APIS records for counterintelligence purposes.
☐ C. To train NCTC analysts on patterns related to purposes.
☐ D. None of the above

SUBMIT
Question 11 of 12

Locate the rules for the ________ in the Data Catalog.

Are there any restrictions on the NUMBER OF USERS OF THIS DATA?

Select the correct response and select SUBMIT.

- A. No restriction with appropriate clearances, training, and in accordance with NCTC's Role-Based Access policy
- B. Eight DI personnel only with a need to access USP data
- C. No more than 15 users will have access at any given time
- D. Only NCTC IG and MS access this data

SUBMIT
Question 12 of 12
Which of the following agencies have data sharing agreements with NCTC?
Select the correct response(s) and select SUBMIT.

- A. CIA
- B. DHS
- C. FBI
- D. None of the above
- E. All of the above

SUBMIT
Data Access and Use

The Data Access and Use Course will equip National Counterterrorism Center (NCTC) staff with a foundational understanding of the authorities and role of the Center in the integration of data for the purpose of identifying terrorism information and the rules and regulations governing the access, retention, use and dissemination of that data.

Upon completing this course, you will be able to:

- Define US Persons (USP) (from Executive Order (EO) 12333) and terrorism information (from the Intelligence Reform and Terrorism Prevention Act (IRTPA))
- Identify and locate NCTC's Data Catalog as the source of rules and guidance for the access, retention, use and dissemination of each dataset
- Distinguish between the dos and don'ts of accessing, using, and disseminating terrorism and non-terrorism information under NCTC authorities
- Locate data rules associated with various data sets using the NCTC Data Catalog
- Identify the appropriate resources for questions related to data use and information sharing within NCTC

For more information on navigating through the course, click the button below; otherwise, click the right arrow to begin.

How to Take This Course
<table>
<thead>
<tr>
<th>Assignee</th>
<th>A person or entity at DOD, CIA, or FBI, or an agency, organization, or entity outside the U.S. government, that is authorized to receive and use classified information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case</td>
<td>Objects or sources, including employees, contractors, assignees, or persons who are subject to the Intelligence Community Case Act (ICA) and case number and date.</td>
</tr>
<tr>
<td>Detailed</td>
<td>A detailed code at DOD, CIA, and FBI, associated with a case number, indicating the details of the case.</td>
</tr>
</tbody>
</table>
| Terrorism Information | All information affecting military, economic, or political stability or national security, or intelligence, that is relevant to the terrorist threat to the United States, its territories, or its citizens, and to the interests of the United States.
- Names or code names of individuals or organizations, or parts of their names or code names.
- Names or code names of groups, organizations, or parts of their names or code names.
- Names or code names of individuals, organizations, or parts of their names or code names, or parts of the names or code names of individuals, organizations, or parts of their names or code names, that are associated with terrorist activity. |
| US Person | A U.S. person, whether or not a natural person, who has a relationship or connection to the United States, or a natural person, who is a national of a country determined to be non-nonsensitive or non-sensitive, and who is subject to the U.S. government's policies. |