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NGA FOIA Program Office  
National Geospatial-Intelligence Agency  
FOIA Requester Service Center  
7500 GEOINT Drive, MS S01-EGM  
Springfield, Virginia 22150-7500  
Fax: 571-558-3130  
Email: [FOIANGA@nga.mil](mailto:FOIANGA@nga.mil)  
[The Public Access Link \(PAL\) Sign-in](#)

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## NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

7500 GEOINT Drive  
Springfield, Virginia 22150

NGA-2016-FOI-00029

RE: Freedom of Information Act (FOIA) request #2016-FOI-00029

MAR 30 2016

This letter is in response to your Freedom of Information Act (FOIA) request submitted to the National Geospatial-Intelligence Agency (NGA) dated February 28, 2016, in which you requested: "Listing of NGA Instructions (NIs)."

After a careful review of the documents responsive to your request, National Geospatial-Intelligence Agency (NGA) subject matter experts have determined that the documents may be released in full.

Appeals to this determination should be made in writing within 60 calendar days from the date of this letter. In the appeal, you should reference FOIA case 2016-FOI-00029, detailing your reasons for reconsideration and include a copy of this letter. Your appeal should be mailed to the National Geospatial-Intelligence Agency, FOIA/Privacy Act Program Office, Mail Stop N81-SISCS, 7500 GEOINT Drive, Springfield, VA 22150.

If you have any questions or concerns regarding this request, please contact Tiffany Richardson, at (571) 557-4141 or via-email at [FOIANGA@nga.mil](mailto:FOIANGA@nga.mil).

Sincerely,

Claudia Williams  
FOIA/PA Program Manager

1 Enclosure

1. (Unclassified) Listing of NGA Instructions (5 pages)

## Listing of NGA Instructions

Document Number	Document Title	Overall Class
NGAI 1000.1	(U) Personal Accountability in Conjunction with Natural or Manmade Disasters and National Emergencies	U
NGAI 1010.2	(U) Drug Abuse Testing	U
NGAI 1100.1	(U) Protecting Whistleblowers with Access to Classified Information	U
NGAI 1400.10	(U) Establishing and Staffing Senior Executive Positions	U
NGAI 1400.9	(U) Dress Code	U
NGAI 1405.9	(U) Promotion to the National Geospatial-Intelligence Agency (NGA) Senior Ranks	U
NGAI 1406.1	(U) Uniform Services Employment and Reemployment Rights Act	U
NGAI 1416.2	(U) Performance-Based Compensation	U
NGAI 1426.1	(U) Employee Assistance Program (EAP)	U
NGAI 1430.6	(U) Tuition Assistance Program	U
NI 1000.7	(U) Personal Relationships in the Workplace	U
NI 1000.8	(U) Student Loan Repayment Plan	U
NI 1020.2	(U) Reasonable Accommodation	U
NI 1020.3	(U) Equal Employment Opportunity and Affirmative Employment	U
NI 1020.5	(U) Discrimination Complaints	U
NI 1200.7	(U) Screening the Ready Reserves and Designating Key Positions and Emergency-Essential Civilian Employees	U
NI 1400.11	(U) Performance Planning and Evaluation for Senior Executives	U
NI 1400.12	(U) Pay and Leave for Senior Executives	U
NI 1400.7	(U) Employee Death Notification Procedure	U
NI 1401.1	(U) Elimination of Unnecessary Personally Identifiable Information (PII) and Social Security Numbers (SSN)	U
NI 1403.5	(U) Performance-Based and Adverse Actions in the Defense Intelligence Senior Executive Service	U
NI 1405.5	(U) Intergovernmental Personnel Act Assignments	U
NI 1410.1	(U) Reduction in Force	U
NI 1422.1	(U) Civilian Work Hours	U
NI 1432.1	(U) Civilian Awards and Recognition	U
NI 1440.2	(U) Prevention of Sexual Harassment	U

NI 1442.2	(U) Foreign Language Program	U
NI 1500.1	(U) Joint Duty Program	U
NGAI 2000.1	(U) Management and Oversight of International Affairs Activities	U
NGAI 2015.2	(U) International Cooperative Administrative Support Services (ICASS)	U
NGAI 2200.1	(U) Combating Trafficking in Persons	U
NI 2010.3	(U) Processing and Safeguarding NATO Classified Material	U
NI 2060.1	(U) Export Controls	U
NI 2075.1	(U) International Agreements and Arrangements	U
NI 2140.2	(U) Foreign Military Sales	U
NGAI 3200.1	(U) Technology Transfer (T2)	U
NGAI 3200.2	(U) Scientific Integrity Within the National Geospatial-Intelligence Agency	U
NGAI 3200.4	(U) Innovation, Discovery, and Exploration Activity (IDEA)	U
NGAI 3216.1	(U) Human Research Protection	U
NGAI 3305.1	(U) GEOINT Professional Certification (GPC) Program	U
NI 3230.1	(U) Rapid Technology Insertion	U
NGAI 4525.1	(U) Official Mail Program	U
NI 4000.19	(U) Interservice and Intragovernmental Support	U
NI 4165.6	(U) Solid Waste Management and Waste Reduction	U
NI 4640.2	(U) Long-Distance and Cellular Telephone Control and Verification	U
NGAI 5010.1	(U) Requirements Management Certification Training	U
NGAI 5200.2	(U) Information Security Self-Inspection Program	U
NGAI 5205.2	(U) Foreign Travel Briefing and Debriefing Program	U
NGAI 5205.4	(U) Special Access Program	U
NGAI 5400.1	(U) Ombudsman	U
NGAI 5425.1	(U) NGA Policy Program	U
NGAI 5500.4	(U) Victim and Witness Assistance	U
NGAI 5500.7	(U) Handling of Personally Identifiable Information	U
NGAI 5515.2	(U) Investigating, Processing, and Settling Claims	U
NGAI 5600.1	(U) Engaging with Federal, Executive, Judicial and Legislative Communities; the Media; and the General Public	U
NGAI 5700.1	(U) Geospatial Intelligence Hall of Fame Award Program	U
NGAI 5700.2	(U) Global Maritime GEOINT	U
NGAI 5720.1	(U) Clearance for Public Release	U

NGAI 5750.1	(U) Freedom of Information Act Program	U
NI 5000.1	(U) Acquisition Program Review and Approval	U
NI 5000.3	(U) Acquisition Career Management	U
NI 5100.2	(U) Nonappropriated Funds Procurement	U
NI 5115.1	(U) Accommodation Procurement	U
NI 5200.1	(U) Information Security	U
NI 5200.4	(U) Operations Security (OPSEC)	U
NI 5205.1	(U) Protection of Sensitive Compartmented Information	U
NI 5205.3	(U) Reporting Foreign Contact	U
NI 5210.2	(U) Use of Force	U
NI 5210.5	(U) Serious Incident Reporting	U
NI 5210.9	(U) Control of IS Equipment and Media Entering or Exiting NGA Sites and Facilities	U
NI 5220.1	(U) Industrial Security	U
NI 5240.1	(U) Reporting Counterintelligence and Espionage Concerns	U
NI 5330.1	(U) Copier Management and Duplicating Services	U
NI 5425.2	(U) Forms Management	U
NI 5500.1	(U) Cooperation with Investigations by the Office of Special Counsel	U
NI 5500.10	(U) Alternative Dispute Resolution	U
NI 5500.11	(U) Maintaining the Highest Standards of Ethical Conduct Program	U
NI 5500.3	(U) Gifts from Foreign Governments	U
NI 5505.1	(U) Service of Process of Legal Documents	U
NI 5505.2	(U) Release of Information in Litigation and Testimony	U
NI 5505.3	(U) Administrative Inquiries and Investigations	U
NI 5600.2	(U) Preparation and Processing of Legislation, Executive Orders, Proclamations and Reports and Comments Thereon	U
NI 5740.1	(U) Partners in Education	U
NI 5760.1	(U) Support to Litigation	U
NI 6055.1	(U) Safety and Occupational Health	U
NI 6200.1	(U) Wellness Program	U
NI 6500.1	(U) Environmental Protection	U
NGAI 7000.1	(U) Conference Planning, Execution, and Reporting	U
NGAI 7050.5	(U) Coordination of Remedies for Fraud and Corruption Related to Procurement Activities	U

NGAI 7100.1	(U) Collection, Settlement, and Reporting of Debts Owed to NGA	U
NGAI 7210.2	(U) Administrative Control of Appropriated Funds and Antideficiency Act (ADA) Violations	U
NGAI 7250.1	(U) Civilian Permanent Change of Station (PCS) Relocation Allowances	U
NGAI 7260.1	(U) Cost Accumulation Framework	U
NGAI 7410.9	(U) Handling of NGA Office of Inspector General (OIG) Reports	U
NI 7240.1	(U) Nonappropriated Fund Instrumentality Review	U
NI 7310.2	(U) Reorganization Planning	U
NI 7400.1	(U) Configuration Management	U
NI 7410.5	(U) Internal Control Program	U
NI 7520.1	(U) Modeling and Simulation Management	U
NGAI 8010.8	(U) Information Assurance Vulnerability Management (IAVM)	U
NGAI 8100.2	(U) Privately Owned Portable Electronic Devices	U
NGAI 8400.4	(U) Implementation of Section 508 of the Rehabilitation Act	U
NGAI 8440.1	(U) Management of Long-Haul Data Communications	U
NGAI 8500.2	(U) Authorized Outages and Maintenance Activities	U
NGAI 8600.1	(U) Development, Review, and Analysis of NGA's Inventory of Contract Services	U
NGAI 8945.1	(U) Ship Hostile Action Reports (SHAR)	U
NGAI 8945.2	(U) Special Warnings to Mariners	U
NGAI 8950.1	(U) Handheld Imgaery Collection, Exploitation, and Analysis	U
NGAI 8960.1	(U) Foreign Terminal Instrument Procedure Program	U
NI 8010.11	(U) NGA-Controlled Computer Network Connectivity at Contractor and Other Facilities	U
NI 8010.12	(U) Contractor-Owned Computer Processing of Non-Government information in NGA Spaces	U
NI 8010.14	(U) Password Administration	U
NI 8010.15	(U) Access to Removable Media Devices and File Transfers on NGA Information Systems	U
NI 8010.16	(U) Managing Compartmented and Sub-Compartmented Information on Sensitive Compartmented Information Systems	U
NI 8010.2	(U) Information System Security and Training	U
NI 8040.1	(U) Records and Information Life-Cycle Management	U
NI 8040.1 APP 1	(U) Appendix 1. 100 Series--Office Administrative Files	U
NI 8040.1 APP 10	(U) Appendix 10 1000 Series - Training Files	U

NI 8040.1 APP 11	(U) Appendix 11. 1100 Series--Communications Files	U
NI 8040.1 APP 12	(U) Appendix 12. 1200 Series--Logistics, Supply, Maintenance, and Transportation Files	U
NI 8040.1 APP 13	(U) Appendix 13. 1300 Series--Systems/Technology Files	U
NI 8040.1 APP 14	(U) Appendix 14. 1400 Series--Facilities Files	U
NI 8040.1 APP 15	(U) Appendix 15. 1500 Series--Inspector General Files	U
NI 8040.1 APP 2	(U) Appendix 2. 200 Series--Planning and Programming Files	U
NI 8040.1 APP 3	(U) Appendix 3. 300 Series--Budget, Finance, and Accounting Files	U
NI 8040.1 APP 4	(U) Appendix 4. 400 Series--Legal Services Files	U
NI 8040.1 APP 5	(U) Appendix 5. 500 Series--Security Files	U
NI 8040.1 APP 6	(U) Appendix 6. 600 Series--Human Resources Files	U
NI 8040.1 APP 7	(U) Appendix 7. 700 Series--Intelligence and Imagery Files	U
NI 8040.1 APP 8	(U) Appendix 8. 800 Series - Geospatial Files	U
NI 8040.1 APP 9	(U) Appendix 9. 900 Series--Safety, Health, and Environment Files	U
NI 8100.1	(U) Portable Electronic Devices	U
NI 8400.1	(U) Acquiring Information Technology Products	U
NI 8400.3	(U) Information Technology Investment Portfolio Management	U
NI 8410.1	(U) Implementation of Mobile Code	U
NI 8420.1	(U) TEMPEST, Control of Compromising Emanations	U
NI 8420.2	(U) Antivirus Response	U
NI 8420.3	(U) Controlled Interfaces for Systems and Networks	U
NI 8460.1	(U) Communications Security	U
NI 8470.3	(U) Use of Electronic Mail and Other Electronic Communications	U
NI 8900.1	(U) Information Resource Services	U
NI 8900.4	(U) The Intelligence Oversight Compliance and Awareness Program	U
NI 8910.1	(U) Identifying and Satisfying Geospatial Information Requirements	U
NI 8920.1	(U) Deployment Program	U
NI 8940.3	(U) Support to Exercises	U
NI 8940.4	(U) Requesting Unclassified Domestic Imagery	U
NI 8955.5	(U) Preparing NGA Web Pages	U