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Description of document: Office of the Director National Intelligence (ODNI) Update on the President's Daily Brief (PDB), February 2017

Requested date: 31-August-2017

Released date: 16-March-2018

Posted date: 18-June-2018

Source of document: FOIA Request
FOIA/Privacy Act Office
Office of the Director of National Intelligence (ODNI)
Washington, DC 20511
Fax: (703) 275-1299
Email: DNI-FOIA@dni.gov

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MAR 16 2018

Re: ODNI Case DF-2017-00390

This responds to your request dated 31 August 2017 (Enclosure 1), received in the Information Management Division of the Office of the Director National Intelligence (ODNI) on 1 September 2017. Pursuant to the Freedom of Information Act (FOIA) you requested **“a copy of any new guidelines for or memos regarding the preparation and formatting of the President's Daily Brief.”**

Your request was processed in accordance with the FOIA, 5 U.S.C. § 552, as amended. A search of our records located documents responsive to your request (Enclosure 2). As indicated on the documents, they were recently processed in response to another FOIA request. FYI, that case was processed thru litigation and you are being provided a copy of the documents as they were finally released. Some information warrants continued protection pursuant to the following FOIA exemptions:

- (b)(1), which applies to information that is currently and properly classified under Executive Order 13526, Section 1.4(c).
- (b)(3) applies to information exempt by statutes; the specific statutes applicable to this case are: 50 U.S.C. § 3024(m)(1), which protects, among other things, the names and identifying information of ODNI personnel; and 50 U.S.C. § 3024(i)(1), which protects intelligence sources and methods.
- (b)(5) protects privileged interagency or intra-agency information.
- (b)(6) applies to records which, if released, would constitute a clearly unwarranted invasion of the personal privacy of individuals.

In addition, the CIA has determined that some of their information must be withheld pursuant to FOIA exemptions (b)(3) and (b)(6). Exemption (b)(3) pertains to Section 6 of the Central Intelligence Agency Act of 1949, 50 U.S.C. § 3507, and/or Section 102A(i)(1) of the National Security Act of 1947, 50 U.S.C § 3024(i)(1).

If you have any questions, feel free to email our Requester Service Center at DNI-FOIA@dni.gov or call us at (301) 243-1499. You can also contact ODNI's FOIA Liaison at DNI-FOIA-Liaison@dni.gov.

Sincerely,


Sally A. Nicholson
Chief FOIA
Information Management Division

Enclosures

~~SECRET/NOFORN~~

~~(S//NF)~~ Update on the PDB, February 2017

~~(S//NF)~~ Thank you for your continued support and flexibility as we work together to support President Trump and his senior advisors. Below are some guidelines and best practices on the PDB that ODNI shared with the PDB Advisory Board.

~~(S//NF)~~ Content:

- (b)(3)(b)(1) [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- Limit acronym use please.
- (b)(1)(b)(3) [Redacted]
- [Redacted]

~~(S//NF)~~ Process:

- (b)(1)(b)(3) [Redacted]
- Please make **Background Notes** robust, including recent history on the evolution of the story.
- **Source attributions** remain an important element of PDB articles.
- (b)(1)(b)(3) [Redacted]
- [Redacted]

~~SECRET/NOFORN~~

From: (b) (3)
To:
Subject: FW: PDB Advisory Board Notes from our meeting last week
Date: Friday, September 01, 2017 1:33:06 PM
Attachments: PDB Advisory Board Feb 2017.docx

Classification: ~~SECRET//NOFORN~~

(b) (3) CIA

Very Respectfully,

(b) (3)

From: (b) (3)
Sent: Tuesday, February 14, 2017 1:00 PM
To: (b) (3) (b) (6)

(b) (3) (b) (6) ODNI & CIA

Subject: PDB Advisory Board Notes from our meeting last week

(b)(3) [Redacted]

All—

Sorry for the delay in sending out these notes from our PDB Advisory Board meeting last week. I hope you find them helpful.

(b)(3) [Redacted]

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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

Non-Responsive Record



(b)(3)



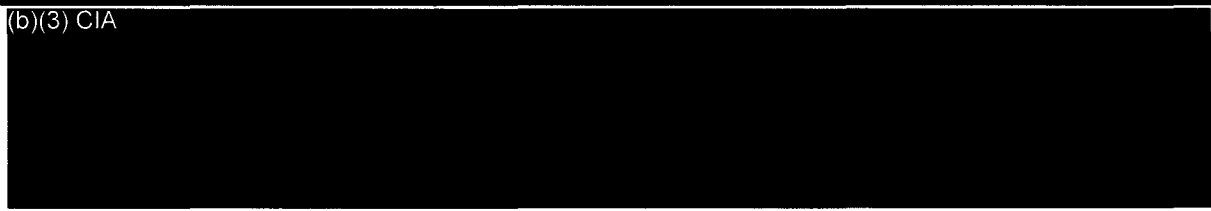
Subject: FW: Updates on the PDB

Importance: High

(b)(3)



(b)(3) CIA



(b)(3)



Non-Responsive Record



Regards,

(b)(3)

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Non-Responsive Record

A very large rectangular area of the document is completely redacted with a solid black fill, covering most of the lower half of the page.

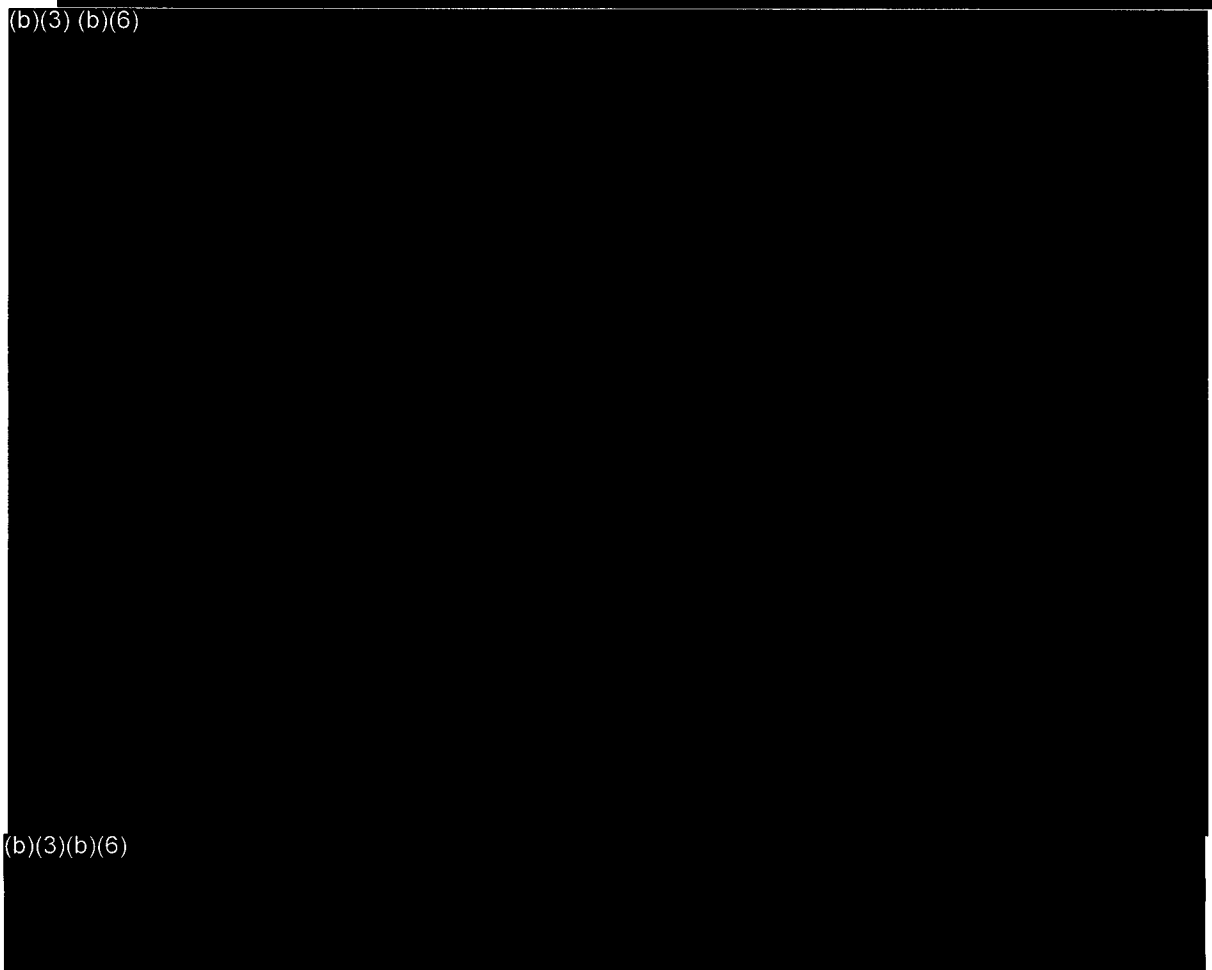
(b)(3)

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(b)(3)(b)(6)




(b)(3) (b)(6)



(b)(3)(b)(6)

(b)(3)(b)(6)



Subject: Updates on the PDB
Importance: High

(b)(3)




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First, I'd like to thank you and all your officers who have been amazing in helping us to get through the period between the election and the inauguration. As with every transition, we worked hard to get to know our newest customers while we continued our exceptional service to the Obama administration.

As we begin to serve President Trump, we will introduce some small changes to the PDB. Each administration is different in how, when, and what they want in their PDB, and as we obtain more feedback from our customers, we may introduce additional changes.

* Beginning Monday, the book will consist of three, one(ish)-page articles and a short Executive Update. The "ish" means we may allow a few of lines to float to a second page, but in general, we will hold pieces to one page.

(b)(1)(b)(3)



Non-Responsive Record



Non-Responsive Record



Please feel free to contact me with any questions!

(b)(3)



(b)(3)



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Classification: ~~SECRET//NOFORN~~

Non-Responsive Record



From: (b)(3)(b)(6) CIA

Sent: Thursday, January 12, 2017 5:34 PM

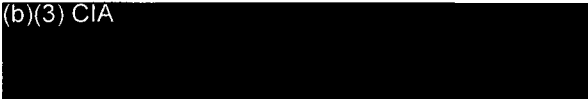
To: (b)(3) (b)(3) (b)(6) CIA

Cc: (b)(3) (b)(6) CIA

Subject: Updates to PDB (b)(3)

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA



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Hi (b)(3) and (b)(3)(6) CIA

(b)(5)



I will drop off a printout of the pdf tomorrow morning. (b)(3) would you mind printing out a copy of the PDF on the printers that the (b)(3) will use?

(b)(3)(b)(5)




A new set of restricted handling markings were developed for the PDB 4.0 print and tablet versions

to clarify handling instructions and meet compliance requirements for accessibility.

- **Consistency and Handling:** Handling markings in previous versions of the PDB have not been consistent in size, page placement, or labeling. These inconsistencies increase the time it takes the reader to identify the level of handling required. The new handling markings address these areas of concern without additional distraction. The new markings place handling instructions closer to the content to which they pertain, creating a stronger connection between the information. In addition, the location of the new marking permits seamless placement on subsequent pages, reinforcing the handling requirement throughout the article.
- **Accessibility:** The corner marking system poses accessibility problems for individuals with color blindness or visual impairments, as red is not an easily discernible color and the corner marking does not include a text-based alternative. The new handling markings establish clear information hierarchy and sets handling expectations up front. The association of the text with the stripe icons provides an additional way through which a reader with visual impairments can determine the required handling of the content.

Thank you!

(b)(3) (b)(6) CIA



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Classification: ~~CONFIDENTIAL//NOFORN~~

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Classification: ~~CONFIDENTIAL//NOFORN~~

From: (b)(3)
To: [Redacted]
Subject: FW: Minor updates FYSA
Date: Friday, September 01, 2017 2:04:02 PM

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA
[Redacted]

Very Respectfully,

(b)(3)
[Redacted]

From: (b)(3) & (b)(6) CIA
Sent: Wednesday, May 10, 2017 10:33 AM
To: (b)(3)(b)(6) CIA
Cc: [Redacted]
Subject: Minor updates FYSA

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA
[Redacted]

Briefers,

Non-Responsive Record
[Redacted]

Non-Responsive Record
[Redacted]

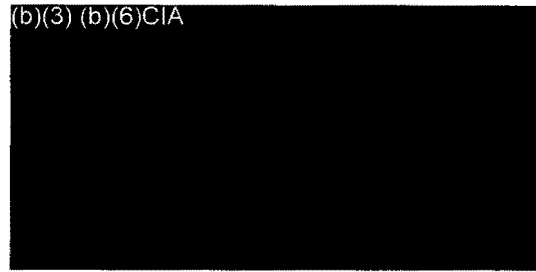
(b)(3)
[Redacted]

(b)(3)



Thanks and have a good rest of the week, (b)(3) (b)(6) CIA

(b)(3) (b)(6)CIA

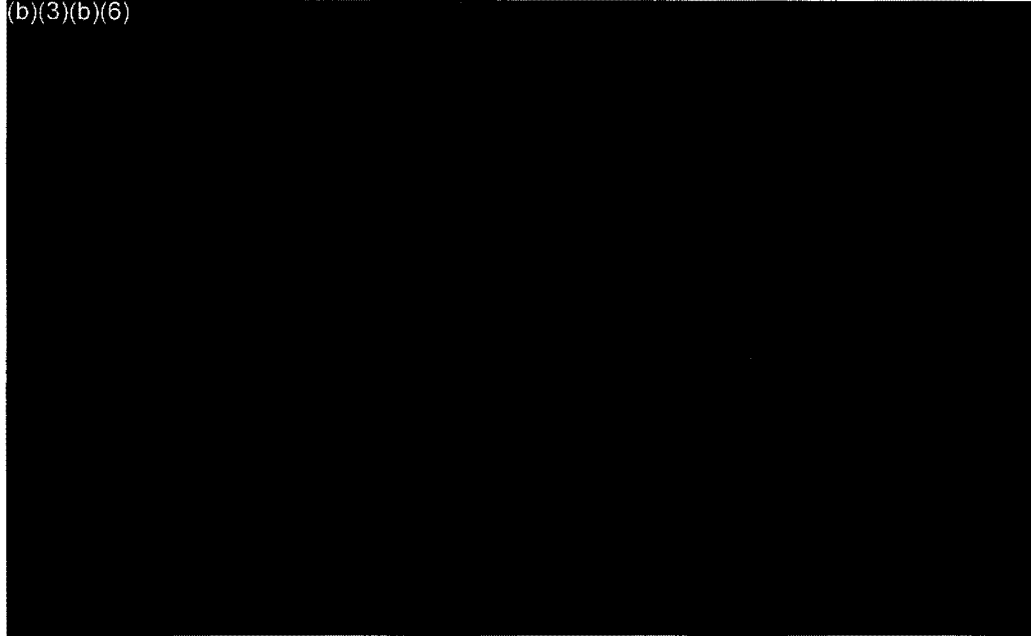


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Classification: ~~CONFIDENTIAL//NOFORN~~

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Classification: ~~CONFIDENTIAL//NOFORN~~

From:
To:

(b)(3)(b)(6)



Cc:

Subject: PDB Best Practices...please share with your workforce
Date: Tuesday, August 22, 2017 4:31:05 PM

Classification: ~~SECRET//NOFORN~~

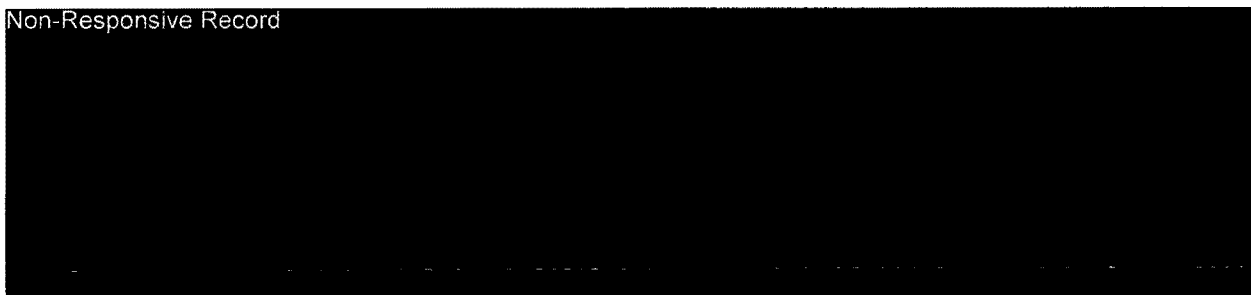
(b)(3)



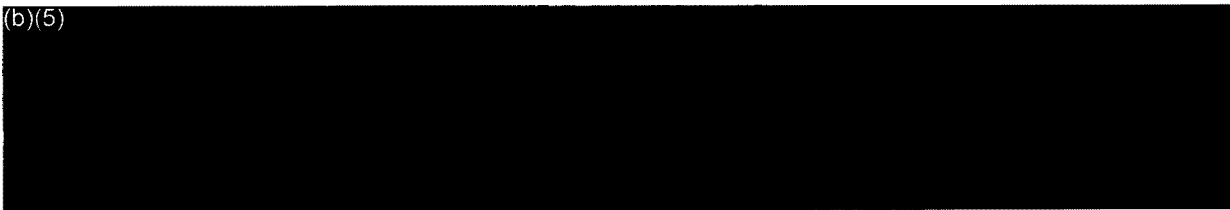
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Dear Colleagues,

I'm hoping that your summer is going well...it is NOT over yet! As we move toward fall, I thought it would be a good time to share some feedback from key customers about what is working and where we might seek to adapt to their needs. Please feel free to share this note widely among analysts and managers.

Non-Responsive Record





(b)(5)



(b)(5)



Format. We are not stuck with one paragraph and multiple tics IF the topic deserves a longer treatment. If you have two clear analytic judgments, you can use two paragraphs. (b)(5)



Visuals, visuals, visuals. It remains true that a picture is worth a thousand words. Too often we are asking for visuals in the very last stages of review; this limits our ability to generate sophisticated graphics. Assume that most pieces benefit from a visual. Try to limit the amount of text and give your graphic designer license to be creative in telling your story...you may be surprised. We are open to ideas for videos as well.

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Classification: ~~SECRET//NOFORN~~

CLASSIFIED DRAFT



President's Daily Brief
Memorandum for the Person's Title Goes Here

Thursday, 2 February 2017

(b) (3)

(b) (3)

Title Goes Here

Body Starts Here