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Source of document: Drug Enforcement Administration
Freedom of Information and Privacy Act Unit
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[DEA Freedom of Information Act \(FOIA\) Portal \(PAL\)](#)

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U.S. Department of Justice
Drug Enforcement Administration
FOIA and Privacy Act Unit
8701 Morrissette Drive
Springfield, VA 22152

June 4, 2024

Case Number: 20-00290-F

Subject: A copy of the current DEA Organization and Functions Manual

Sent via e-mail

This letter responds to your Freedom of Information Act/Privacy Act (FOIA/PA) appeal dated January 29, 2020, and the Department of Justice, Office of Information Policy appeal remand letter dated May 15, 2024, received by the Drug Enforcement Administration (DEA), FOIA/PA Unit, seeking access to information regarding the above subject.

Responsive records identified during the processing of your request will be released to you. The portions withheld are exempt from disclosure pursuant to subsections of the FOIA, 5 U.S.C. § 552, as referenced at the end of this letter. An additional enclosure with this letter explains these exemptions in more detail. Please be advised that for each of the exemptions cited, it is reasonably foreseeable that disclosure of the information withheld would harm the interests protected by these exemptions.

The rules and regulations of the DEA applicable to FOIA/PA requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register available to the public (see <https://www.ecfr.gov/current/title-28/chapter-I/part-16>).

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You may contact our FOIA Public Liaison at (571) 776-2300 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at ogis@nara.gov; telephone at (202) 741-5770; toll free at 1-877-684-6448; or facsimile at (202) 741-5769.

If you are not satisfied with DEA's determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <https://www.justice.gov/oip/submit-and-track-request-or-appeal>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact FOIA/PA Unit representative Lisa Tindal at (571) 776-3176 or via e-mail at lisa.d.tindal@dea.gov.

Sincerely,

AMBER Digitally signed
by AMBER
PORTER
PORTER

Amber Porter, Section Chief
FOIA & Information Law Section
Office of Chief Counsel
Drug Enforcement Administration

INTELLIGENCE DIVISION (NC)

1. Principal advisor to the Deputy Administrator on all matters pertaining to the formulation, direction, coordination, and management of DEA's worldwide drug intelligence and information exchange programs.
2. Directs and manages the DEA worldwide drug intelligence program in coordination with key headquarters and field operations elements. Provides advice and assistance to field offices regarding program direction.
3. Reviews operational and strategic drug intelligence input for the work plans and priority objectives of domestic and international field offices.
4. Determines short- and long-range drug intelligence requirements for DEA elements and direct activities and programs to fulfill such requirements. Directs the overall [redacted] [redacted] by identifying intelligence gaps and directing collection operations to provide the needed information.
5. Directs a continuing review of the overall U.S. drug intelligence effort to determine significant gaps and deficiencies in the collection, analysis, production, and dissemination of foreign and domestic drug intelligence data.
6. Participates, in coordination with other appropriate DEA elements, in studies of intelligence programs and activities to determine effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness, and suitability for implementation and application in the enforcement arena.
7. Acts as the program manager for the formulation of career development guidelines for all DEA Intelligence Analysts. Identifies and assesses technical training needs for those requiring specialized skills. Directs the assignment of Intelligence Analysts within delegated authority.

Management & Production Support Section (NCM)

1. Provides assistance, advice, and counsel to the Chief of Intelligence in identifying, formulating, implementing, and evaluating administrative programs within the range of the Intelligence Program's responsibilities. Responds to requests from the DEA Administrator, Chief of Intelligence, and other internal DEA elements for explanations of intelligence policies associated with budgetary, resource utilization, and publication activities.

2. Identifies and analyzes major policy issues that affect the Intelligence Division's budget, utilization of personnel resources, and intelligence production products. In accordance with DEA procedures, designs and coordinates the implementation strategies thereof.
3. Manages liaison with DEA offices worldwide regarding the utilization and administration of human intelligence resources. Also develops and maintains liaison relationships with internal and external offices regarding the budgetary process and its support of DEA's Intelligence Division.
4. Manages intelligence-related publications, assessments, studies, and reports, and disseminates these products to the law enforcement, military, and intelligence communities. Manages liaison with DEA offices worldwide on the creation and usage of these products.
5. Analyzes the impact of regulations governing Intelligence Program activities. Responds to Congressional requests and inquiries regarding intelligence-related policies and procedures.

Program Support Unit (NCMS)

1. Develops and maintains processes and procedures for the Intelligence Program directly associated with the utilization and administration of human resources.
2. Serves as the control point for all administrative issues. Coordinates and maintains liaison with DEA offices worldwide concerning the administration of performance work plans and associated career development programs.
3. Provides personnel support for Intelligence Program activities.
4. Conducts internal analyses and special studies of policies and procedures governing human resources and the utilization thereof. Utilizes findings and conclusions to determine the effectiveness and efficiency of these policies and procedures, and makes recommendations for improvement.
5. Develops Intelligence Division proposals for legislative initiatives, relating to the allocation of additional resources, to be considered by Congress. Responds to Congressional inquiries regarding personnel policies and procedures.
6. Formulates planning objectives, to ensure that projected staffing levels and congressionally allocated resources are adequate to support intelligence related activities.

Budget Unit (NCMB)

1. Coordinates and maintains budgetary processes and procedures for the Intelligence Division.
2. Serves as the control point for all budgetary/programmatic issues and requests for information from DOJ, OMB, and Congress.
3. Provides fiscal and procurement support for SFIP programs and coordinates liaison efforts with program managers throughout DEA.
4. Conducts internal analyses and special studies concerning budgetary matters. Utilizes findings and conclusions to determine the effectiveness and efficiency of Intelligence Division policies and procedures, and makes recommendations for improvement.
5. Develops Intelligence Division proposals for legislative initiatives relating to the fiscal process and associated funding, to be considered by Congress. Responds to Congressional inquiries regarding budgetary issues and utilization.
6. Formulates budget submissions for the Intelligence Program and coordinates liaison efforts with DEA's budget staff in ensuring projected allocations is sufficient to support intelligence related activities.
7. Audits the On-Board Staffing Report to ensure accuracy of assignment and payroll information for Intelligence Program positions. Coordinates with other designated Points of Contact when corrections to erroneous payroll information are necessary. Advises and coordinates with NCMS to correct any identified assignment discrepancies.
8. Prepares and tracks requests to update all Intelligence Program positions identified on the Headquarters, Domestic, and Foreign Tables of Organization (T/Os). Audits the T/O against requested changes to ensure accuracy.
9. Oversees and manages property management functions for the Intelligence Division. Manages and controls all personal property assigned to the Intelligence Division. Coordinates and oversees all property inventories. Maintains inventory systems and property records. Initiates property disposals and transfer requests.

Strategic Targeting Section (NCI)

Identify Significant drug trafficking targets and their support networks worldwide and provide actionable intelligence to assist enforcement elements in building prosecutions against these individuals and organizations. Working with DEA offices worldwide, NCI identifies processes, strategies, techniques, technologies, and critical targets that facilitate the effective functioning of global drug supply chains.

1. Develops intelligence targeting strategies focused on organizations involved in the production, transportation, and distribution of controlled substances and the laundering of illicit drug proceeds.
2. Provides comprehensive strategic targeting intelligence support for all facets of high priority drug and money laundering investigations.
3. Directs the collection, analysis, and dissemination of all-source strategic targeting intelligence.
4. Supports the development of strategic enforcement strategies focused on curbing the most significant drug trafficking/money laundering threats.
5. Reviews and responds to requests for strategic targeting support from other headquarters and field operation elements.
6. Conducts liaison and coordination with interagency counterparts to promote and facilitate the timely exchange of strategic targeting intelligence.
7. Provides guidance and develops “best practices” regarding strategic targeting methods and strategies in support of narcotics investigations for DEA and other agencies of the U.S. government.

Strategic Targeting Unit A (NCIA)

Provides targeting intelligence support to DEA enforcement operations worldwide. Identifies significant drug trafficking targets and their support networks and provides actionable intelligence to assist enforcement elements in building prosecutions against these individuals and organizations. Applies holistic approach to target analysis that entails identifying processes, strategies, techniques, technologies, and critical targets that facilitate the effective functioning of global drug supply chains.

1. Develops and manages intelligence targeting strategies focused on organizations engaged in the production, transportation, and distribution of controlled substances and the laundering of drug proceeds.
2. Provides intelligence targeting support to the highest priority DEA investigations, to include Priority Target Organization (PTO) investigations, Attorney General Exempted Operations (AGEO's), etc.
3. Collects, analyzes, and disseminates all-source intelligence in support of all facets of drug trafficking and money laundering investigations.
4. Produces comprehensive intelligence products pertaining to previously unknown drug trafficking and money laundering methodologies..
5. Performs liaison with other law enforcement and intelligence community agencies, to include participation in joint-agency working groups to address drug trafficking and illicit finance threats to the United States.
6. Identifies and develops new data sources to enhance the strategic targeting process.

Strategic Targeting Unit B (NCIB)

Provides targeting intelligence support to DEA enforcement operations worldwide. NCIB identifies significant drug trafficking targets and their support networks and provides actionable intelligence to assist enforcement elements in building prosecutions against these individuals and organizations. Working with DEA offices worldwide, NCIB applies a holistic approach to target analysis that entails identifying processes, strategies, techniques, technologies, and critical targets that facilitate the effective functioning of global drug supply chains.

1. Develops and manages intelligence targeting strategies focused on organizations engaged in the production, transportation, and distribution of controlled substances and the laundering of drug proceeds.
2. Provides intelligence targeting support to the highest priority DEA investigations, to include Priority Target Organization (PTO) investigations, Attorney General Exempted Operations (AGEO's), etc.
3. Collects, analyzes, and disseminates all-source intelligence in support of all facets of drug trafficking and money laundering investigations.

4. Produces comprehensive intelligence products pertaining to previously unknown drug trafficking and money laundering methodologies..
5. Performs liaison with other law enforcement and intelligence community agencies, to include participation in joint-agency working groups to address drug trafficking and illicit finance threats to the United States.
6. Identifies and develops new data sources to enhance the strategic targeting process.

Strategic Intelligence Section (NCT)

1. Manages DEA regional strategic intelligence resources and sets priorities to provide strategic intelligence support worldwide.
2. Provides strategic intelligence assessments, studies, reports, and estimates in support of DEA's intelligence mission.
3. Appraises strategic intelligence requirements and develops, maintains, and operates appropriate programs in support of the DEA mission.
4. Reviews and analyzes collection efforts in response to validated collection requirements, including collection efforts of Special Field Intelligence Programs.
5. Reviews requests for strategic intelligence support from Headquarters and field operations elements and coordinates the use of intelligence resources.
6. Develops procedures to facilitate interagency planning, scheduling, and logistics support for the development and production of interagency intelligence reports and estimates.
7. Manages intelligence programs responsible for the collection analysis, and product dissemination of selected drug data that assess drug availability and drug abuse worldwide.
8. Identifies collection requirements and intelligence gaps and collects, analyzes, and disseminates intelligence data in worldwide for integration into the overall DEA enforcement strategy.

9. Coordinates and conducts liaison with various DEA components and other law enforcement and intelligence agencies to foster and facilitate the exchange of drug-related strategic intelligence programs.
10. Provides guidance and direction to units under direct supervision regarding strategic priorities.

South America/Caribbean Strategic Intelligence Unit (NCTS)

1. Serves as area experts by maintaining up-to-date knowledge of counter drug issues in the regions of South American and the Caribbean to include drug production capabilities, drug flow, smuggling routes and methods, major trafficking groups, regional enforcement efforts, and Host Nation Counterpart counter narcotics efforts.
2. Prepares strategic intelligence assessments, frequently on short notice, summarizing and evaluating trends/significant events in drug availability and trafficking in South America and the Caribbean. These products include, but are not limited to, Intelligence Bulletins, Emerging Threat Reports, talking points, and briefing materials that are utilized by senior DEA officials, the DEA Office of Enforcement Operations, the DEA Office of Public and Congressional Affairs, DEA Domestic and Country Offices, and the counter drug intelligence community.
3. Conducts liaison with counterparts in various federal, state, local, and foreign agencies to foster and facilitate the exchange of drug-related strategic intelligence. Coordinates and reviews illicit crop and drug production estimates, trafficking trend studies, and seizure statistics with concerned agencies. Attends interagency and ad hoc working group meetings on issues concerning South America and the Caribbean.
4. Assists DEA Country Offices in South America and the Caribbean by providing information and analytical support.
5. Provides formal and informal briefings related to strategic intelligence functions. Briefings are provided to DEA officials, visiting foreign dignitaries, U.S. Government employees traveling overseas, and to representatives of Congress, the White House, and various U.S. Government agencies including the U.S. military. Provides materials and conducts briefings to DEA, state, local and foreign personnel attending training courses at the DEA Training Academy.
6. Identifies short and long-term strategic intelligence requirements. Identifies gaps in the intelligence received and deficiencies in the reporting. Implements procedures to ensure effective and timely intelligence collection and analysis.
7. Recommends and monitors intelligence collection programs to meet strategic intelligence needs in coordination with appropriate field and headquarters elements.

Europe/Asia/Africa Strategic Intelligence Unit (NCTE)

1. Serves as area experts by maintaining up-to-date knowledge of counter drug issues in the regions of Europe, Asia and Africa to include drug production capabilities, drug flow, smuggling routes and methods, major trafficking groups, regional enforcement efforts, and Host Nation Counterpart counter narcotics efforts.
2. Prepares strategic intelligence assessments, frequently on short notice, summarizing and evaluating trends/significant events in drug availability and trafficking in Europe, Asia and Africa. These products include, but are not limited to, Intelligence Bulletins, Emerging Threat Reports, talking points, and briefing materials that are utilized by senior DEA officials, the DEA Office of Enforcement Operations, the DEA Office of Public and Congressional Affairs, DEA Domestic and Country Offices, and the counter drug intelligence community.
3. Conducts liaison with counterparts in various federal, state, local, and foreign agencies to foster and facilitate the exchange of drug-related strategic intelligence. Coordinates and reviews illicit crop and drug production estimates, trafficking trend studies, and seizure statistics with concerned agencies. Attends interagency and ad hoc working group meetings on issues concerning Europe, Asia and Africa.
4. Assists DEA Country Offices in Europe, Asia and Africa by providing information and analytical support.
5. Provides formal and informal briefings related to strategic intelligence functions. Briefings are provided to DEA officials, visiting foreign dignitaries, U.S. Government employees traveling overseas, and to representatives of Congress, the White House, and various U.S. Government agencies including the U.S. military. Provides materials and conducts briefings to DEA, state, local and foreign personnel attending training courses at the DEA Training Academy.
6. Identifies short and long-term strategic intelligence requirements. Identifies gaps in the intelligence received and deficiencies in the reporting. Implements procedures to ensure effective and timely intelligence collection and analysis.
7. Recommends and monitors intelligence collection programs to meet strategic intelligence needs in coordination with appropriate field and headquarters elements.

Mexico/Central America Strategic Intelligence Unit (NCTM)

1. Serves as area experts by maintaining up-to-date knowledge of counter drug issues in the regions of Mexico and Central America to include drug production capabilities, drug flow, smuggling routes and methods, major trafficking groups, regional enforcement efforts, and Host Nation Counterpart counter narcotics efforts.
2. Prepares strategic intelligence assessments, frequently on short notice, summarizing and evaluating trends/significant events in drug availability and trafficking in Mexico and Central America. These products include, but are not limited to, Intelligence Bulletins, Emerging Threat Reports, talking points, and briefing materials that are utilized by senior DEA officials, the DEA Office of Enforcement Operations, the DEA Office of Public and Congressional Affairs, DEA Domestic and Country Offices, and the counter drug intelligence community.
3. Conducts liaison with counterparts in various federal, state, local, and foreign agencies to foster and facilitate the exchange of drug-related strategic intelligence. Coordinates and reviews illicit crop and drug production estimates, trafficking trend studies, and seizure statistics with concerned agencies. Attends interagency and ad hoc working group meetings on issues concerning Mexico and Central America.
4. Assists DEA Country Offices in Mexico and Central America by providing information and analytical support.
5. Provides formal and informal briefings related to strategic intelligence functions. Briefings are provided to DEA officials, visiting foreign dignitaries, U.S. Government employees traveling overseas, and to representatives of Congress, the White House, and various U.S. Government agencies including the U.S. military. Provides materials and conducts briefings to DEA, state, local and foreign personnel attending training courses at the DEA Training Academy.
6. Identifies short and long-term strategic intelligence requirements. Identifies gaps in the intelligence received and deficiencies in the reporting. Implements procedures to ensure effective and timely intelligence collection and analysis.
7. Recommends and monitors intelligence collection programs to meet strategic intelligence needs in coordination with appropriate field and headquarters elements.

(b)(7)(E)

OFFICE OF NATIONAL SECURITY INTELLIGENCE (NN)

1. Oversees three major functions necessary for its integration into the Intelligence Community (IC): [redacted] all-source analysis; and, liaison with IC members.

(b)(7)(E)

2. Produces, analyzes, and/or disseminates criminal intelligence on the foreign and domestic aspects of drug production and trafficking as it relates to foreign intelligence and counter-terror related information; and, coordinates with other agencies with responsibilities in those areas.

(b)(7)(E)

3. [redacted]

(b)(7)(E)

4. [redacted]

(b)(7)(E)

5. Reviews IC information for strategic and other value to DEA and disseminates that information to relevant DEA components, through a protocol designed to protect both the integrity of the IC information and the efficacy of the Law Enforcement operations.

(b)(7)(E)

6. Liaison personnel assigned to work with the various IC collections requirements committees, [redacted] and the [redacted]

(b)(7)(E)

7. Liaison personnel will carry out the responsibilities of NN's membership in the IC by participating in a number of IC boards and committees.

(b)(7)(E)

8. Liaison personnel assigned to key IC agencies, to include the National Security Agency (NSA), National Counterterrorism Center, Terrorist Screening Center, as well as the National Security Council are responsible for facilitating communications on IC matters between their assigned agencies and NN. They will represent NN in other agency circles, and keep NN and Intelligence Division leadership informed on policy developments in the assigned agency. They will be expected to sit on an ad hoc basis as the NN representative at meetings which may be called at the assigned agencies where permanent representatives from NN have not yet been named.

(b)(7)(E)

9. [redacted]


Requirements and Production Section (NNC)

1. Performs collection management by developing a collection plan that will focus DEA intelligence assets.
2. Responds to national level taskings and requirements from the Office of the Director of National Intelligence (ODNI).
3. Responds to IC agency's requests for information.
4. Develops DEA intelligence requirements [redacted] (b)(7)(E)
5. Acquires information that satisfies the intelligence requirements of DEA. (b)(7)(E)
6. [redacted]
7. Produces analytical products on topics relevant to national security topics.
8. Manages and maintains the DEA Special Compartmented Information Facility (SCIF).
9. Provides and maintains SCI communications connectivity between DEA and its partner agencies.
10. Evaluates reporting from the IC and determines relevance to the DEA mission.

Collection Requirements Unit (NNCC)

1. Develops and supports an internal CTMS, including personnel and technical systems, to formalize and manage the DEA requirements process. (b)(7)(E)
2. [redacted]
3. Responds to national level requests for information from the ODNI.
4. Responds to other IC agency requests for information
5. Provides DEA requests for information to the IC.

Collection Management Unit (NNCM)

1. 
2. Produces analytical products on topics relevant to national security issues
3. Supports tactical requests for information tasked by DEA executive management.
4. Produces a daily classified briefing book for the DEA Chief of Intelligence.
5. Manages and maintains the DEA SCIF.
6. Provides and maintains SCI communications connectivity between DEA and its partner agencies.
7. Coordinates intelligence reporting between DEA and the IC.

Analysis & Production Section (NNP)

1. Serves as the central point for the dissemination of DEA intelligence products to all partners (LE and IC)
2. Serves as the senior editor for DEA intelligence products and ensures that all intelligence products meet the established standards prior to release.
3. Manages the DEA websites on Merlin and JWICS.
4. Coordinates the development and dissemination of DEA analytical products to the IC and other partners, to include DEA contributions to the Presidents Daily Brief, National Intelligence Estimates and other interagency IC process.
5. Represents NN on IC groups and committees related to analysis, productions and information sharing standardization.

Analysis Unit (NNPA)

1. Produces analytical products on topics relevant to national security issues.
2. Reviews and edits proposed DEA finished intelligence products for consistency with Analytical Standards (as applicable to DEA) and other analytical tenets.
3. Coordinates the development and dissemination of DEA analytical products to the IC and other partners, to include DEA contributions to the Presidents Daily Brief, National Intelligence Estimates, and other interagency IC processes.

Production Unit (NNPP)

1. Provides production support for DEA Headquarters and field analytical and intelligence publications, and other DEA intelligence products such as maps, graphs, charts, etc.
2. Coordinates the graphics for all intelligence products that are disseminated to the IC.
3. Provides production and graphics support to other DEA elements as appropriate.

(b)(7)(E)

Intelligence Community Integration Section (NNI)

1. Carries out responsibilities of NN's IC membership by participating in certain IC Boards and Committees, to include: 

(b)(7)(E)

2. Carries out responsibilities of NN related to Intelligence Community enterprise management to include: planning, policy developments and community management.
3. Serves as the principal point of contact for outside agencies to coordinate requests for access to DEA information, offices or personnel in support of interagency activities.

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

4. Serves as DEA's Intelligence Community Joint Duty Program manager. Manages DEA personnel assigned externally to other Intelligence Community Agencies to include:

(b)(7)(E)

[Redacted]

(b)(7)(E)

Hosts representatives from other IC agencies assigned to NN.

(b)(7)(E)

[Redacted]

(b)(7)(E)

In addition, hosts, representatives from other IC agencies assigned to DEA offices, Currently there is a representative from the

(b)(7)(E)

DEA's Special Operations Division and a representative from the [Redacted] assigned to the Office of Training.

5. Coordinates training and education with the DEA Office of Training and Intelligence Community elements. Participates on IC training and education boards to include:

(b)(7)(E)

[Redacted]

6. Manages NN participation in national emergency management programs and activities.

7. Provides support to ADICT and coordinates DEA participation in ADICT projects.

(b)(7)(E)

8.

[Redacted]

9. Oversees coordination efforts with the National Intelligence Council.

OFFICE OF SPECIAL INTELLIGENCE (NS)

Provides operational and tactical intelligence support to drug trafficking investigations coordinated by the multi-agency Special Operations Division (SOD). Provides, through SOD, field and Headquarters offices with detailed and comprehensive analysis of international and national communication structures used by major drug trafficking organizations, as well as drug related financial and/or terrorist organizations, in the conduct of their illegal activities. This includes, primarily, support to ongoing investigations, and identification of previously unknown communication networks used by traffickers and their related criminal enterprises.

Program Support Unit (NSAU)

1. Provides administrative support to the Office of Special Intelligence in the functional areas of budget, contracting, procurement, security, property management, space management, supply, travel, mailroom operations, and related support functions.
2. Evaluates requests for services, initiates and processes the required paperwork, and ensures actions are taken in accordance with DEA policies and procedures.
3. Reviews and makes recommendations for the implementation of new policies and procedures based on the needs of the organization.
4. Provides advice to Section and Unit Chiefs, identifying and resolving administrative problems and issues guidance detailing procedures and priorities for accomplishing the most significant and/or recurring administrative actions.
5. Provides assistance in developing budget requests, options for the allocation of assigned budget and methods for monitoring expenditures throughout the fiscal year.
6. Provides advice on the preparation of detailed budget estimates, justification statements, and furnishes prior year financial data as required.
7. Oversees the planning, development, performance, and administration of all security programs, to include Personnel Security, Physical Security, Information Security, and Security Education and Training for the Program including active and pending contract actions and coordinates plans for futures contracting activities.
8. Provides administrative oversight for the allocating and monitoring the funding for recurring and new requirements.

Investigative Support Section (NSI)

1. Provides analytical support to drug trafficking investigations, as well as drug money laundering and drug related terrorism investigations, supported by the Special Operations Division (OS).
2. Collects, analyzes, and disseminates intelligence information developed within OS.
3. Coordinates the dissemination of other law enforcement agency and intelligence community information in support of ongoing investigations.
4. Acts as liaison between NS and OS in the development of analytical methods to effectively target command and control communications of major drug trafficking organizations.
5. Researches and develops operational lead information obtained from the Intelligence Community to enhance DEA operations worldwide.
6. Works closely with DEA's Office of National Security Intelligence (NN) to ensure worldwide drug and terrorism intelligence available at OS is appropriately shared with members of the Intelligence Community and Homeland Security Community.

Counter Narco-Terrorism Operations Center (CNTOC) Intelligence Support Unit (NSIC)

1. Provides analytical support to, and manages the operations in, the SCIF at Special Operations Division (OS).
2. Identifies intelligence requirements and collects, collates, analyzes, and disseminates all source information, to include Sensitive Compartmented Information (SCI) related to special activities and sensitive operations. Manages the operations of the Sensitive Compartmented Information Facility (SCIF).
3. Serves as the focal point and interface between DEA and the Intelligence Community, bridging the gap between DEA enforcement operations and the Intelligence Community efforts.

Latin America, Columbia, & Caribbean Intelligence Support Unit (NSIL)

1. Identifies major cocaine and heroin drug trafficking organizations operating from Latin America and the Caribbean.
2. Provides investigative intelligence support, by concentrating on the communication devices of the above organizations, in the form of case analysis, telephone toll/pen analysis, and specific investigative leads on major cocaine and heroin traffickers. The analysis takes place in support of specific Consolidated and Regional Priority Organization Target Investigations. This support requires specialized analytic expertise, focusing on the time-sensitive exploitation of the telecommunications networks.
3. Conducts liaison with other Federal, State, local and international law enforcement agencies, as required, for the preparation of investigations.
4. Provides intelligence support to the OCDETF Fusion Center (OFC) by coordinating the flow of information between participating agency field offices and the OFC. Analysts are responsible not only for reviewing information contained within OFC products and disseminating final OFC products to field elements, but are also responsible for deconflicting intelligence provided in OFC products through liaison and the use of specialized OS computer databases. In addition, analysts conduct continual liaison with field offices in order to serve as a focal point for the dissemination of OS-related leads to all OCDETF Fusion Center agency field offices.

Mexico, Canada, & Central America Intelligence Support Unit (NSIA)

1. Identifies major cocaine, heroin, methamphetamine and marijuana drug trafficking organizations operating from Mexico and Central America.
2. Provides investigative intelligence support, by concentrating on the communication devices of the above organizations, in the form of case analysis, telephone toll/pen analysis, and specific investigative leads on major cocaine and heroin traffickers. The analysis takes place in support of specific Consolidated and Regional Priority Organization Target Investigations. This support requires specialized analytic expertise, focusing on the time-sensitive exploitation of the telecommunications networks.
3. Conducts liaison with other Federal, State, and Local law enforcement agencies, as required, for the preparation of investigations.

4. Provides intelligence support to the OCDETF Fusion Center (OFC) by coordinating the flow of information between participating agency field offices and the OFC. Analysts are responsible not only for reviewing information contained within OFC products and disseminating final OFC products to field elements, but are also responsible for deconflicting intelligence provided in OFC products through liaison and the use of specialized OS computer databases. In addition, analysts conduct continual liaison with field offices in order to serve as a focal point for the dissemination of OS-related leads to all OCDETF Fusion Center agency field offices.

Bi-Lateral and Terrorism Investigations Intelligence Support Unit (NSIT)


1. Provides regular investigative intelligence research and analysis support including gathering information from various sources, checking data against DEA systems, analyzing results using acquired expertise, and disseminating findings in various formats.
2. Conducts intelligence analyst duties typical of most other DEA field intelligence analysts. These duties include: issuing administrative subpoenas; participating in source debriefings and defendant proffers; providing investigative intelligence research and analysis support; assisting in processing defendants and evidence; exploiting all types of seized documents; analyzing T-III data; charting Penlink and i2 data; writing official DEA Reports of Investigation and other investigative forms; coordinating with prosecutors and preparing investigative materials for trial; and testifying in court in support of investigations.
3. Travels as required in support of NSI OSN operations.
4. Works with all DEA Intelligence Offices and Sections to ensure that relevant national security intelligence is shared expeditiously.

Europe, Asia & Africa Intelligence Support Unit (NSIE)

1. Evaluates requirements and develops strategies which target Consolidated and Regional Priority Targets, and other high level drug trafficking organizations.
2. Analyzes information and intelligence to identify new drug trafficking organizations and their drug nexus to other organizations and investigations.
3. Examines information and intelligence, and determines its relevance and value to ongoing investigations of regional, national, and international drug trafficking organizations.
4. Uses intelligence information to identify crossovers with other law enforcement cases and SOD operations; as well as to identify possible new targets for investigation.

5. Prepares classified reports that identify members of drug trafficking organizations, their associates, and methods and means of trafficking and money laundering.
6. Serves as liaison with Special Operations Division Staff Coordinators, Intelligence units, and the Department of Justice to prevent disclosure of sensitive or classified intelligence.
7. Provides analytical support to the Europe, Asia, and African Section. Identifies major cocaine, heroin, marijuana, and dangerous drug trafficking organizations operating from Europe, Asia, and Africa.
8. Provides investigative intelligence support by concentrating on the communication activities of the above organizations in the form of case analysis, telephone toll/pen analysis, and specific investigative leads on major drug trafficking organizations. The analyst takes place in support of specific Consolidated and Regional Priority Organization Target Investigations. This support requires specialized analytic expertise, focusing on the time-sensitive exploitation of the telecommunications networks.
9. Provides intelligence support to OFC by coordinating the flow of information between participating agency field offices and the OFC. Analyst are responsible not only for reviewing information contained within OFC products and disseminating final OFC products to field elements, but are also responsible for de-conflicting intelligence provided in OFC products through liaison and the use of specialized OD computer databases. In addition, analysts conduct continual liaison with field offices in order to serve as a focal point for the dissemination of OS-related leads to all OCDETF Fusion Center Agency Field Offices.

Diversion & Internet Intelligence Support Unit (NSII)

- (b)(7)(E)
1. Provides analytical support to OS sponsored investigations involving use of the Internet by drug trafficking organizations to communicate and distribute drugs.
 2. 
 3. Supports the DEA Office of Training with internet-related training programs specific to intelligence programs and serves as a point of contact for field intelligence groups regarding Internet investigative support questions.

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- 4. Supports the Pharmaceutical and Chemical Internet Interception Coordination Section (OSI) by providing case coordination and de-confliction of [redacted] to ensure that multi-jurisdiction, multi-nation, and multi-agency investigations and prosecutions have the greatest disruptive impact on targeted organizations.

Operational Support Section (NSO)

- 1. Reviews and manages the production of investigative/operational intelligence products targeting drug trafficking organizations, as well as drug related financial and/or terrorist organizations, in support of requests by the Special Operations Division.
- 2. Reviews and validates requests for investigative intelligence support and coordinates the utilization of the intelligence data.
- 3. Directs the analysis of all source intelligence and pertinent drug law enforcement data to identify major drug trafficking organizations, key personnel, and methods of operation while working closely with the subordinate units to ensure that the intelligence products developed fulfill enforcement/investigative needs.

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Operational Analytical Units A (NSOA), B (NSOB), C (NSOC) and T (NSOT)

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- 1. Performs analysis of investigative, intelligence, and commercial information [redacted]
- 2. Collects, collates, and analyzes all sources of information related to major violators' [redacted] Additionally, these units produce intelligence products identifying [redacted] networks that transcend normal drug or geographical investigations.

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Operations Unit (NSOO)

- 1. Reviews requests for investigative intelligence support and ensures investigative/operational requests are valid and assigned.
- 2. Maintains an electronic file of intelligence products produced by Operational Units and ensures the identification of commonalties among drug trafficking and related criminal organizations.

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- 3. Manages the production of short term, quick turnaround intelligence products identifying [redacted] criminal organizations. Additionally, this unit identifies and refers to the [redacted] areas of existing gaps.

Technical Support Section (NST)

- 1. Oversees technical management of all systems/applications within the Office of Special Intelligence (NS).
- 2. Ensures the availability of state-of-the-art computer hardware and software systems/applications that support NS operations.
- 3. Conducts strategic, operational, and tactical planning relating to the technical growth of the NS systems/applications.
- 4. Reviews system and operational needs and develops new requirements for NS system/application enhancements.
- 5. Establishes comprehensive methods for project review, problem identification and resolution, and approving the change control methodology, and responding to all IT related requirements to include but not limited to Certification and Accreditation, Capital Asset Plans, Earned Value Management, contract management, property and budget.

- 6. The Technical Support Section oversees technical management of the [redacted]

Data Administration Unit (NSTA)

- 1. Administers all aspects of system databases within the Office of Special Intelligence.
- 2. Controls all technical aspects of the Database Management System (DBMS), including installation, configuration, performance, and conducting backup and recovery of databases.
- 3. Directs the development and operation of all databaseloading routines and performs analysis and design of all new database loading routines.

4. Controls data security and access to project databases.

Systems Administration & Development Unit (NSTB)

1. Manages all aspects of the systems administration and help desk of the systems/applications within NS.
2. Provides technical support for all of installed commercial off the shelf software (COTS) and monitors the logistics efforts required to maintain and enhance production systems.
3. Designs the future direction of hardware and networking development for the Office of Special Intelligence.
4. Provides troubleshooting and timely responses to remedy user problems which includes providing maintenance support to custom software applications and developing new requirements.
5. Controls all system security and access to systems/applications.

Research Development Unit (NSTD)

1. Responsible for all software development, systems engineering, systems exploitation, and training of systems/applications within NS.
2. Designs changes and incorporates new requirements, such as new workstation applications, additional databases, and architectural and networking enhancements.
3. Analyzes current and future operational processes in support of hardware and software architectural upgrades including performing initial evaluations of potential hardware and software upgrades.
4. Maintains existing source code for all analyst and data processing applications.
5. Adds new database sources, improves system performance, and integrates new COTS and tailored software when necessary.
6. Monitors flow of analyst queries [redacted] as well as the results returned. This process includes reprioritizing queries, maintaining a query archive, and translating textual queries into database query language for execution.

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7.

Merlin Project Unit (NSTM)

1. Administers all aspects of the Merlin Project within the Office of Special Intelligence.
2. Controls all technical aspects of the Merlin Project, including installation, tech refresh, configuration, and performance.
3. Conducts system administration and operation activities to maximize system up time of the Merlin system.
4. Coordinates engineering activities in an effort to improve Merlin and meet new requirements as they are identified.
5. Administers all aspects of classified subsystems, which include CAPS, M2K, and DEA Secure IT Communications.

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Data Management Section (NSD)

1.

2. Researches and identifies additional sources of information that may enhance the overall NS mission. Responsible for keeping abreast of emerging technologies and regulatory matters that impact upon the Office of Special Intelligence mission.

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3. Interacts extensively with the Operational Support Section (NSO) to gather requirements [redacted] Coordinates with the Technical Support Section (NST) to ensure smooth and efficient uploads of data.
4. Performs strategic duties to enhance targeting [redacted] as well as assist program managers in resource and programmatic decision-making.
5. Acts as the central processing point for all data and advancing technology issues that enable the sophisticated analyses performed by the Office of Special Intelligence.

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Data Collections Unit (NSDC)

1. Manages the overall collection of data for use by the Office of Special Intelligence.

2. [Redacted]

3. Analyzes current communications systems, and keeps abreast of emerging technologies within the industry.

4. [Redacted] and serves as the initial point of contact for liaison with federal, state, and local law enforcement agencies.

5. [Redacted]

Data Management Unit (NSDM)

1. Writes and maintains scripts, filters, and programs required to transfer, load, and process data from multiple source systems for use by the Office of Special Intelligence, DEA, and other law enforcement systems.

2. Serves as the primary point of contact regarding [Redacted]

3. Provides extensive evaluations of new data sources to determine content, integration requirements, and overall value.

4. Develops and maintains technical processes (including quality control mechanisms) used to extract, format, and standardize raw data to transform it into useable intelligence information.

5. Creates statistical and other reports to provide senior management with critical information necessary for effective decision-making.

Data Development Unit (NSDD)

1. Responsible for all aspects of data development, including data structures, access strategies and data codification consistent with NS management and mission requirements.
2. Serves as the primary point of contact regarding specific data development issues.
3. Provides extensive evaluations of new data sources to determine content, integration requirements, and overall value.
4. Develops and maintains technical processes (including quality control mechanisms) used to extract, format, and standardize raw data to transform it into useable intelligence information.
5. Creates statistical and other reports to provide senior management with critical information necessary for effective decision-making.
6. Responsible for program-wide information engineering; assessing data analysis software tools; and development of logical systems to facilitate data processing, handling, and integration.

Documentation Exploitation Section (NSE)

1. Reviews, prioritizes and assigns requests for NSE document and media exploitation (Domex) support by DEA and other OCDETF member agencies worldwide.
2. Reviews and manages Domex missions to exploit information obtained during the course of priority operations worldwide.
3. Directs the Domex analysis to identify major drug trafficking organizations, key personnel, and methods of operation while working closely with the subordinate units to ensure that the intelligence products developed fulfill enforcement/investigative needs.
4. Provides technical support to NSE operations and maintains the Domex network infrastructure.
5. Oversees the oversight and supervision of the contract staff supporting NSE.

6. Maintains liaison with the interagency community on issues related to document and media exploitation.

Document/Media Exploitation Unit A (NSEA)

1. Provides real-time or expedited triage and analysis of seized documents in order to immediately identify perishable or time-sensitive information.
2. Analyzes documents and media in support of priority investigations as assigned to identify documents and information that meet identified Priority Intelligence Requirements as defined by the requestor.
3. Ensures that the information obtained during the analysis is populated into Law Enforcement Agency (LEA) systems.
4. Prepares customized analytical products to be used in a variety of investigative and judicial forums.
5. Maintains daily oversight of the NSEA staff and contract personnel located in Merrifield, Virginia, Atlanta, Georgia and Salt Lake City, Utah

Document/Media Exploitation Unit B (NSEB)

1. Provides real-time or expedited triage and analysis of seized documents in order to immediately identify perishable or time-sensitive information.
2. Analyzes documents and media in support of priority investigations as assigned to identify documents and information that meet identified Priority Intelligence Requirements as defined by the requestor.
3. Ensures that the information obtained during the analysis is populated into LEA systems.

4. Prepares customized analytical products to be used in a variety of investigative and judicial forums.
5. Maintains daily oversight of the NSEB staff and contract personnel located in Merrifield, Virginia, El Paso and Houston, Texas.

Document/Media Exploitation Unit C (NSEC)

1. Provides real-time or expedited triage and analysis of seized documents in order to immediately identify perishable or time-sensitive information.
2. Analyzes documents and media in support of priority investigations as assigned to identify documents and information that meet identified Priority Intelligence Requirements as defined by the requestor.
3. Ensures that the information obtained during the analysis is populated into LEA systems.
4. Prepares customized analytical products to be used in a variety of investigative and judicial forums.
5. Maintains daily oversight of the NSEC staff and contract personnel located in Merrifield, Virginia, Phoenix, Arizona and San Diego, California.

OFFICE OF INTELLIGENCE WARNING, PLANS AND PROGRAMS (NW)

The mission is to enhance DEA's efforts to impact the illicit drug threat facing the United States and other nations and protect our national security by leveraging foresight, planning, and special programs to support enduring law enforcement missions and prepare for future challenges.

NW Vision Statement

A highly skilled and integrated team of law enforcement, intelligence, and national security professionals that provides warning, identifies and exploits opportunities, and delivers overwhelming advantage to DEA and our mission partners.

Functions

- Monitor and provide relevant reporting on illicit drug activity worldwide;
- Recognize dangerous drug trafficking trends and patterns as they emerge;
- Identify and highlight drug trafficking activities and situations globally whose consequences could have significant or adverse effects and which may or may not necessarily be apparent;
- Identify collection requirements; develop mitigation strategies for collection gaps and guide activities and programs to fulfill those requirements;
- Review and recommend intelligence collection programs to the DEA Chief of Intelligence as they pertain to new or emerging drug activity worldwide;
- Deliver daily Significant Enforcement Activity Reports (SEAR) in a timely manner that provides insight into enforcement operations;
- Alert decision-makers to imminent drug threats and or threatening drug activities;
- Communicate timely and accurate intelligence judgments and estimates regarding illicit drug threats to U.S. national security and national security policy interests;
- Provide U.S. policymakers with accurate, persuasive and timely drug intelligence that is forward looking;
- Provide support to "national level drug intelligence consumers" that allows them to understand the complex illicit geostrategic drug environment;

- Support the Joint Interagency Task Force South (JIATF-S) and Deputy Assistant Secretary for Defense, Counter-narcotics effort to include assisting in the establishment of additional Tactical Analysis Teams;
- Develop, codify, evaluate and refine DEA intelligence and information sharing programs in support of DEA objectives;
- Conduct liaison with federal law enforcement and intelligence agencies, and other government, private sector, and foreign counterparts to enhance investigative and strategic intelligence collection, research and analysis, and other support to DEA programs;
- Serve as the Intelligence Division point-of-contact for strategic and operational planning, coordinating committees, and interagency task forces and governmental organizations on matters pertaining to the DEA Intelligence Program;
- Coordinate and facilitate, in coordination with agency wide elements, special studies, reviews, and position papers for the Chief of Intelligence on matters pertaining to agency wide functions, specific programs, and resources that execute DEA mission and support operations.

Liaison Section (NWL)

The mission is to enhance DEA's efforts to impact the illicit drug threat facing the United States and other nations and protect our national security by leveraging foresight, planning, and special programs to support enduring law enforcement missions and prepare for future challenges. A highly skilled and integrated team of law enforcement, intelligence, and national security professionals that provides warning, identifies and exploits opportunities, and delivers overwhelming advantage to DEA and our mission partners.

Intelligence Plans & Programs Section (NWP)

Enhance DEA's efforts to impact the illicit drug threat facing the United States and other nations and protect our national security by leveraging foresight, planning, and special programs to support enduring law enforcement missions and prepare for future challenges. In addition, a

highly skilled and integrated team of law enforcement, intelligence, and national security professionals that provides warning, identifies and exploits opportunities, and delivers overwhelming advantage to DEA and our mission partners.

Strategy & Plans Unit (NWPP)

NWPP serves as the Intelligence Division point-of-contact for strategic and operational planning, coordinating committees, and interagency task forces and governmental organizations on matters pertaining to the DEA Intelligence Program. NWPP conducts liaison with federal law enforcement and intelligence agencies, and other government, private sector, and foreign counterparts to enhance investigative and strategic intelligence collection, research and analysis, and other support to DEA programs. NWPP coordinates and facilitates, in coordination with agency wide elements, special studies, reviews, and position papers for the Chief of Intelligence on matters pertaining to agency wide functions, specific programs, and resources that execute DEA mission and support operations.

Program Development Unit (NWPD)

NWPD develops, codifies, evaluates and refines DEA intelligence and information sharing programs in support of DEA objectives. NWPD manages the National Drug Pointer Index (NDPIX), Web-NDPIX, National Virtual Pointer System (NVPS), Operation Fountainhead, Highway Interdiction Deconfliction Endeavor (HIDE), and License Plate Reader (LPR) Programs and provides support to the activities of the NVPS Coordinating Committee.

Functions

- Develop, codify, evaluate and refine DEA intelligence and information sharing programs in support of DEA objectives;
- Conduct liaison with federal law enforcement and intelligence agencies, and other government, private sector, and foreign counterparts to enhance investigative and strategic intelligence collection, research and analysis, and other support to DEA programs;
- Serve as the Intelligence Division point-of-contact for strategic and operational planning, coordinating committees, and interagency task forces and governmental organizations on matters pertaining to the DEA Intelligence Program;
- Coordinate and facilitate, in coordination with agency wide elements, special studies, reviews, and position papers for the Chief of Intelligence on matters pertaining to agency wide functions, specific programs, and resources that execute DEA's mission and support operations;
- Conduct liaison with state and local law enforcement agencies on intelligence-related issues in order to develop and maintain a close working relationship and to enhance the exchange of information and coordination between DEA and its state and local counterparts;
- Respond to identified intelligence gaps by coordinating short and long-term intelligence efforts by other agencies, in concert with DEA and national drug intelligence priorities, to address those gaps;
- Develop policies and procedures on DEA intelligence matters relating to interagency cooperative efforts;
- Interact with other DEA elements to ensure that the development of non-intelligence policies reflect, complement, or parallel intelligence policy objectives;
- Manage conferences and seminars relating to Intelligence Program objectives;
- Brief, prepare staff papers and briefings on all functional areas as required;
- Manage the conduct of ad hoc programs, to include the annual Intelligence Managers Conference and the Intelligence Professional Development Series;
- Serve as the focal point for the Intelligence Program strategy development and implementation process.

Indications & Warnings Section (NWW)

The Indications & Warning Section produces strategic warning drug intelligence that will identify emerging threats at all levels of the drug traffic. Manage the DEA sciencebased drug cultivation, production, and indicator programs; Herion Domestic Monitor Program, Heroin Signature Program, and Operation Breakthrough. Analyze the data collected from available drug indicator and cultivation/production programs, law enforcement operations/investigations, and other intelligence sources and forecast shifts and changes in drug activity. Manages the STRIDE data analysis project and produces quarterly assesments of drug price and purity trends. Expand and enhance database applications to facilitate strategic intelligence collection, reporting, analysis, and dissemination.

Program Development Unit (NWPD) , Operations Breakthrough Unit (NWWB), Domestic Strategic Intelligence Unit (NWWD), Domestic Indicator Programs Unit (NWWI), Threat Analysis & Reporting Unit (NWWP)

Manages DEA intelligence resources and sets priorities to provide strategic warning intelligence in support of enforcement operations.

Identifies collection requirements and guides activities and programs to fulfill requirements.

Reviews and recommends intelligence collection programs to the Deputy Assistant Administrator for Intelligence as they pertain to any new or emerging drug activity worldwide.

Manages intelligence programs responsible for the collection. Statistical analyses, and product dissemination of selected drug data, which assess druc cultivation/production and domestic availability. Manages annual budgets for science-based programs. Evaluates collection methodology, manges analyses and dissemination of data, and facilitates the exchange of such information with appropriate agencies. Provides advice and assistance to field offices regarding program direction.

Manages production of short and long-term reports forecasting new drug threat activity, new drugs of abuse, availability, and trafficking trends.

Coordinates and conducts liaison with other law enforcement and intelligence agencies to foster and facilitate exchange of information from science-based intelligence programs.

Manages web-based strategic intelligence collection, analysis, and reporting systems.

Manages the STRIDE data analysis project and produces quarterly assessments of drug price and purity trends.