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INTERIM REQUIREMENTS INSTRUCTION #1

1 February 1990

I. (U) PURPOSE To provide interim instructions for the submission of requirements.

II. (C) REQUIREMENT FORMAT

ORIGINATOR: Enter the originating headquarters or agency and organizational office symbol.

TO: Enter the outer wrap address according to current SWP Security Instructions.

CLASSIFICATION: Enter the appropriate classification according to current SWP Security Instructions and content of information in the requirement.

SUBJECT: SWP Special Collection Requirement (U)

1. REQUIREMENT SERIAL NUMBER: (Your trigraph)-(one up number)-(year). For example: HDA-0001-90. Your trigraph is:
_____.

2. STATEMENT OF REQUIREMENT: State in narrative terms what you want to know.

3. EVENT/TIP-OFF: State in narrative terms what event, activity, or information need supports this requirement. If the event hasn't happened, state when you estimate it will happen.

4. JUSTIFICATION: State in narrative terms what you expect to gain from the information or how will it help your mission.

5. KEY DATA:

a. List the Target(s). Provide for each:

- (1) A target name.
- (2) Target location (if known).
- (3) If location is known, the nearest geographic coordinates or address (city is OK, street address is better).
- (4) If target is a personality, any special identifying information or photograph.

CLASSIFIED BY: DAMI-PO
DECLASSIFY ON: OADR

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b. Amplifying Information. Provide any information that may help narrow collection to your target(s) of interest.

6. CONTACT INFORMATION: Point of contact for this requirement and telephone number.

III. (U) CLASSIFICATION RESTRICTIONS

a. (C) Unless absolutely necessary, requirements should not contain or mention SWP Special Access Program material.

b. (C) No other classification restriction applies to these requirements, that is, a requirement may contain SCI or other compartmented materials provided that it is properly marked and forwarded through the channels and means that the SCI or other compartmented program requires. If an unusually restrictive caveat is used, call the SWP Project Officer and notify him that a requirement is forthcoming and identify in what channel the requirement will be forwarded.

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