



*Intelligence*

**REQUEST FOR INFORMATION AND PRODUCTION  
REQUIREMENT PROCEDURES**

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This instruction establishes policy and procedures for managing requests for information (RFI) and production requirements within United States Transportation Command (USTRANSCOM). This instruction applies to USTRANSCOM Intelligence Directorate (TCJ2), Operations and Plans Directorate, Strategy, Policy, Programs, and Logistics Directorate, Command, Control, Communications and Computer Systems Directorate, and the intelligence directorates and unit intelligence personnel (where applicable) of USTRANSCOM component commands and subordinate units. Refer recommended changes and questions about this instruction to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

## **SUMMARY OF REVISIONS**

This revision updates office codes and references, and adds the Joint Enabling Capabilities Command to the definition of USTRANSCOM.

**1. Reference and Supporting Information.** References and related publications, abbreviations, acronyms, and terms used in this pamphlet are listed in attachment 1.

### **2. General:**

**2.1.** Intelligence support is a function of command. All commanders at all echelons are responsible for ensuring their staffs and subordinate elements receive intelligence support necessary for mission accomplishment. Each organizational echelon must make a reasonable effort to obtain or produce the intelligence it requires. Higher headquarters must provide intelligence support when it is beyond the capabilities of the organic resources of lower echelons.

**2.2.** The primary focus of the Joint Intelligence Operations Center – Transportation (JIOC-TRANS) is intelligence support to Commander USTRANSCOM and staff, USTRANSCOM component commands, and the Department of Defense at large.

**2.3.** For the purpose of this instruction, an RFI is defined as any request for information that fills an intelligence gap. All RFIs must be validated through a three step process: 1 – research existing information to see if the answer already exists, 2 – determine whether or not JIOC-TRANS is capable of answering the RFI, and 3 – assign the RFI to an analysis center.

**2.4.** Requests for established products should be made directly to the producer, their representative, or through the command's dissemination manager.

### **3. Organization:**

**3.1.** The Senior Requirements Manager is located within the Operations Requirements Branch (TCJ2-OR) in the JIOC-TRANS and is responsible for managing the flow of requirements into and out of the command via the Community On-Line Intelligence System for End Users and Managers (COLISEUM).

**3.2.** The TCJ2-OR mission, with regard to RFI management, is to ensure incoming RFIs generated by theater and national assets are answered in a timely manner and outgoing RFIs are correctly formatted and assigned to the responsible analysis center.

### **4. Procedures:**

#### **4.1. Normal Procedures:**

**4.1.1.** The preferred method for submitting an RFI to JIOC-TRANS is COLISEUM. Other methods of submission are acceptable based on the source and complexity of the RFI. Offices without access to COLISEUM may submit an RFI via Secret Internet Protocol Router Network e-mail (tcj2rfi@ustranscom.smil.mil); the Joint Worldwide Intelligence Communications Systems e-mail (wcstl\_tcj2rfi@dodis.ic.gov); or message traffic (PLAD: CDR USTRANSCOM INTEL CELL SCOTT AFB IL//TCJ2-OR//). RFIs not submitted through COLISEUM will be submitted via RFI format provided in Attachment 2. Telephonic RFIs are discouraged because they do not provide a document trail.

**4.2. Crisis Procedures:** The above Policies and Procedures apply as modified below.

**4.2.1.** Due to the increased urgency in tracking crisis related RFIs to completion, TCJ2-OR will closely monitor COLISEUM, e-mail in-boxes, and message traffic to ensure RFIs are addressed soonest. RFIs with a suspense of less than two weeks must be followed up with a phone call to TCJ2-OR. Additional points of contact can be found at:

[http://www.intelink.sgov.gov/wiki/Portal:JIOC-TRANS\\_OPS\\_REQUIREMENTS\\_Branch](http://www.intelink.sgov.gov/wiki/Portal:JIOC-TRANS_OPS_REQUIREMENTS_Branch)

**4.2.2.** Validating and answering a crisis-related RFI in a timely manner requires full understanding of the RFI. It is imperative persons submitting a crisis related RFI via the form in

Attachment 2 answer the required elements. Incomplete RFIs cause unnecessary delays in the process by requiring TCJ2-OR to coordinate with the requester for missing information.

**4.2.3.** When feasible, responses to a crisis-related RFI will be provided directly to the requester. An information copy of the response will be provided to TCJ2-OR so the RFI can be closed out. Information copies of responses will also be provided to all intermediate headquarters or organizations. RFI responses will be provided via the chain of command when it is impractical to provide answers directly to the requester.

**4.3.** Exercise Procedures: RFI procedures for exercises are the same as those for crises except that organizations outside of USTRANSCOM may be simulated.

**4.4.** At no time will concern for proper request procedures be permitted to delay communication of critical intelligence.

DARYL R. HANCOCK  
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Director of Intelligence

**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References**

*Defense Intelligence Analysis Program Management Guidance*

DOD-0000-151C-99, *Department of Defense Intelligence Production Program: Requirements Management*

Joint Publication (JP) 2.0, *Joint Intelligence*

JP 2-01, *Joint and National Intelligence Support to Military Operations*

**Abbreviations and Acronyms**

COLISEUM - Community On-Line Intelligence System for End Users and Managers

JIOC-TRANS - Joint Intelligence Operations Center – Transportation

RFI - Request for Information

TCJ2 - USTRANSCOM Intelligence Directorate

TCJ2-OR - Operations Requirements Branch

USTRANSCOM - United States Transportation Command

**Terms**

**USTRANSCOM** - Includes the Military Surface Deployment and Distribution Command, Air Mobility Command, Military Sealift Command, and Joint Enabling Capabilities Command.

