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and research of John Greenewald, Jr., creator of:

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OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
WASHINGTON, DC 20511

John Greenwald  
27305 W. Live Oak Road  
Suite #1203  
Castaic, CA 91384

MAR 16 2018

Re: ODNI Case DF-2017-00392

Dear Mr. Greenwald:

This responds to your request dated 1 September 2017 (Enclosure 1), received in the Information Management Division of the Office of the Director National Intelligence (ODNI) on 5 September 2017. Pursuant to the Freedom of Information Act (FOIA) you requested **“any new or updated guidelines or for any/all memos regarding the preparation and formatting and creating 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](mailto: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](mailto:DNI-FOIA-Liaison@dni.gov).

Sincerely,



Sally A. Nicholson  
Chief FOIA  
Information Management Division

Enclosures

Enclosure 1

DF-2017-00392

**From:** John Greenewald <john@greenewald.com>  
**Sent:** Friday, September 01, 2017 3:07 PM  
**To:** DNI-FOIA  
**Subject:** FOIA REQUEST



To whom it may concern,

This is a non-commercial request made under the provisions of the Freedom of Information Act 5 U.S.C. S 552. My FOIA requester status as a "representative of the news media." I am a freelance television producer often working on documentaries related to my FOIA requests, my work is commonly featured throughout major news organizations, and I freelance writer for news sites as well. Examples can be given, if needed.

I prefer electronic delivery of the requested material either via email to john@greenewald.com, FAX 1-818-659-7688 or via CD-ROM or DVD via postal mail. Please contact me should this FOIA request should incur a charge.

I respectfully request a copy of records, electronic or otherwise, of the following: any new or updated guidelines or for any/all memos regarding the preparation and formatting and creation of the President's Daily Brief. Please note that I limit this request to records during Calendar Year 2016 and 2017.

Thank you so much for your time, and I am very much looking forward to your response.

Sincerely,

John Greenewald, Jr.  
27305 W. Live Oak Rd.  
Suite #1203  
Castaic, Ca. 91384  
FAX 1-818-659-7688

Sincerely,

**John Greenewald, Jr.**  
**Owner/Founder**  
**The Black Vault**  
<http://www.theblackvault.com>

**Toll Free:** (800) 456-2228  
**International:** 1 (818) 655-0474  
**Fax:** (818) 659-7688

**Mailing Address:**  
The Black Vault  
27305 W. Live Oak Rd., Suite 1203  
Castaic, CA 91384-4520

Enclosure 2

~~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)
- 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

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**Classification:** ~~SECRET//NOFORN~~

(b)(3) CIA

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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)



All—

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

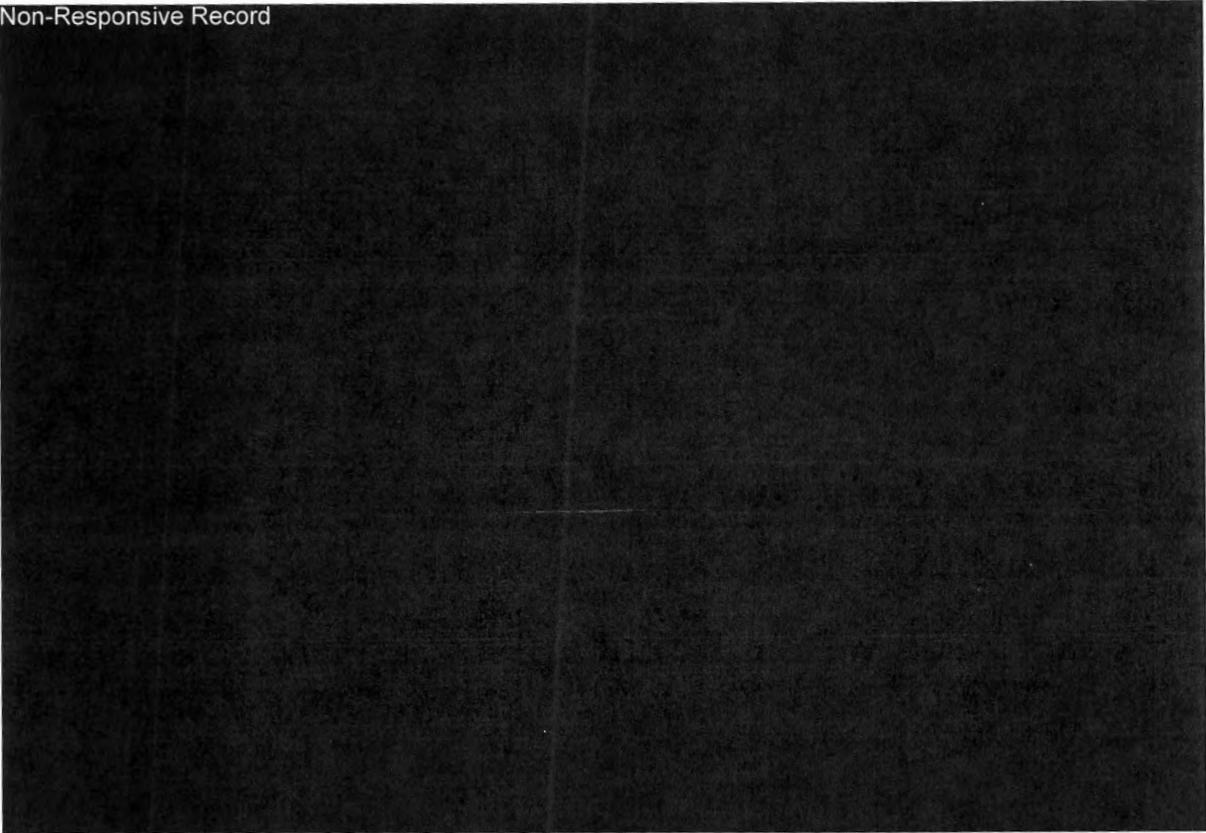
(b)(3)



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Classification: ~~SECRET//NOFORN~~

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Classification: ~~SECRET//NOFORN~~

Non-Responsive Record



(b)(3)



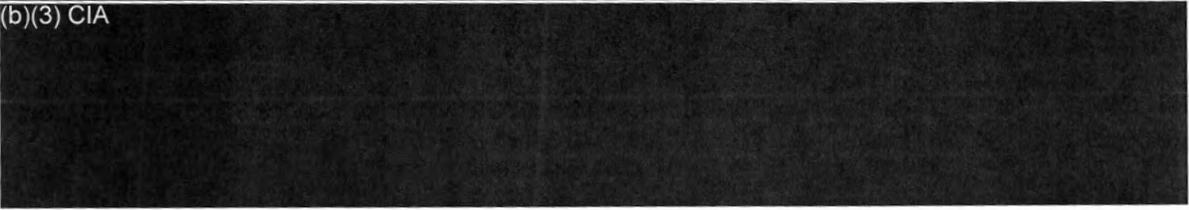
**Subject:** FW: Updates on the PDB

**Importance:** High

(b)(3)



(b)(3) CIA



(b)(3)

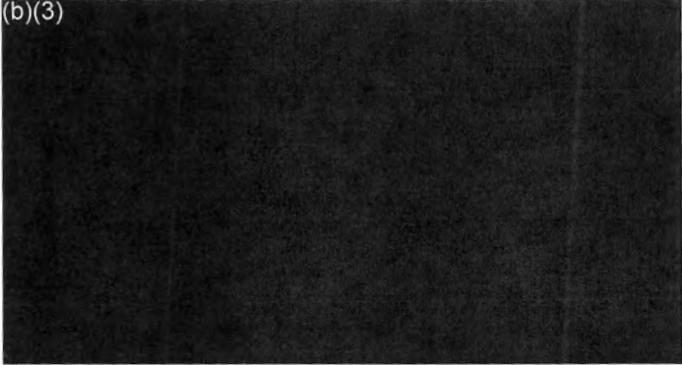


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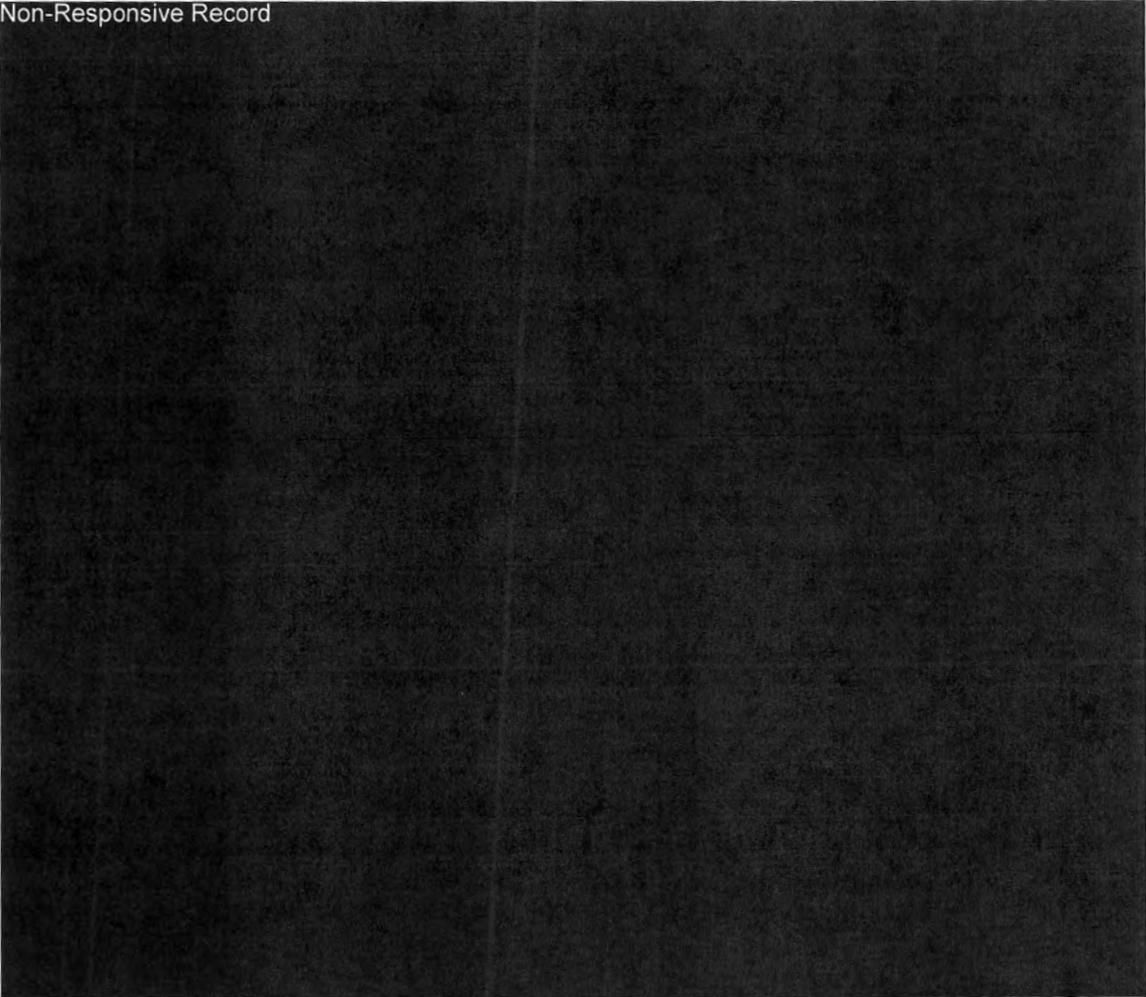


Regards,

(b)(3)

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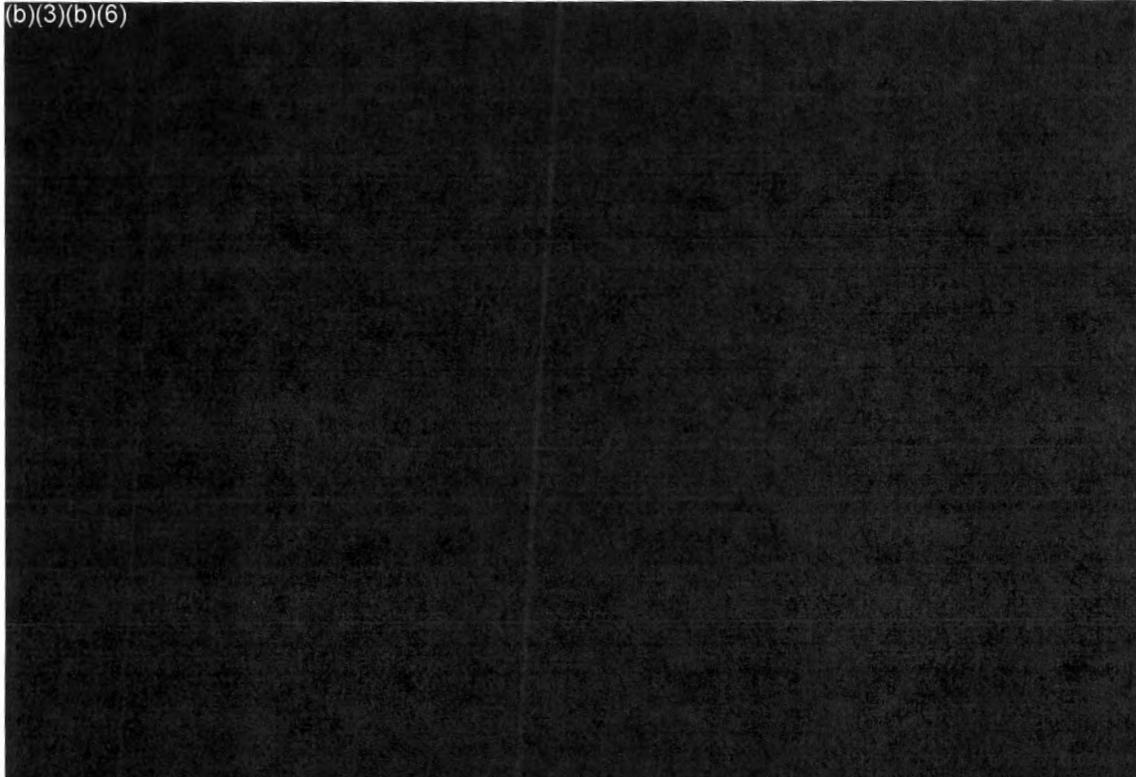
Non-Responsive Record

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(b)(3)

A small horizontal rectangular area at the bottom left of the page is redacted with a solid black fill.

(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)



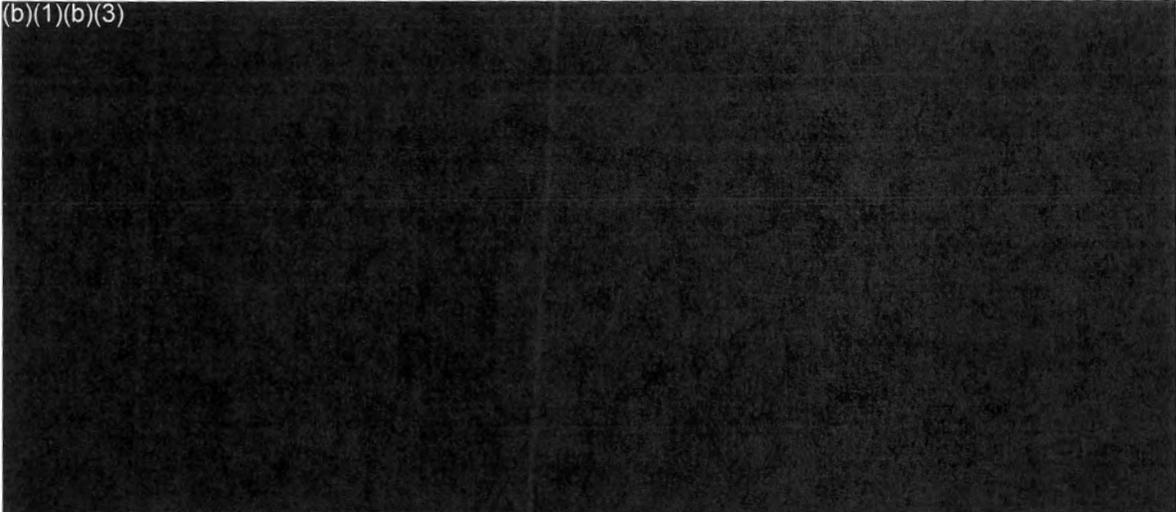
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First, I'd like to thank you and all your officers who have been amazing in helping us to get through the period between the election and the inauguration. As with every transition, we worked hard to get to know our newest customers while we continued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

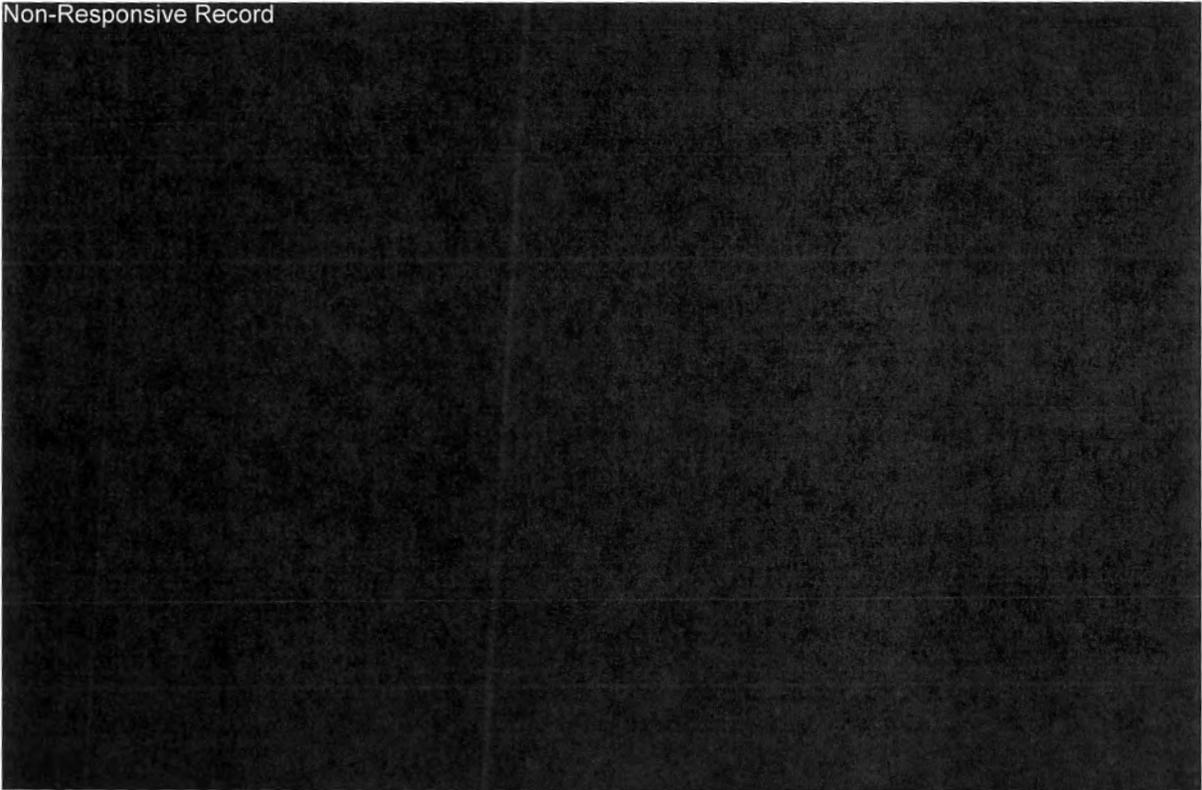
As we begin to serve President Trump, we will introduce some small changes to the PDB. Each administration is different in how, when, and what they want in their PDB, and as we obtain more feedback from our customers, we may introduce additional changes.

\* 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.

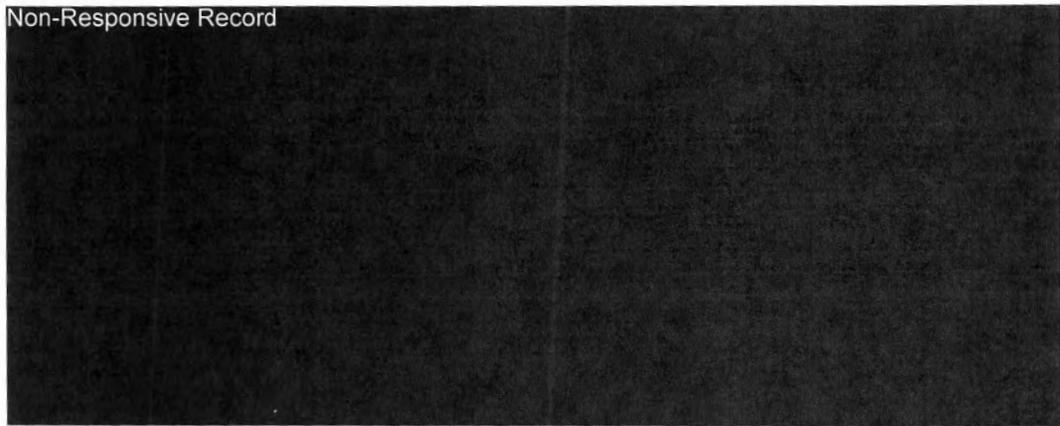
(b)(1)(b)(3)



Non-Responsive Record

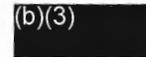


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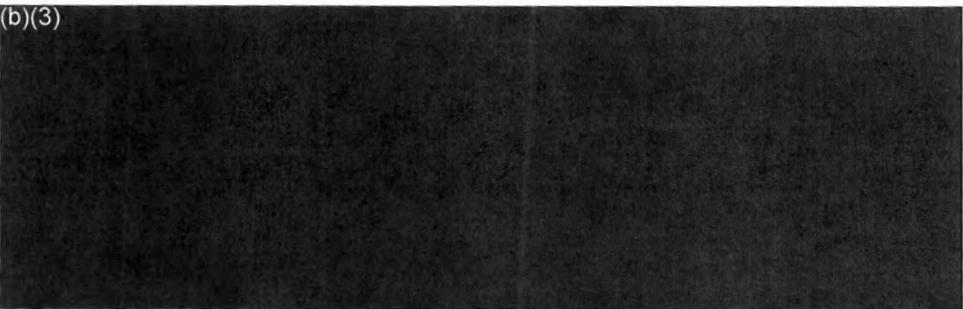


Please feel free to contact me with any questions!

(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  
[Redacted]

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

(b)(5)  
[Redacted]

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)  
[Redacted]

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:**  
**Subject:** FW: Minor updates FYSA  
**Date:** Friday, September 01, 2017 2:04:02 PM

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Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

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Very Respectfully,

(b)(3)

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

**Sent:** Wednesday, May 10, 2017 10:33 AM

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

**Cc:**

**Subject:** Minor updates FYSA

Classification: ~~CONFIDENTIAL//NOFORN~~

(b)(3) CIA

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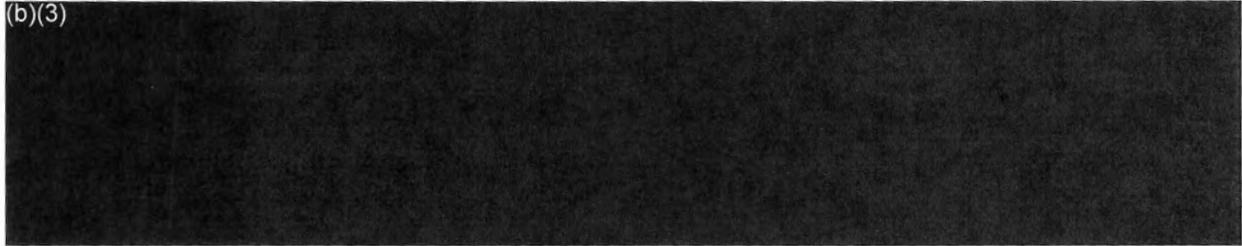
Briefers,

Non-Responsive Record

Non-Responsive Record

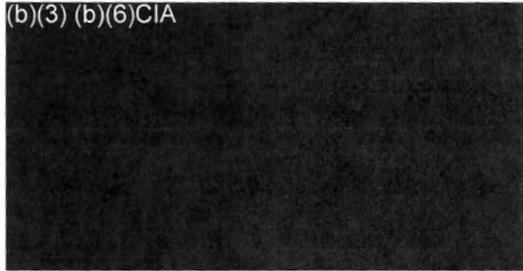
(b)(3)

(b)(3)



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

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

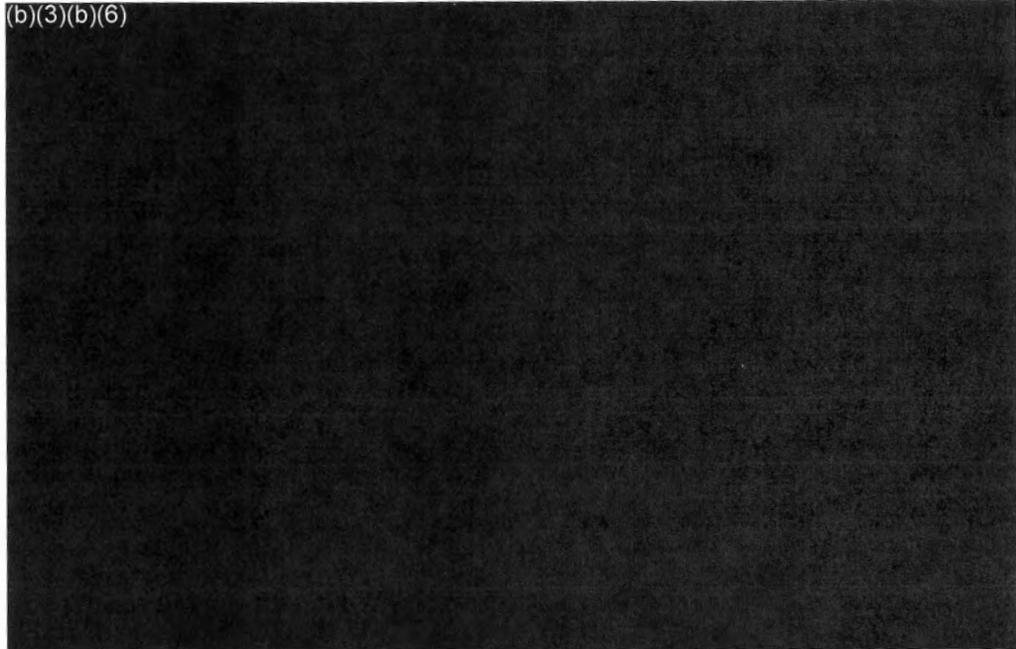


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Classification: ~~CONFIDENTIAL//NOFORN~~

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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

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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.

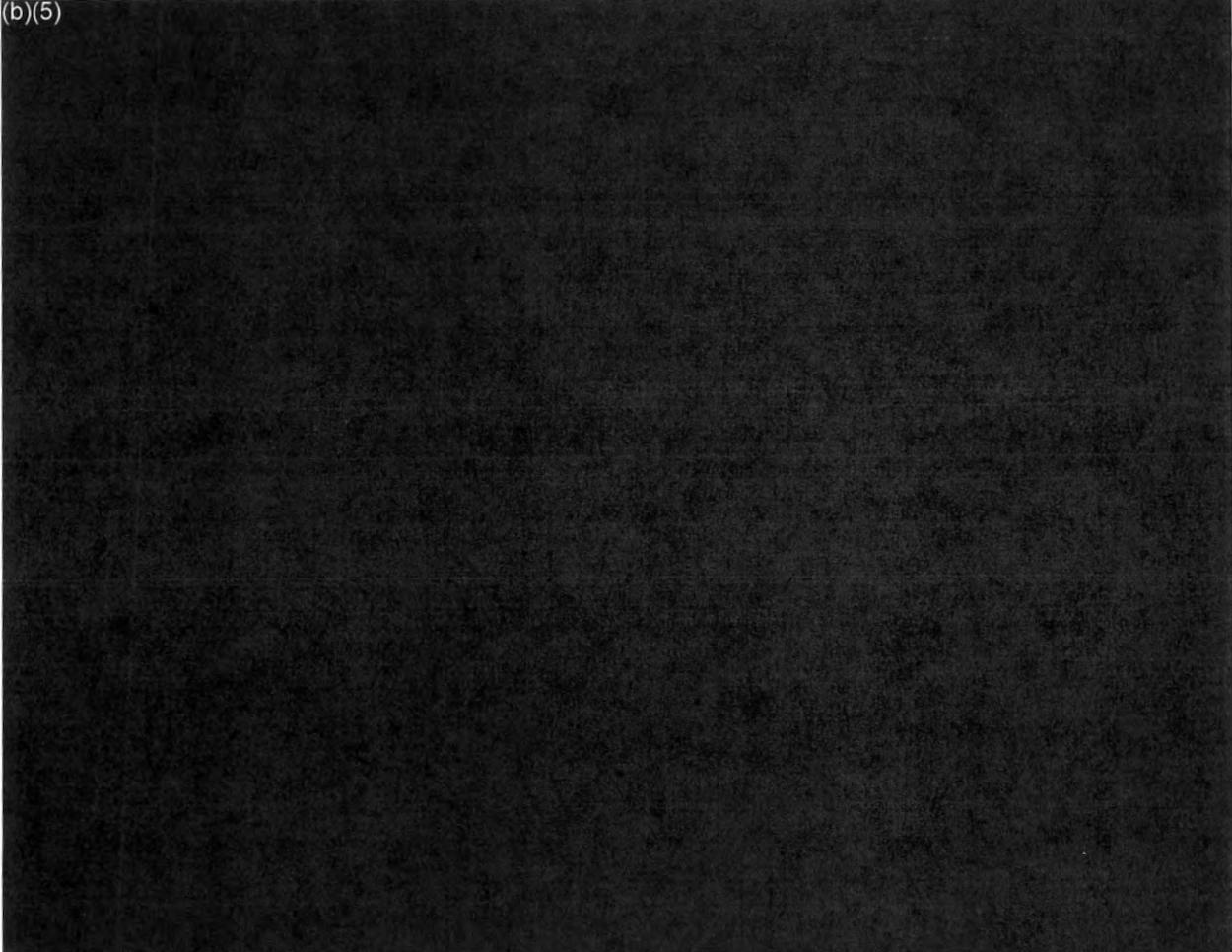
Non-Responsive Record



(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~~



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**