

Canadian SIGINT Operations Instruction CSOI-3-2

Handling of DNI [REDACTED]

[REDACTED] Failure Notifications

Last Updated:
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SIGINT

TOP SECRET//COMINT//CEO

Canada

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1. Introduction

- 1.1 Objective** These instructions outline CSEC's roles, responsibilities and procedures to be followed in [REDACTED] failure notifications. These notifications are issued [REDACTED] DNI [REDACTED] DNI [REDACTED] an Expertise Request must be completed manually.
-
- 1.2 Authority** This Canadian SIGINT Operations Instruction is issued under the authority of the CSEC Deputy Chief, SIGINT.
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- 1.3 References**
- CSEC OPS-1
 - CSEC OPS-3-1
 - [REDACTED] User Guide Version 1.7, dated 4 June 2007

1.4 Context

Targeting of DNI strong selectors to Canadian [REDACTED] collection systems may result in the interception and collection of information confirming the [REDACTED]. Those strong selectors which are targeted in order to intercept DNI [REDACTED] must meet the same requirements as any other form of DNI targeting (i.e., only foreign entities believed to be located outside Canada are targeted). This information, or DNI [REDACTED] may provide [REDACTED] with an [REDACTED] opportunity which lasts [REDACTED]. DNI [REDACTED] are forwarded to the [REDACTED].

[REDACTED] If the IP address is identified as being foreign, then it has passed the test. A message is automatically generated and forwarded to [REDACTED] for further action.

[REDACTED] DNI [REDACTED]
[REDACTED]
[REDACTED] Expertise Requests are automatically generated [REDACTED]

[REDACTED] These instructions apply in those scenarios, as well.

[REDACTED] does not perform activities using DNI [REDACTED] unless an Expertise Request results in a foreign determination.

1.5 Application

These instructions apply to all SIGINT staff participating in or supporting these operations.

[REDACTED] DNI [REDACTED]
[REDACTED] DNI [REDACTED]

1.6 Accountability

The following table outlines the responsibilities with respect to these instructions.

Who	Responsibility
Deputy Chief SIGINT	Approving these instructions
Director General SIGINT Programs	Recommending these instructions for approval
Director, SIGINT Requirements, SIGINT Programs	<ul style="list-style-type: none">• Promulgating and implementing these instructions• Revising these instructions as required• Seeking legal and/or policy advice if required• Responding to questions concerning these instructions
SIGINT Directors-General and Directors	Applying these instructions
All CSEC and CFIOG managers who are affected by these instructions	Ensuring that their staff read, understand and comply with these instructions and any amendments to these instructions.
All CSEC and CFIOG staff who are affected by these instructions	Reading, understanding and complying with these instructions and any amendments to these instructions.

1.7 Amendment Process

Situations may arise where amendments to these instructions may be required because of changing or unforeseen circumstances. All approved amendments will be announced to staff and will be posted on the SIGINT Programs Oversight and Compliance (SPOC) website at [REDACTED]
[REDACTED]

1.8 Enquiries

Questions related to these instructions should be directed to Operational Managers, who, in turn, will consult with SPOC staff (e-mail [REDACTED]) when necessary.

2. Roles and Responsibilities

2.1 Responsibilities

The following table outlines the responsibilities of various areas of CSEC in the Expertise Request process for DNI [REDACTED]

Group	Responsibility
[REDACTED]	<ul style="list-style-type: none">• Completes Expertise Requests received during regular working hours• Distributes determinations, as described in 3.2• Populating the [REDACTED] collateral database
[REDACTED] Production Areas	<ul style="list-style-type: none">• Complete Expertise Requests received outside the [REDACTED] regular working hours• Distribute determinations, as described in 3.2
[REDACTED] Collection Management [REDACTED]	<ul style="list-style-type: none">• Reviews Approval Requests and notifies [REDACTED] when they may be actioned• De-targets the targeted selector, if a completed Expertise Request results in a 5-Eyes determination
CANSOC	<ul style="list-style-type: none">• Contacts [REDACTED] during off-hours by e-mail and/or telephone, if [REDACTED] is required (i.e., to review an Approval Request or if a selector must be de-targeted immediately)• Contacts [REDACTED] during off-hours by e-mail and/or telephone, if an operation needs to be conducted

2.2 Work hours, call-in schedules

The table below details the regular working hours and off-hours of the areas involved in Expertise Requests.

Group	Regular Working Hours	Off Hours
[REDACTED]	<ul style="list-style-type: none">• 08:00-16:00, Monday to Friday	<ul style="list-style-type: none">• 08:00 – 22:00 on weekends and holidays
[REDACTED]	<ul style="list-style-type: none">• 06:00 – 22:00, Monday to Friday	<ul style="list-style-type: none">• 22:00 – 06:00, Monday to Friday• 24 hours on weekends and holidays
Production Areas	<ul style="list-style-type: none">• 08:00 – 16:00, Monday to Friday	<ul style="list-style-type: none">• [REDACTED] also works 08:00 – 16:00 on weekends and holidays
[REDACTED]	<ul style="list-style-type: none">• 08:00 – 16:00, Monday to Friday	N/A

3. Expertise Request Process

3.1 Request Generation

Expertise Requests are forwarded by [REDACTED] to the [REDACTED] or the relevant [REDACTED] in the event of an [REDACTED] failure notification in the following situations:

- The target-associated IP [REDACTED]
- [REDACTED]
- [REDACTED]


3.2 How to Complete an Expertise Request

The email will use subject headings beginning with [REDACTED] Request Expertise – [REDACTED]
[REDACTED] A summary at the beginning of the email will detail what caused the failure (see 4.1 “Example of a [REDACTED] Message”).

The Expertise Request will also have editable fields for the analyst to fill in certain types of information in order to support the determination of whether or not the target-[REDACTED] is foreign.

Step	Action								
1	Expertise Request – [REDACTED] Consult ‘DNI [REDACTED] entry which contains a table of previously [REDACTED] [REDACTED] [REDACTED]								
2	Determination <table><tr><th>If</th><th>Then</th></tr><tr><td>No match is found on the [REDACTED] page</td><td>Go to step 3</td></tr><tr><td>Country listed is 5-eyes</td><td>Go to step 4</td></tr><tr><td>Country listed is foreign</td><td>Go to step 4</td></tr></table>	If	Then	No match is found on the [REDACTED] page	Go to step 3	Country listed is 5-eyes	Go to step 4	Country listed is foreign	Go to step 4
If	Then								
No match is found on the [REDACTED] page	Go to step 3								
Country listed is 5-eyes	Go to step 4								
Country listed is foreign	Go to step 4								
3	Other Research and Working Aids Use any resources at your disposal, including working aids to determine where the [REDACTED]								

4	<p>Expertise Request Completion – [REDACTED]</p> <p>Use the link provided within the [REDACTED] - Request Expertise' message to launch the [REDACTED] Web GUI interface. Log in to the interface.</p> <p>Complete the Expertise Request according to the steps provided in the [REDACTED] User Guide.</p> <p>[REDACTED]</p> <p>Ensure that you have entered as much information as possible in all fields, including the COMMENTS section, so that [REDACTED] has this for future reference. The completed Expertise Request will be forwarded on as a [REDACTED] notification.</p>				
5	<p>Determination</p> <table><tr><th>If determination is...</th><th>Then</th></tr><tr><td>5-Eyes nation</td><td><ul style="list-style-type: none">• The [REDACTED] team must submit a de-targeting request for the original strong selector to [REDACTED]• The [REDACTED] team shall review any other selectors directly associated with the target and submit any additional de-targeting, if necessary (i.e. other email addresses belonging to the target, cell phone numbers, etc.)• In off-hours, CANSOC contacts [REDACTED] to immediately de-target the selector(s) which resulted in [REDACTED]• The [REDACTED] team shall ensure that all traffic associated with the target must be expunged from all traffic databases [REDACTED]• The [REDACTED] team shall submit</td></tr></table>	If determination is...	Then	5-Eyes nation	<ul style="list-style-type: none">• The [REDACTED] team must submit a de-targeting request for the original strong selector to [REDACTED]• The [REDACTED] team shall review any other selectors directly associated with the target and submit any additional de-targeting, if necessary (i.e. other email addresses belonging to the target, cell phone numbers, etc.)• In off-hours, CANSOC contacts [REDACTED] to immediately de-target the selector(s) which resulted in [REDACTED]• The [REDACTED] team shall ensure that all traffic associated with the target must be expunged from all traffic databases [REDACTED]• The [REDACTED] team shall submit
If determination is...	Then				
5-Eyes nation	<ul style="list-style-type: none">• The [REDACTED] team must submit a de-targeting request for the original strong selector to [REDACTED]• The [REDACTED] team shall review any other selectors directly associated with the target and submit any additional de-targeting, if necessary (i.e. other email addresses belonging to the target, cell phone numbers, etc.)• In off-hours, CANSOC contacts [REDACTED] to immediately de-target the selector(s) which resulted in [REDACTED]• The [REDACTED] team shall ensure that all traffic associated with the target must be expunged from all traffic databases [REDACTED]• The [REDACTED] team shall submit				

	<p>documentation to SPOC, demonstrating that the above steps have been taken, within 24 hours of the de-targeting request</p> 						
6	<p>Approval Request –</p> <p>receives the Approval Request, which includes the information as entered by the or analyst. Based on that information, will approve or not approve the potential activity.</p> <table border="1"><thead><tr><th>If</th><th>Then</th></tr></thead><tbody><tr><td>Approved</td><td>Go to step 7</td></tr><tr><td>Not approved</td><td>No further action is taken; automatically de-targets the selector</td></tr></tbody></table> <p>Approval Examples If the analyst can provide confirmation through a that a target is in a non-5-Eyes location, the operation can be approved. Alternatively, a or analyst may have a technical explanation for why the was initially assessed to be in a 5-Eyes country, but has then been confirmed as foreign.</p>	If	Then	Approved	Go to step 7	Not approved	No further action is taken; automatically de-targets the selector
If	Then						
Approved	Go to step 7						
Not approved	No further action is taken; automatically de-targets the selector						

7	<p>Notification to Conduct an Operation –</p> <p> receives notification when an operation needs to be conducted. The email, sent by includes the response history, as provided by the Production Area, , or </p> <p>CANSOC will call in in off-hours, if necessary.</p>
8	<p>Results of an Operation</p> <p>Any resulting traffic from the operation is forwarded to the appropriate repositories for DNI traffic. Traffic resulting from these operations is marked as 'CEO' and will have the and the tetragraph attached to it.</p> <p>Any resultant FI will be handled by in accordance with standard reporting procedures.</p>

**3.3 Deadline for
to Review
an Expertise
Request**

Generally, the Expertise Requests must be completed as quickly as possible for operational and compliance reasons. However, during off-hours, the required analyst or team (i.e. who is responsible for targeting the selector) may or may not be available when the Expertise Request is sent. The relevant team has a 24-hour grace period, beginning with regular working hours to review and complete any outstanding Expertise Requests. For example, if an Expertise Request is forwarded to the responsible production area on a Sunday morning, the team has until Tuesday at 08:00 to review the Expertise Request. This is to ensure that the target is not currently in a 5-Eyes nation. If the target is in a 5-Eyes nation, then the appropriate actions shall be taken, as per 3.2.

**3.4 Expired
Expertise
Requests**

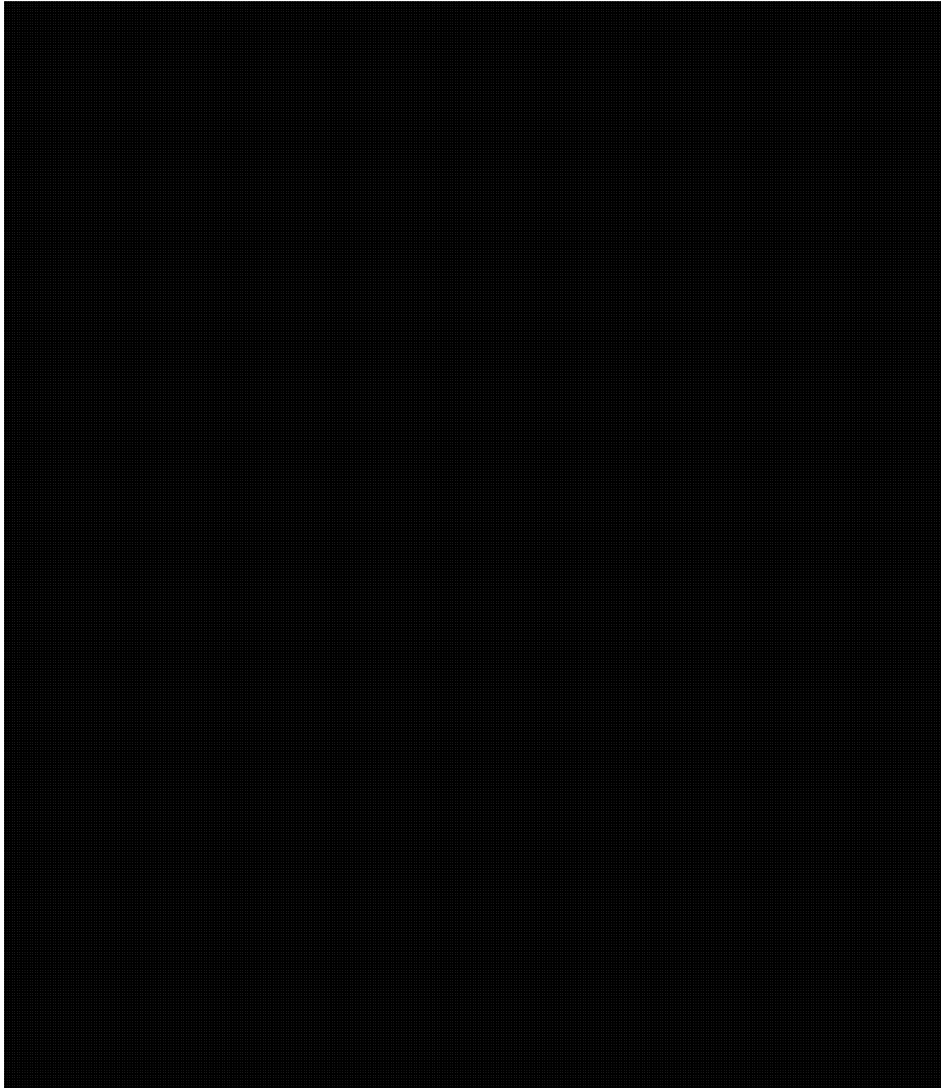
All Expertise Requests must be completed, even if the opportunity has expired. This is to ensure that the target was not in a 5-Eyes country at the time the DNI was generated. If the target is in a 5-Eyes nation, then the appropriate actions shall be taken, as per 3.2.²

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4. Examples

4.1 Example message

C:TS//SI//CEO



5. Definitions

5.1 Automated

Test

5.2 DNI

Automated message sent to CSEC, indicating that a foreign intelligence target
DNI

5.3 Foreign

An entity not located in a 5-Eyes nation or territory.

5.4 Notification

In the context of these instructions, a notification is an email generated by
which requires no further input from the user. For example,
notifications are sent to when an operation must be conducted.

5.5 Request

In the context of these instructions, requests are emails generated by
which require input from the user. For example, Expertise
Requests solicit additional information from the or analyst to
determine the

5.6 Strong Selector

A "Strong Selector" is

5.7 5-Eyes

Refers to Canada and the Second Party allies: Australia, New Zealand, the
United Kingdom and the United States and their dependent territories.

CSOI-3-2 Promulgation

I hereby approve CSOI-3-2, *Handling of DNI* [REDACTED] *Failure Notifications*. These instructions are effective immediately.



Michael Devaney
CSEC Deputy Chief SIGINT

4 June 2008

Date

Reviewed and Recommended for Approval



Peter Cork
Director General SIGINT Programs

3 JUNE 2008

Date



Colleen D'Iorio
Director General Access

02 JUNE 2008

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Toni Moffa
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28/5/08

Date