



Handling Imagery Derived Products

Civil Applications Committee

The following guidelines are for all Federal producers and users and non-Federal users of declassified imagery derived products (IDP). In addition to complying with these instructions, IDP producers and users are required to follow all IDP policy directives for the approval, production, archiving, and distribution of IDP's. Distribution of IDP's must be in accordance with the IDP use approval, and the release of IDP's from a secure facility must follow the security and release procedures of that facility. Products designated as "geospatial" (USGS series digital orthophoto quadrangles are the only civil product in this category) are handled in accordance with National Imagery and Mapping Agency (NIMA) guidelines on geospatial products.

Definition of Terms

Release - giving the product to a customer.

Disclosure - revealing a product to a customer and taking it back; no distribution occurs.

Sharing - considered to be the same as release.

U.S. person - U.S. citizen, permanent resident alien, unincorporated business under U.S. citizen or permanent resident alien majority ownership, or corporation incorporated in the United States and not directed or controlled by a foreign government(s).

Distribution and Use

1. IDP's must always be used and distributed in accordance with the permissions granted in the IDP use approval letter. The use approval letter is sent by the NIMA Policy Office to the agency that requested approval, and a copy is also sent to the Civil Applications Committee (CAC) IDP Coordinator. *Copies of the use approval letter may be obtained from and questions referred to the CAC IDP Coordinator or NIMA's Policy Office.*

2. IDP's not approved for public distribution and labeled U.S. Government Use Only (USGUO) must be handled according to the use approval letter and the distribution and use guidelines for USGUO materials outlined below. The use approval letter supercedes the USGUO guidelines.

3. IDP's may be reproduced by approved user agencies and shared with other CAC member agencies and their contractors unless specifically restricted by the IDP use approval letter.

4. Any deviations from the terms of the approved request must be submitted to the NIMA Policy Office for review and approval.

Maintaining Production and Distribution Records:

1. The original producing agency is required to maintain one archive copy of the IDP. The original producing agency is also responsible for maintaining all distribution and production records as required by current IDP policy.
2. Other U.S. Government organizations that are not the original producer are encouraged, but not required, to maintain reproduction and distribution records.

Release of Information

1. Keep a low profile and be discreet. Discuss or release IDP information only on a "need to know" basis.
2. Refrain from open disclosure of the following information:
 - fact that a certain project or program uses IDP's
 - names and affiliations of individuals involved in supplying data or producing IDP's
 - names and locations of facilities involved with supplying data or producing or using IDP's
3. Know your product. Understand the proper use of the IDP (what the product is, who can receive it, and for what purposes) as defined in the IDP use approval letter.
4. Always limit attribution and other information to that allowed in the IDP use approval letter.
5. Unauthorized disclosure of unclassified IDP information does not constitute a security violation as for classified information. However, appropriate administrative action will be taken to determine responsibility and disciplinary action when unauthorized disclosure occurs.

Handling IDP Inquiries

1. Follow release of information guidelines listed above when discussing IDP's.
2. Refer media inquiries to the Public Affairs Officer in your organization. Refer any requests for public release of IDP's labeled USGUO to the CAC and the NIMA Policy Office.
3. If you receive inquiries that seem suspicious, inform your Security Officer if you are in a secure facility or contact the CAC.

4. If you receive an inquiry that you think other CAC agencies will also be receiving, contact your CAC or CAC IDP Working Group representative, or the CAC IDP Coordinator, so that other appropriate agency personnel may be notified. The CAC IDP Coordinator will contact the NIMA Policy Office if appropriate. For non-Federal IDP recipients, please contact the Security Officer of the producing facility, who will inform the appropriate CAC representatives.

Distribution and Use of IDP's Labeled U.S. Government Use Only

IDP's are not always approved for unlimited distribution; they may be restricted to USGUO. Any restrictions on IDP use and dissemination are identified in the IDP use approval letter. The following are general guidelines for handling USGUO IDP's.

1. The release of USGUO IDP's is limited to U.S. Government departments and agencies and non-Federal personnel or organizations identified in the IDP use approval letter for only those uses approved in the IDP use approval letter. Any deviations from the terms of the approved request must be submitted to the NIMA Policy Office for review.
2. USGUO IDP's may be released or disclosed to U.S. Government contractors working on projects that fall within the approved uses identified in the IDP use approval letter. Contractors are given USGUO IDP's as Government-furnished materials, which are to be returned upon completion of the authorized work. Contractors may not share USGUO IDP's, or information derived from them, with any third party without prior approval from the NIMA.
3. USGUO IDP's may be released or disclosed to non-Federal personnel or organizations, other than U.S. Government contractors, only when approval of such release or disclosure is given in the IDP use approval letter. Authorization for release may be given to non-Federal users when they are working under a formalized agreement with a U.S. Government organization and the Federal Government will be receiving a product as a result of the release. Authorized non-Federal users are given USGUO IDP's as Government-furnished materials, which are to be returned upon completion of the authorized work. These users may not share USGUO IDP's, or information derived from them, with any third party without prior approval from NIMA.
4. USGUO IDP's may be reproduced by approved user agencies and shared with other CAC member agencies unless specifically restricted by the IDP use approval letter. Any reproductions must carry the USGUO handling label.
5. USGUO IDP's may not be released nor disclosed to non-U.S. citizens without prior approval from NIMA. U.S. Government contractors or other non-Federal agencies employing non-U.S. citizens must also seek NIMA approval for release or disclosure of USGUO IDP's.
6. Secondary non-literal products may be created from literal USGUO IDP's. These products are not restricted in their distribution and, therefore, are not labeled USGUO.

7. USGUO IDP's may not be used for presentations to the public or in such a way as to risk public disclosure or release.

8. USGUO IDP's may not be used to support the legal prosecution of a U.S. person, nor may they be used to monitor or enforce any legal actions against any U.S. persons.

9. USGUO IDP's will be handled according to the provisions for handling unclassified official U.S. Government materials exempt from mandatory public disclosure under the Freedom of Information Act (FOIA), as described in 5 U.S.C., 552. Requests for release of USGUO IDP's under the FOIA are processed by the producing agency, unless otherwise stated in the IDP use approval letter. The producing agency shall notify NIMA of the request and the response.

Safe Storage and Disposal

1. USGUO IDP's in electronic format should not be stored on networks or Web sites to which unauthorized parties have access.
2. USGUO IDP's in electronic format should not be distributed over open Web sites or e-mail. They may be distributed on electronic media such as tapes and CD-ROM or through U.S. Government or U.S. Government contractor network or ftp site, provided that the network or ftp site is for authorized parties only and is not accessible by the general public.
3. During duty hours, store hardcopy and digital USGUO IDP's in out-of-sight locations if area is accessible to non-Government personnel.
4. During nonduty hours, USGUO IDP's may be stored in unlocked files or desks when internal building security is provided. When internal building security is not provided, store in locked building or rooms. If this is not adequate, store in locked receptacles, such as desks or file cabinets.
5. Personnel who are authorized to work in non-Government offices or at home and who are working with USGUO materials must follow the storage guidelines listed above.
6. Federal agencies may dispose of USGUO IDP's by destroying them beyond recognition or by returning them to the originating agency for disposition. Non-Federal agencies or personnel must return USGUO IDP's to the originating agency for disposition.

For more information on IDP's, contact your CAC representative, or contact:

CAC IDP Coordinator
USGS, Advanced Systems Center
Ph:703-648-7923
Fax: 703-648-7873
Secure Fax: 703-648-7869