Document and Media Exploitation Tactics, Techniques, and Procedures
(Final Draft—Not for Implementation)

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Headquarters Department of the Army

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Preface

This publication provides Tactics, Techniques, and Procedures (TTP) required for Army personnel when conducting Document and Media Exploitation (DOMEX) operations. The document is designed to serve as a reference for multiple personnel at varying echelons. The ATTP provides specific information for Army personnel operating as part of a DOMEX or other exploitation team for the collection, processing, and reporting of DOMEX activities. The manual serves as a reference for staff planners and intelligence personnel at battalion and brigade combat teams. Additionally, the manual provides an understanding of DOMEX activities, procedures, organizations, products, and databases at joint task force, U.S. Army, and the Department of Defense.

This manual is consistent with the guidelines of the U.S. Army Training and Doctrine Command (TRADOC) doctrine reengineering initiative.

The purpose of this Army TTP publication is to fill an existing doctrinal gap encompassing the TTP on how personnel, at the tactical and operational levels, conduct DOMEX operations, collection, and analysis. This TTP compliments doctrinal guidance provided in training circular (TC) 2-91.8, Document and Media Exploitation. This publication applies to the Active Army, Army National Guard, Army Reserve, unless otherwise stated.

For the purposes of this manual, the term captured materials includes captured enemy documents and captured enemy materiel.

The U.S. Army Training and Doctrine Command (TRADOC) is the proponent for this publication. The preparing agency is the U.S. Army Intelligence Center of Excellence (USAICoE), Fort Huachuca, AZ. Send written comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, ATZS-DCF-D, USAICoE, 550 Cibeque Street, Fort Huachuca, AZ 85613-7017. Send comments and recommendations by e-mail to ATZS-DCF-D@conus.army.mil. Follow the DA Form 2028 format or submit an electronic DA Form 2028.
Chapter 1
Overview

INTRODUCTION

1-1. As the Army refines how it coordinates and processes information derived from captured materials there exists a critical need to identify new tactics, techniques, and procedures (TTP). The tools and technology used to extract and analyze information from captured materials will continue to develop and broaden the spectrum of how and what can be gleaned from captured material. The utilization of the document and media exploitation (DOMEX) TTP will help U.S. forces gain and maintain the advantage over the enemy.

DOCUMENT AND MEDIA EXPLOITATION

1-2. DOMEX is the processing, translation, analysis, and dissemination of collected hardcopy documents and electronic media that are under the U.S. Government’s physical control and are not publicly available (training circular [TC] 2-91.8).

1-3. DOMEX includes the collection and exploitation of captured equipment, documents, and media to generate actionable intelligence. DOMEX provides leaders at all echelons with intelligence about enemy forces; their plans and intentions; and their TTP. It does this through the rapid and accurate extraction, exploitation, and analysis of acquired documents, cell phones, computers, digital storage devices, video and audio tapes, and other media and material. DOMEX is a critical part of target exploitation, especially as it relates to actions on the objective during site exploitation activities.

1-4. Through DOMEX, information is systematically extracted from all captured materials in response to the commanders’ critical information requirements (CCIR). DOMEX activities—

a. Maximize the value of intelligence gained from captured materials.

b. Provide commanders with timely and relevant intelligence to effectively enhance awareness of the enemies’ capabilities, operational structures, and intents.

c. Provide timely and accurate intelligence support to the commander throughout the full spectrum of operations.

d. Assist in criminal prosecution and legal processes by maintaining chain of custody procedures and preserving the evidentiary value of captured materials.

DOCUMENT AND MEDIA EXPLOITATION CATEGORIES

1-5. DOMEX is divided into the following categories—

a. Document exploitation (DOCEX) is the exploitation of information from documents to include printed manual, letters, diaries, notes, etc.

b. Media exploitation (MEDEX) is the extraction and exploitation of digital and analog intelligence data using forensically sound techniques and equipment from captured material.

c. Cell phone exploitation (CELLEX) is the exploitation of cell phone files such as phone and subscriber identity module (SIM) card models, phone records, short message service (SMS) messages, and pictures.

TYPES OF CAPTURED MATERIALS

1-6. To assist in their exploitation and evacuation, captured materials are divided into—

a. Captured enemy document (CED).
1. Captured enemy material (CEM).

Captured materials are documents, items of equipment, or materiel in the possession of enemy forces that subsequently end up in the hands of friendly forces, regardless of origin, including U.S. or multinational documents or materiel once in enemy hands. Of the two types of captured materials DOCEX, MEDEX, and CELLEX will more likely fall into CED.

1. Captured Enemy Documents

1. A CED is any piece of recorded information—written, printed, engraved, and photographic matter—relative to the enemy and to weather and terrain data (see table 1-1). CED includes:

   - Printed materials—books, newspapers, pamphlets, operation orders (OPORDs), and identity cards.
   - Handwritten materials—letters, diaries, and notes.
   - Electronically recorded media—computer files, tape recordings, video, sound or voice recordings, and digital media. Digital media usually refers to electronic media that works on digital codes.
   - Storage devices on communications equipment—cell phones, answering machines, and radios.
   - Information engraved or stamped on a weapon or weapon system (qualifies as a document since that information can be exploited).

Table 1-1. Examples of captured enemy documents

<table>
<thead>
<tr>
<th>Identify documents</th>
<th>Personal documents</th>
<th>Official documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality or citizenship cards.</td>
<td>Photographs.</td>
<td>Informal documents such as hand-drawn sketches, diagrams, and drawings.</td>
</tr>
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<table>
<thead>
<tr>
<th>Data contained on these types of memory devices</th>
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<tr>
<th>Data contained on magnetic or digital storage devices</th>
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<tr>
<td>Compact disks. Digital video (DV) disks. Floppy disks (3.5” and 5.25”). Magnetic tapes.</td>
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<tr>
<td>8-track tapes. 8-mm tapes. Hi-8 tapes. Mini-DV tapes.</td>
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CAPTURED ENEMY MATERIAL

1-9. CEM includes foreign warfighting equipment and associated equipment (see table 1-2)—for example—

- Weapons.
- Weapons systems.
- Weapon components such as improvised explosive devices (IEDs).

1-10. CEM also include all types of foreign and nonforeign equipment—

- Found on a detainee of on the battlefield that may have a military application.
- Identified on the collection requirements list within annex B (Intelligence) of the OPORD.
- That is unidentified, appears modified, or is otherwise out of the ordinary or unexpected.

Table 1-2. Examples of captured enemy materiel

| Unidentified and modified warfighting equipment and associated materiel |
|-----------------------------|-----------------------------|-----------------------------|
| Vehicles.                  | Self-propelled weapons.     | Components of equipment, explosive materiel, and technology applications associated with improvised explosive devices. |
| Weapons.                   | Radios.                    |                            |
| Aircraft.                  | Unidentified and modified military or personal property or gear. | |
| Artillery.                 |                              |                            |

Note. This includes any related spares, repair parts, and support equipment.

Computer hardware equipment

- Central processing units.
- Desktop computers.
- Laptop computers.
- Mainframe computers.
- Servers.
- Personal digital assistants.
- Printers.
- Scanners (sheet-fed, flatbed, film).

Computer drives (external and internal)

- External magnetic hard drives.
- External digital hard drives.
- Jaz drives.
- Zip drives.
- Micro drives.
- Tape drives.
- Key drives.
- Magnetic tape drives.
- Floppy drives.
- Flash drives.

Peripherals and network devices

- Data cables and wires.
- Docking stations.
- Hubs.
- Power cradles and chargers.
- Routers.
- Spare batteries.

Communications matériel

- Radios.
- Antennae systems.
- Cellular phones.
- Subscriber identity module cards.
- High-power cordless phones.
- Satellite phones.
- Fax machines.
- Global Positioning System receivers.
- Pagers.
- Standard cordless phones.
- Digital answering machines.
- Caller identification boxes.
- Video recorders.

1-11. For more information on CED and CEM refer to TC 2-91.8.

DOCUMENT AND MEDIA EXPLOITATION PROCESS

1-12. DOMEX plays a major role in facilitating the commander’s ability to discern and recognize the enemy’s intent and patterns in operations. The historical accountability of captured material is essential to fully comprehend, discover and translate information and intelligence within documents and various forms of media and cellular devices.

1-13. The DOMEX process (as depicted in figure 1-1) is organized into four phases necessary to perform and improve accuracy in accountability, information extraction, and evacuation of captured materials. The four phases of the DOMEX process are—

- Initial collection
1-14. Figure 1-1 identifies each phase of the DOMEX process as well as the tasks that are completed during each phase. Conducting these tasks facilitates continuous accountability, information extraction, analysis, and evacuation of captured material. One of the most important aspects of DOMEX is that it helps to answer the CCIR, specifically the priority information requirements (PIR) and the information derived from DOMEX can lead to thorough preparation and planning of future operations.

**DOCUMENT AND MEDIA EXPLOITATION TEAM ORGANIZATION AND RESPONSIBILITIES**

1-15. DOMEX teams are task-organized based on theater and national intelligence requirements, tactical and operational force structures, threat environments, and assigned missions and roles. The corps or joint document exploitation center (JDEC) can organize DOMEX teams from its organic assets to meet immediate requirements of echelons without DOMEX support. These teams may be attached to maneuver elements and can deploy forward or support sustainment area units as required.

1-16. At lower echelons (brigade and below) DOMEX teams become involved in the DOMEX process in the earliest phases (Initial Collection and Processing) while DOMEX teams at division and above are more involved during the latter phases (Analysis and Production and Reporting and Dissemination). DOMEX teams have ideally received specialized DOMEX training. However, the overwhelming volume of DOMEX-related captured materials acquired during recent military operations, and their potential for providing information of immediate tactical value, have created the need for ad hoc exploitation teams to fulfill a variety of DOMEX tasks at brigade and lower echelons.

1-17. DOMEX teams may be involved in conducting all four phases in the DOMEX process at lower echelons. However, there are other individuals (Soldiers on patrol) and teams (such as site exploitation teams or raid support teams [RST]) that also conduct the initial collection and processing phases in the DOMEX process. Once captured materials are collected and processed the DOMEX teams will complete the final phases of Analysis and Reporting and Dissemination.

**VALUE OF DOCUMENT AND MEDIA EXPLOITATION OPERATIONS**

1-18. Efficient and timely DOMEX operations provide intelligence analysts with leads and/or details of enemy organizations, capabilities, and intentions ultimately increasing the commanders’ situational awareness.
DOMEX is of great importance to various intelligence specialties in full spectrum operations. DOMEX may provide the human intelligence (HUMINT) collector information that will help in conducting interrogations or developing certain approaches to use when interrogating detainees. DOMEX may also provide information that leads to the capture and apprehension or conviction of those who produce improvised explosive devices. The intelligence produced from DOMEX may also close gaps in intelligence associated with how and who the enemy is talking to via various means of communications.

1-19. DOMEX operations are conducted to:

- Deprive the enemy of their resources.
- Protect potential targets.
- Gain intelligence.
- Gather forensic evidence.

1-18. Commanders recognize that as a force multiplier DOMEX teams must be pushed down to the tactical level in order to enable the rapid exploitation and evacuation of the captured material for follow-on operations. DOMEX teams accelerate the timely feedback by higher-echelon analytical fusion centers for ground tactical commanders.
INTRODUCTION

2-1. U.S. forces collect and conduct initial screening during the initial collection phase. Proper collection and handling procedures are vital to successful document and media exploitation (DOMEX) operations; they

- Ensure that source-associated documents are available during detainee screenings, interrogations, and debriefing operations;
- Facilitate the efficient and effective processing, analysis, and reporting of DOMEX-derived information;
- Ensure the proper safeguarding of intelligence and evidentiary value of documents and media;
- Enable forensic experts to conduct exploitation of digital media in its unaltered form;
- Provide the legal protections of detainee property under the Geneva Conventions.

Poor collection practices can inhibit or prevent the effective exploitation of the captured enemy documents (CEDs) and/or captured enemy materiel (CEM).

INITIAL COLLECTION

2-2. “Collectors” refer to personnel or elements that conduct the collect task during the initial collection phase. Collectors may be members of the capturing unit, site exploitation team, DOMEX team, human intelligence (HUMINT) collection team, raid support team (RST), weapons intelligence team (WIT), or battalion intelligence staff. Regardless of how U.S. and multinational forces initially obtain captured materials, the collector is responsible for ensuring proper collections procedures are followed.

2-3. Tactical operations, such as raids and cordon and search operations, often result in substantial yields of captured materials. Soldiers and leaders must understand the importance of the collecting team’s initial collection, handling, and exploitation of captured materials and their relationship to the overall success of the DOMEX process. Proper team collection, handling and exploitation—

- Feed the intelligence and operations processes.
- May quickly answer commander’s critical information requirements (CCIR).
- Lead to follow-on tactical operations.
- Assist in the prosecution of criminals.

2-4. Collaboration between collectors and DOMEX personnel is critical to exploitation success. Following the capture of a site or location it must be cleared to ensure safe entry. Other agencies or teams may be needed such as Explosive Ordnance Detachment (EOD) teams to clear the site of explosive devices or material that may have been booby trapped.

INITIAL COLLECTION PLANNING

2-5. Commanders and staffs use the military decisionmaking process (MDMP) for planning, and small unit leaders use troop leading procedures to plan and prepare for exploitation operations. These processes provide universally understood and commonly used procedures as described in field manual (FM) 5-0. ATTP 3-90.15 provides information of planning and conducting site exploitation operations.

2-6. During initial collection planning the S-2 and staff conducts an analysis of the CCIR and subsequent priority intelligence requirements (PIR). The role, scope, and phases of DOMEX activities are delineated and included in the intelligence annex and pre-mission briefings.
2-7. As when preparing for any mission or operations thorough planning is crucial. Battalion staffs plan for the DOMEX operations of their subordinate units. They provide intelligence below the battalion level by task-organizing intelligence personnel or they train company or platoon personnel in specific handling, screening, and inventorying techniques. The staff considers the commanders intent, and specifically the purpose of the operation.

2-8. The DOMEX team must also conduct planning in preparation for operations. The team leader must ensure all team members are familiar with the DOMEX process beginning with the tasks of the initial collection phase identified below in figure 2-1.

![Figure 2-1. Initial collection phase tasks](image)

**Planning Considerations**

2-9. Prior to beginning the initial collection phase the DOMEX team leader should (list not all inclusive):

- Conduct a detailed mission analysis.
- Review all relevant related information such as—
  - Target packet for target site.
  - Current intelligence requirements.
  - Intelligence summary of the target.
- Review intelligence requirements. (This will be based on the current unit intelligence, surveillance, and reconnaissance [ISR] plan and mission, enemy, terrain and weather, troops and support available—time available and civil considerations [METT-TC]. It is important to prioritize collections efforts prior to arriving on scene in order to collect the most important captured material first if possible).
- Develop a timeline for conducting the search and collection of captured material.
- Identify required/available number of personnel.
- Identify required equipment and/or supplies.
- Conduct risk assessments. Consider—
  - Structural considerations (engineering faults, structural integrity).
  - Hazardous materials (such as explosives, chemical and radiological materials and devices or toxic industrial chemicals and materials).
  - Biohazards (such as toxins, decaying bodies, or diseases endemic to the site).
  - Insurgents, criminals, or local populace.
- Review appropriate unit standing operating procedures (SOP).
- Understand proper search procedures (person, vehicle or facility).
- Identify types of captured material likely to be found.
- Understand proper handling procedures
- Understand the relevance of the site to materials collected
- Identify potential hazards

2-10. The team leader should ensure all team members are trained and prepared for the task. Each team member should review and understand all relevant SOPs and procedures identified above. Additionally, the team should prepare for the mission by organizing and gathering required equipment, supplies, and forms.

2-11. Needed items will vary depending on the specific mission but the following items are typically required for collection:
- Zip lock bags (assorted sizes).
- Paper bags.
- Paper envelopes (assorted sizes).
- Large volume packaging material (mail bags, duffle bags, waterproof bags).
- Log book.
- Digital camera with spare memory card (ensure camera equipment is set to the correct date and time).
- Video camera.
- Biometric automated toolsets (BAT).
- Handheld interagency identity detection equipment (HIIDE).
- Electrical tape (2 colors minimum).
- Digital or tape voice recorder.
- Sketching materials.
- Safety goggles.
- Chalk.
- Chem-lights.
- Latex or rubber gloves.
- Flashlights.
- Spare batteries.

2-12. The following forms are needed and teams should have them on hand and/or ready to print—

- Capture Tags DD 2745.
- Evidence/Property Tag DA Form 4002.
- Evidence/Property Custody Form DA 4137.
- Sworn Statement DA 2823.

**GENERAL HANDLING PROCEDURES**

2-13. The proper handling of material is critically important. In handling captured materials, personnel involved in all phases of the DOMEX process must take every precaution to preserve the evidentiary value of original materials. Captured materials may potentially carry the fingerprints of individuals being charged in criminal proceedings.

2-14. Captured materials should not be handled before their actual collection. Trained collectors use extreme caution when collecting, handling, and protecting forensic evidence. However, collections occurring in high-threat environments may require the fast pick up and bagging of evidence by untrained personnel, consequently, without the prerequisite protection of forensic evidence.

2-15. Because the actual collection of captured materials is key to the DOMEX process, when trained collectors are not present, untrained personnel must exercise the utmost care in their collection of evidence, thus not destroying forensic materials.

2-16. Before handling captured material, consider additional evidence that may be obtained from the material and follow the appropriate handling procedures. For example, when collecting a compact disk (CD) consider not only the information written to the CD, but also possible finger prints on the CD. Be mindful to collect associated media, cables, cradles, and power adapters.

2-17. Captured material that may constitute evidence in legal proceedings against persons or groups suspected of significant crimes must be safeguarded or secured separately from other captured material when practicable. Tags identifying such captured material should be marked “CRIMINAL EVIDENCE.” This captured material should be reported as soon as possible by the capturing unit to the military police (MP) or other personnel specially trained and authorized to handle evidence in order to establish the chain of custody/evidence.

*Note. Always wear gloves when handling captured material.*
2-18. The collection of captured materials is the U.S. and multinational forces’ initial acquisition of threat documents and materiel. Proper collection and handling procedures are vital to the DOMEX process.

2-19. Carefully recording the site prior to handling CEM or CED is imperative to accurately document and record information regarding where and how captured material was found. Recording the site is part of the collection process and should be done in accordance with unit SOP, the information provided below are example methods.

2-20. Information derived from the placement of items and how they were arranged will help in forming valuable information that may not be recognized at first. Photographing material as it was found at the site provides a graphic record of the captured materials’ possible relationships to other items that support the DOMEX process. Collectors must annotate or otherwise include the captured materials’ tag with a digital photograph or sketch to ensure their accountability and traceability. The following steps will help in collecting and recording the site:

- Sketch the site. (See figure 2-2 for an example of a site sketch.)
  - Draw sketch in a two dimensional, bird’s eye view.
  - Emplace a directional arrow that depicts the direction of north.
  - Write in the items found in each room that were captured.
  - Label where detainees were captured or found.
  - Write in address or geocoordinates of the site location.
  - Name of collector, unit identifier, and date time group should be identified on the sketch.

![Figure 2-2. Example of a site sketch](image-url)
- Mark the rooms.
  - Label rooms and areas by “Zone 1,2,3…” in accordance to site sketch
  - Remember to identify windows – If a person is found in a room with a window and a phone was found outside that room make sure to make note. People often throw incriminating materials out of their location if possible.
  - After rooms have been searched or captured materials removed place a slash across the number to identify to other personnel rooms have been searched. See figure 2-3.

![Figure 2-3. Example of marking a room or zone with slash across number](image)

- Photograph and video record the site.
  - From all corners of rooms take photos making sure to capture all features and material to be collected.
  - Move to the center of the room and facing out at each of the four corners of the room take additional photos.
  - Ensure that room/zone marking, for example: 1,2,3, is visible when taking a photo of the room. This will be matched to the site sketch and should be documented in the photo log that is created simultaneously which is explained in the inventory and group task.
  - Photograph documents, and any material too large or dangerous to remove from the site such as large equipment, ordnance, and hazardous materials (notify appropriate personnel for ordnance and hazardous materials).
  - Various portions of the site exterior should be photographed such as:
    - rooftops,
    - entrance and exits
    - locations of areas containing captured material.
  - Photograph intentionally hidden items.
  - Photograph intentionally damaged items.
  - Photograph items that, once packaged, may lose significance of their original positioning.
  - Photograph items that cannot be removed (i.e. graffiti).
  - Photograph items that meet collection requirements.
  - Photograph serial numbers on high value items or items of interest.
  - Photograph items unique to the area.
  - Photograph items that relay new enemy TTPs.
  - Ensure one batch photo is taken with all markings indicating that it is captured material
  - Ensure one sanitized batch photo is taken with no markings present.

2-21. Figure 2-4 is an example of a batch photo taken with markings indicating that it is captured material. If detainees are captured a sanitized photograph of each batch of captured material will assist in their release by identifying their personal belongings.
COLLECT CAPTURED ENEMY DOCUMENTS

2-22. CED can be invaluable to the tactical mission table 1-1 identifies examples of CED. CED can indicate possible cache locations, rallying points, future intentions, and other information vital to the tactical commander.

Special CED Handling Considerations

2-23. When handling CED always strive to prevent damage or further damage to all captured material. There are unique handling and safeguarding procedures for paper documents, digital devices, and networked devices.

Paper Documents

2-24. Special care must be taken when handling paper documents, the quality of evidence and printed information can easily be degraded by water or inadvertent rough handling. For example, wet or damp documents, when placed in plastic, can transfer ink to the plastic lining resulting in damage to the document. An already difficult to read document could become completely illegible, possibly resulting in a loss of intelligence value.

- Keep paper documents separate from one another. Do not mix documents from one room or site with another.
- Place documents in paper/cardboard containers first and then in zip-lock plastic bags, trash bags, or waterproof containers.

Digital Devices

2-25. When handling digital devices, personnel involved in all phases of the DOMEX process must take every precaution to preserve the evidentiary value of the original devices. Digital devices may potentially carry the fingerprints of individuals being charged in criminal proceedings. It is therefore necessary, when possible, for handlers at every location to wear appropriate latex gloves to preserve evidence, which may be extracted through fingerprint analysis or other biometric means.

2-26. All digital media should be captured in spite of its apparent functional state. Damaged, broken, or disabled digital media can often be exploited from internal components by expert technical analysts. Intentional damage is an indicator that the device may contain important data. Intentional damage to digital devices may
have occurred in an attempt to deny information and should be noted by exploitation or collection team personnel. Photograph damaged equipment in the condition in which it is found before collecting.

2-27. Portable digital devices include handheld computing devices such as portable digital assistants, cellular phones, media storage such as MP3s. If they are discovered with the power on then leave them on. If the device is off, leave them off. If the device is on, the team should make every effort to keep the device charged until it can be turned over to specialized personnel or teams who can exploit and maintain the device properly. The purpose of this is so the computer memory is not altered for evidence purposes. When handling portable digital devices:

- Do not answer a phone if it rings.
- If the phone is turned off, leave it off. If it is on, leave it on.
- Do not play with the phone (i.e. extend and retract the antenna on a satellite phone).
- Collect all associated peripherals cables, keyboard, etc.
- Do not attempt to view or play any captured digital media (except as noted in para 2-28). Attempts at exploring the contents of systems by untrained non-media exploitation personnel may inadvertently overwrite deleted file information, save over hidden unallocated space, or initiate “wipe clean” programs.

2-28. Collectors should annotate all actions taken with digital devices. This information is critical for media exploitation technicians as well as the intelligence staff that will conduct the debriefing. Concerning computers, collectors—

- Jiggle the mouse if the screen is blank, and either photograph or write down what appears on the screen.
- Record any applications that are open. Maximize, record, and photograph any minimized programs. Minimize again before photographing the next screen.
- Do not save anything. Accidentally saving something could save over something hidden in unallocated space. In Microsoft operating systems, when a file is deleted, only the reference to the file is removed (unless deletion software is used); that data in the file remains on the disk and is considered unallocated space. Data will be lost to media exploitation technicians if a file is saved over the deleted file.
- Do not use normal shut down procedures. To shut down digital devices, pull the power cord from the wall or remove the battery from the device.
- Terminate network connection by pulling network cables.
- Collect all peripherals cables, keyboards, etc.

2-29. Digital media frequently has intelligence value and can be extremely time consuming to exploit; therefore it is rarely exploited at the tactical level. The extraction of fragile digital information from seized computer/digital devices requires dedicated computer forensic equipment, software, and the expertise of media exploitation technicians.

Networked Devices

2-30. If digital devices are networked, the recorder must annotate the network topology. Mapping the topology allows media exploitation technicians to recreate the network. Annotating network topology can be accomplished quickly utilizing colored tape or markers so each cable can later be identified by color. This procedure is only required for network cables; all other cables should simply be disconnected. Disconnect computers from the network so that another individual can’t remotely access the device and delete potentially important information. See figure 2-5 for graphic on how to label network connection cables.

2-31. Preferred methods to identify the network topology include:

- Wrap a strip of color tape around the ends of each cable.
- Photograph the setup so the technicians can note where each cable goes.
Figure 2-5. Identify and label network cables

Note. It is important to be aware of wireless connections and activity in the area that captured material is being collected. Data or digital evidence on some devices such as mobile or smart phones can be overwritten or deleted while the device remains activated. Turn off all wireless interfaces to include Bluetooth and WIFI connection the DOMEX element may have on their person or in surrounding area.

COLLECTING CAPTURED MATERIAL ASSOCIATED WITH A DETAINEE

2-32. Capturing units remove all documents or material, except for one official primary identification document, from detainees to safeguard them from alteration or destruction. The capturing unit evacuates these captured materials with, but not on the detainees. Following interrogation, the HUMINT collector or DOMEX team, per unit SOP, in accordance with applicable rules and regulations, decides which personal documents or materiel to return to the detainees.

2-33. Secure and search the detainees employing the search, silence, segregate, speed, safeguard, and tag (5Ss + T) method and secure all documents, media, and materials in the area of capture.

2-34. Detainees may retain protective military equipment such as helmets; protective masks; body armor; identification cards and tags; and insignias of grade, service, and nationality—only after the items have been searched for any hidden documents or materiel. For further information captured material associated with a detainee see Article 17, Part III, Section I, Geneva Conventions, FM 2-22.3, and JP 3-63.

2-35. The following list of the 5Ss+T method outlines important considerations when collecting captured material associated with the detainee.
• Search - Search captives for weapons and ammunition, items of intelligence value, and other inappropriate items.

Note. Conduct same-gender searches when possible. If mixed-gender searches are necessary for speed or security, conduct them in a respectful manner and avoid any action that could be interpreted as sexual molestation or assault. To prevent allegations of sexual misconduct, the on-site supervisor carefully controls Soldiers who perform mixed-gender searches.

• Segregate - Segregate captives by rank, gender, nationality, and status.
• Silence - Do not allow captives to speak or allow anyone to speak to them. Speak to captives only to give orders.
• Speed - Remove captives from the battlefield as quickly as possible.
• Safeguard - Safeguard captives according to the Geneva Conventions and the U.S. policy. Provide medical care as needed.
• Tag - Tag captives with a DD Form 2745 Enemy Prisoner of War Capture Tag or a field-expedient capture tag that includes the following information:
  • Date of capture.
  • Location of capture (grid coordinates).
  • Capturing unit.
  • Special circumstances of capture (how the person was captured, if they resisted, if they gave up, and so forth).

Note. The capturing unit must complete a capture tag, failure to do so hinders further processing and disposition.

2-36. Along with following the 5Ss+T method, other steps should also be considered when collecting and documenting captured material with detainees. Take evidentiary close up photographs of captured material and detainees—
• Photograph captured materials/evidence as found.
• Photograph the detainee together with captured material.
• Proximity (establishes relation between individual and the captured material).
• Photograph detainee with their identification visible.

2-37. Documents associated with human sources are normally exploited, at least initially, during the tactical interrogation or debriefing of the detainee. HUMINT collectors typically use these documents during planning and preparation for interrogation of the detainee. If a duplication capability exists in the operational area, collectors should make copies of all personal documents which may contain intelligence information.

2-38. Thoroughly check items, such as wallets or notepads, for inconspicuous pockets that may contain contact information. Contact information such as phone numbers, e-mail addresses, web addresses, and physical addresses are typically found in—
• Address books.
• Daily planners.
• Receipts.
• Wallets.
• Notebooks.
• Business cards.
• Loose scraps of paper.
Safeguard Original Captured Material With Detainees

2-39. The capturing unit or team, is responsible for properly safeguarding captured material that accompanies detainees. The objective is to ensure the captured material can be used as evidence or help investigators or interrogators question the detainees about items that were in their possession.

2-40. Responsibilities and procedures must clearly be established by unit SOP regarding the handling of detainee captured material. These items will be returned if the detainee’s statement vindicates them of a crime or criminal act and are not a threat to friendly forces.

Pocket Litter

2-41. Pocket litter normally refers to the personal property discovered in the possession of a detainee. Although scraps of paper and notes may seem insignificant at the time of capture, this type of personal property can be extremely useful during screening and HUMINT operations. The may provide insight into what motivates an individual to cooperate. Pocket litter may also contain contact information that is vital in conducting tactical follow-on operations.

2-42. **Inventory** - The integrity of personal property must be maintained at all times. When items (such as a phone) from a detainee’s pocket litter are separated, for either additional exploitation by a technical expert, or preparation for interrogation operations, the document handler must ensure that a correlation can be made to the correct detainee and the remainder of the personal property. It is critical that analysts and HUMINT collectors are able to discern which items were actually captured on a person; failure to establish links between personal property and detainees may result in the premature release of detainees.

2-43. **Handle Appropriately** - The capturing unit and each subsequent handler of captured materials must ensure that material is not damaged, defaced, or that its intelligence or evidentiary potential is not degraded in any way. Do not mark, alter, or deface original captured documents.

2-44. **Evacuate with the Detainee** - Personal property may receive the same batch number as the rest of the material it was captured with, but must remain segregated from the rest of the batch. Personal property will generally accompany the detainee to whom it belongs.

Captured Enemy Material (CEM) and Hazardous Materials

2-45. Before inventorying captured materials, personnel involved in their handling must ascertain whether hazardous materials are rendered safe; personnel safety is the first priority. In the event that munitions or other hazardous materials, such as chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE), are discovered during the inventory of captured materials, evacuate the area immediately and summon the appropriate authorities.

2-46. The EOD unit can initially assess and neutralize found munitions. These munitions may include single munitions, captured enemy ammunition sites, and items recovered during military operations (patrols, raids, maneuvers). For safe handling procedures, consult trained professionals such as the EOD unit, support battalion ammunition specialists, a CBRNE representative, or another appropriate activity in accordance with the unit’s SOP.

2-47. When handling hazardous material considerations include—

- If hazardous materials, such as chemical, biological, radioactive, nuclear substance are discovered during the inventory of captured material, take immediate action to reduce the possibility of personal injury by evacuating the area and summoning the appropriate authorities such as EOD, CBRNE, or WIT.
- Always make sure that hazardous material, weapons, weapons making material, and ammo are rendered safe by EOD.
- If materials are determined to be unsafe and identified for destruction, photograph and document the condition of the captured materials before items are destroyed.
Military Weapons and Equipment

2-48. Weapons and ammunition discovered during a raid or site exploitation operation must first be cleared and then properly stored as hazardous materials. Some items that must never be packaged together include weapons and ammunition, as well as explosives and blasting caps.

2-49. Separate all weapons, ammunition, and weapon-making materials. Never package materials together that could possibly result in an explosion, misfire, or similar incident. All weapons and ammunition must be inventoried and photographed. Record weapons serial numbers and ammunition by type and quantity. If weapons, ammunition, and weapon-making materials are altered by the capturing unit, site exploitation team, or EOD, ensure a record of the alteration is included in the mission summary. The following information should be extracted and reported from military weapons and equipment:

- Serial numbers.
- Nomenclature.
- Condition.
- Alterations.

Improvised Explosive Devices

2-50. An improvised explosive device is a device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic, or incendiary chemicals and designed to destroy, incapacitate, harass, or distract. It may incorporate military stores, but is normally devised from nonmilitary components. (Joint publication [JP] 3-07.2). Many of the materials that can be used as components in an IED are often not dangerous on their own. However, the discovery of a combination of various materials used to make IEDs often indicates the possibility that IED-assembly activities may be occurring.

2-51. IED and suspected IED components must be photographed and inventoried much like other captured materials. Possible IED component materials may include:

- Car alarms.
- Doorbells.
- Cell phones.
- Two-way radios.
- Batteries.
- Electronic components.
- Wires.
- Wiring harnesses.
- Timers.
- Phones.

Note. The Weapons Intelligence Team (WIT) is frequently interested in IED components as well as weapon modifications employed by the enemy. All identified IED-making equipment should be reported to the nearest WIT for further analysis.

SCREEN

2-52. Hasty screening and assessment is conducted primarily to identify and extract information of immediate tactical value. For effective screening:

- Be familiar with intelligence indicators associated with the CCIR.
- Prepare a list of characteristics captured material is likely to have in common with indicators associated with the CCIR. This will serve as a guide to follow when reviewing documents and material and increase probability that the screening will identify relevant captured material.

2-53. Actions conducted during screening operations—
Based on the CCIR, review each item and determine if item is indicated as a priority for collection.

Assign a category to the item. See chapter 3 for categorizing captured material.

Prioritize each item for translation or exploitation. For example if an information requirement states that digital thumb drives are being used to send encrypted messages to adversaries, then any captured material found in a search that appears to be a digital thumb drive would be something a collector would single out and make a priority for exploitation.

Identify items that may need special handling due to classification, fragile state of material, value of materiel, etc.

When identified, time-sensitive information is reported using the unit SOP directed immediate precedence report format. Copies of all reports will accompany the captured material through the evacuation process. Included with this information is:

- Date of hasty screening.
- Place of the hasty screening.
- Rank and name of the screener.
- Rank and name of the supporting linguist.
- Rank and name of the individual supervising the screening effort.

**Important Note.** Under no circumstances will efforts be made to review or exploit magnetic media at the field site. These items will be carefully safeguarded from damage until they can be evacuated to appropriate technical experts such as media exploitation personnel.

Media exploitation personnel may be found at the brigade level as part of the task-organized DOMEX teams. Media exploitation personnel are also found at facilities such the JDEC and the Combined Media Processing Center (CMPC).

**EXTRACT AND REPORT TIME SENSITIVE INFORMATION**

Extracting and reporting time-sensitive information occurs at each unit or activity that acquires captured material. At the tactical level this task occurs during the hasty screening of captured material.

During the screening process if an item or document provides perishable and actionable intelligence then composing a spot report is imperative. Spot reports are used at each echelon to ensure the timely reporting of time-sensitive information. For example, a DOMEX team learns that the enemy plans to launch an attack within a few hours based on captured material translated. This information needs to be reported immediately. The spot report is the appropriate report format to use in disseminating this critical information.

Spot reportable documents – Once reported on site, the S-2 section should ask for these items first in order to quickly exploit potential actionable information. Additionally, the S-2 must be notified of spot reported documents to ensure that duplicate reporting does not occur.

Although the precise format for a spot report is in accordance with unit SOPs, the standard spot report is in the size, activity, location, unit, time, and equipment (SALUTE) format. Figure 2-6 depicts the format and provides instruction for completing a spot report.
TO: Usually the address of the supported S2/G2 (according to unit SOP).
FROM: Your unit or team designation or your duty position, as appropriate.
DTG: The date-time group of when the report is being submitted.
Report Number: From local SOP.

1. (S)ize/Who: Expressed as a quantity and echelon or size (for example, 1 X BDE). If multiple
echelons are involved in the activity being reported, there can be multiple entries (for example, 1 X
BDE; 2 X BN). Nonstandard units are reported as such (for example, bomb-making class; support
staff).

2. (A)ctivity/What: This line is the focal point of the report and relates to the PIR or important non-
PIR information being reported. It should be a concise bullet statement.

3. (L)ocation/Where: Generally a grid coordinate, including the 100,000-meter grid zone designator.
The entry can also be an address, if appropriate, but still should include an 8-digit grid coordinate.
City names will always be followed by the two-character country code. If the activity being reported
involves movement (for example, advance, withdrawal), the location entry will include “From” and
“To” entries. The route used will be reported under “Equipment/How”.

4. (U)nit/Who: This entry identifies who is performing the activity described in the “Activity/What”
entry. Include the complete designation of a military unit, identification of a civilian or insurgent
group, or the full name of an individual, as appropriate.

5. (T)ime/When: For a future event, this is when the activity will initiate. Past events are usually not
the subject of SALUTE reports but if a past event is to be reported, the Time/When entry will
generally reflect when the event ended. Ongoing events are reported as such. Reports of
composition of forces, morale, and electronic technical data and other non-event topics are
reported as ongoing. When reporting on a disposition, the “Time/When” entry is generally the last
time the source was at the disposition.

6. (E)quipment/How: The information reported in this entry clarifies, completes, and/or expands
upon information reported in any of the previous entries. It includes information concerning
equipment involved, tactics used, and any follow-up information not reported in the previous
paragraphs.

7. Remarks: Use this entry to report the source of the information, whether a person, a CED, open-
source media, or other source. Include the date of information and the PIR that the reported
information addresses. Include map data for coordinates given in the “Location/Where” entry,
stating map series name, sheet number, scale, and edition. If there are enclosures to the SALUTE
report, such as sketches, annotate them here.

NOTE: The above examples are for guidance and not to be construed as strict requirements.
SALUTE reports of combat activity may only contain a word or two in each entry, whereas
Intelligence reports tend to include more detail.

Figure 2-6. Spot report in SALUTE format

2-59. To prevent redundant reporting, each team, activity, or echelon receiving captured materials is
responsible for ascertaining whether the time-sensitive information was previously reported disseminating a
spot report. A copy of each spot report is forwarded with the original captured material as it is evacuated
through intelligence channels.
TAG

2-60. Proper tagging of captured materials is the initiation of the chain of custody and accountability and must be performed as soon as possible after capture and continued throughout the DOMEX process. Failure to properly identify or handle captured materials can result in the loss of intelligence or degrade the evidentiary value of information.

2-61. DD Form 2745 (See figure 2-7) is the preferred form used to fill out information ranging from date of capture of an enemy prisoner of war, description of weapons, special equipment, and documents. DD 2745 tags are extremely durable and easily attach to materials and bags with metal wires or twist ties. Review unit SOPs and ensure compliance with proper tagging procedures. The most frequently referenced item on the DD 2745 is the serial number. It is used to establish the chain of custody which simplifies transfer of captured materials to other echelons. Minimum requirements for filling out capture tag are:

- Date-time group (DTG) the item was captured.
- Serial number.
- Place the item was captured. Six to eight digit grid coordinates and a description.
- Identity of the source, if applicable.
- Summary of the circumstances of captured material.
- Identity of capturing unit.

2-62. DA Form 4002, Evidence Property Tag, (see figure 2-8) may also be used to tag captured materials. This self-adhesive form can be attached directly to captured materials or to packaging materials/bags of captured materials. Use caution when attaching the form so that the items are not damaged. Do not mark directly on the items. Evidence property tags may correspond with the serial numbers annotated on DD Form 2745 Capture Tag, to establish a connection between items. The DA Form 4002 is used to facilitate tracking evidence.

2-63. When tagging captured material and detainees ensure that:

- Tags are securely attached to the item itself and to the shipping container.
- Weather-resistant tags are used and if they are not available use material (for example, rations packing) on which pertinent capture data can be recorded.

2-64. There are two procedures for marking and tagging captured material. The procedure used depends on whether or not the captured item is associated with a captured person.

- Captured material with detainees: Secure tag onto the captured person and any associated captured material with the three-part EPW tag (DD Form 2745).
- Captured material not associated with a detainee: Secure tag to the piece of equipment and associated document with part C of the EPW capture tag.
Figure 2-7. Capture tag, DA Form 2745

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Figure 2-8. Evidence property tag, DA form 4002

INVENTORY AND GROUP

2-65. Inventories take place when needed throughout the DOMEX process to ensure proper control and tracking of captured material. The inventory task is specifically conducted before evacuation in the initial collection phase and after receipt in the processing phase.

2-66. Conducting a thorough inventory is essential in accountability and monitoring the movement and transport of captured material from one location to another. Compromise or loss of captured material can degrade the value of captured material and can undermine exploitation efforts.

2-67. DA Form 4137 is the most effective method for inventorying captured materials. It is widely used and recognized; it provides flexibility for describing captured materials while documenting the entire chain of custody. When receiving captured materials from a team always ask for DA Form 4137 Evidence/Custody. If one is not provided complete the form at the first opportunity.

2-68. A single DA Form 4137 should account for all captured materials for a particular mission, location, or individual. A separate DA Form 4137 should be filled out for detainees and their pocket litter. For example, if three individuals are detained in a search of a residence that also yielded the contents of a desk that are not
attributed to a specific detainee, then there should be four DA Form 4137 documents created. Each detainee’s pocket litter is attributed directly to them and the contents of the desk is attributed to the capturing unit.

**COMPLETE DA FORM 4137 PROPERTY/EVIDENCE CUSTODY DOCUMENT**

2-69. DA Form 4137 should be labeled with a unique name that identifies the batch of documents, typically the mission or target name or number. Assigning appropriate batch identification names and numbers will ensure that captured material and associated products are linked together when uploaded into the National Harmony Database. See figure 2-9 for DA Form 4137. Steps in filling out the DA Form 4137 are as follows—

- Annotate the capture tag (DD 2745) serial number or Batch ID number in the block labeled “MPR/CID Sequence Number.”
- Leave the block labeled “CRD Report / CID ROI Number” blank.
- Annotate your unit or organization in the “Receiving Activity” block.
- Annotate your unit/organization’s location in the “Location” block (for example “FOB Speicher” “FOB Salerno,” etc.).
- Enter name, grade, and title (if known) of the person who the materials were received from. In the case of detainee pocket litter this would be the name and/or identification number of the detainee. For items that are found in common areas or are not attributed to a specific detainee use the name of the Site Exploitation Team leader or the individual who turned over the captured materials.
- Check the “Owner” box if the detainees owns the property that you confiscated during the search.
- Check the “Other” block if ownership is unknown (for example, site exploitation team finds items during a search of a common area that are not attributed to an individual).
- Enter the address of the person from whom you received the items in the “Address” block, if known. This may be the FOB of the site exploitation team.
- Annotate the location where the items were confiscated or found.
- Provide enough information to document the location where chain of custody is initiated. A description, for example, might read: “Two-story house next to Exxon station on MSR Tampa IVO Baghdad” or “Destination Holding Area Alpha, “ or Al-Awael Internet Café, Shaq Cala, Iraq MF33702/29222.
- Describe where the item was found on the person, such as “Removed from the left front pants pocket.”
- Enter the reason for the confiscation in the “Reason Obtained” block (for example, “HVT Raid” or “Cordon and Search”).
- Record the date-time-group of confiscated/impounded or found (for example, “151541APR07.”). If several items are confiscated, indicate the time span when they were collected (for example, “151541-1630APR07.”). The earlier time notes when the first item was taken and the later time notes when the last item was taken.
- Enter item number. List items consecutively.
- Enter quantity of like items (for example, 6 CDs, etc.).
- Describe each item in the “Description of Articles” block. The description of each item should meet the simple requirement that another individual who understands English can comprehend what they are signing for. Use as many Evidence/Custody Documents as necessary to encompass all captured materials. Ensure to record the number of pages required (for example, page 1-3).
- Describe each item in basic terms by what is observed.
- Always state noun first followed by a description.
- Do not group unlike items together.
Good Examples of Descriptions

- ID card, Iraqi, Mohammad Ishmel, in Arabic
- Book, green binder, gold Arabic writing
- Tape, VHS, Sony
- Watch, gold in color, Roman numerals on face
- Phone, mobile, Nokia, red, serial number NM78THY338
- CDs, Arabic writing
- Hard drive, external, Lacie, 1TB, serial number L8933RT

Poor Examples of Descriptions

- Book
- A bunch of CDs
- Cell phone
- Paper
- Some money
- Pictures
- Hard drive, CDs, papers, pictures, thumb drives

- List the color, size, and shape. Never estimate the value of collected articles or attempt to determine the type of metal, stone, or other valuable characteristic associated with the item. For example, rather than describing a metal item as “gold,” describe it as “gold-colored metal.”
- If serial numbers can be identified without dismantling or altering the materials, then they should be recorded. It is not necessary to record the serial numbers of devices, such as mobile phones that require the battery to be removed to access the serial number. In cases where unknown items are encountered a basic description is sufficient.
- Place continuous slashes (///) from the left border of the block to the right border of the block to indicate the end of the list.

2-70. Complete the “Chain of Custody” portion of the form to transfer items from the detained person to the person receiving custody of the items.

- Item No. If all items are being transferred then identify all items listed in the “Description of Articles” block. For example, write “1 thru 3” in the “Item Number” column if there are three items listed in the “Description of Articles” block and all items are being transferred. If only specific items are to be transferred, then list only those items (for example “Item 1, 3, 7 and 10”).
- Enter date of custody transfer in the “Date” Column
- Fill in the “Released By” column (enter name and grade or title of the person taking custody).
- Enter reason for the custody transfer in the “Purpose of Change of Custody” column (for example “released for exploitation” “Detainee released,” “Detainee Transferred to…..” “Detainee transferred to local authorities”).
Figure 2-9. Evidence/property custody document DA form 4137
GROUP

2-71. Group captured materials based on their association with specific detainees or location of capture. In other words, group together all captured materials associated with a specific detainee and group separately from captured materials associated with a different detainee. The same applies to large volumes of captured materials at a site—group based on their location of capture or group based on the room of capture at a certain location. Units gathering captured materials from multiple locations in one day should inventory and group them according to the location of capture.

2-72. Creating a photo log will help organize and track photos as to where they were taken and the relevancy of the groups in which they are placed.

- First, take a photograph of the zone/room labeling along with the items or detainee or both.
- When the photograph is downloaded the pictured zone/room labeling will automatically be listed first and therefore associate all of the following photos as having been captured within that zone or room.
- Placeholders between photos can also be applied to separate and distinguish room or zone. To create a placeholder; write description of area or place (such as zone or room 8, living area) on piece of paper or 3x5 index card. Take a photo of the placeholder. Then take the series of photos following the photo of the placeholder that gives a description of photos that follow the placeholder. Continue to divide and segregate areas that you’re photographing for easier organization and grouping.

2-73. If a DOMEX team does not have ample time to package and separate captured material for transport at one location then utilize either mail bags, laundry bags, or other containers to gather materials for each room. Follows steps below:

- Check to make sure there are no hazardous materials, chemicals, toxins, weapons, or ammunition in group of captured material. See Evacuate task below for further guidance.
- Label room or zone number on mail bags, laundry bags, containers with permanent marker.
- Gather captured materials from room or zone and place in bag.
- Make sure fragile items are packed securely to prevent damage.
- Evacuate captured materials to processing site.

GENERAL PRIORITIZATION OF CAPTURED MATERIAL

2-74. Prioritization of material is determined by the commender, CCIR, and mission. Priority for captured materials can vary based on mission. Ensure current and relevant priorities are known and understood.

2-75. For example in Operation Iraqi Freedom and Operation Enduring Freedom the following items were determined to be of the most value:

- Digital devices.
- Communications equipment.
- Contact information (names/addresses/phone numbers)
- Identification documents
- All other documents, including photos, weapons, etc.

Note. This generalized prioritization list of captured materials does not supersede CCIR or the commander’s guidance.

EVACUATE

2-76. Captured material evacuation is the transfer of captured material and related reports to activities or facilities for further processing, exploitation, or final disposition. At the tactical level this task is typically accomplished by gathering all captured material and reporting to the initial detainee collection point (IDCP) or
Initial Collection Phase (Final Draft—Not for Implementation)

battalion intelligence staff for debriefing and handover of captured material. The initial evacuation of detainees is the responsibility of the capturing unit.

2-77. The information derived from screening captured materials will determine the proper channels necessary for exploitation and examination. The information to be gleaned from captured materials is particularly time-sensitive. It is critical that the materials be sent to the team most capable of completing its exploitation. Once materials are inventoried, the intelligence staff evacuates the documents with a hardcopy of the document transmittal form in accordance with the document category, unit SOP, and reporting instructions.

PACKAGING CAPTURED MATERIALS

2-78. Proper packaging will help preserve captured materials for future exploitation and/or evidence. Package captured materials in a manner that prevents them from being damaged. Plastic garbage bags, ziploc bags, and waterproof containers are recommended packaging material. Paper documents should be placed in paper envelopes or wrappers. They should not have direct contact with plastic.

2-79. Evidence property bags used by civilian law enforcement are ideal for use in collection operations since they contain ample space to list details of the circumstances of capture. The tamper-proof seal on the plastic evidence bags make them especially useful for packaging detainee associated documents. These bags may be expensive and are not recommended for large scale collection of captured materials.

2-80. Note that wet items that are placed in evidence bags will deteriorate, mold, and/or spoil (blood). If non-breathable plastic bags are utilized to collect wet items, the items need to be removed as soon as practicable and completely dried before packaging for evacuation.

2-81. Remember to mark the container containing documents for identification. Do not mark the documents themselves. Marking directly on documents can destroy evidentiary material and/or cause cross contamination.

PACKAGING DIGITAL DEVICES FOR STORAGE OR TRANSPORT

2-82. If available always use original packaging or boxes. The container should be placed into an evidence bag, sealed to restrict access, and the labeling procedures completed for the exhibit. Note the following when packaging digital devices:

- Computer equipment should be packaged in heavy cardboard boxes, preferably the original containers, if possible, with fitted padding. Use large plastic bubble wrap or foam rubber pads as packing. Do not use loose Styrofoam (packing peanuts) or excelsior (wood shaving) packing material because it may lodge inside computers and components and/or create static charges that can cause data loss or damage to circuit boards. Disks, cartridges, tapes and hard drives should be packed to avoid any movement during transport.
- Keep away from magnets or magnetic fields such as radios or large speakers.
- To prevent accidental operation in transit, a phone or digital device should be packaged in a rigid container, secured with support ties.
- Use bubble wrap, cardboard, foam, or other protective materials when packing and transporting materials.
- Avoid magnetic fields when transporting magnetic devices.
- Do not use Styrofoam peanuts or excelsior when packing magnetic devices (static electricity).
- If possible avoid storing devices near radio antennae on HMMWVs, Bradleys, and Strykers to help avoid compromising sensitive magnetic data stored on device.

NEXT ECHelon INTEllIGENCE/DETENTION FACILITY

2-83. Captured materials need to be transferred to the next higher echelon as soon as possible for exploitation. Ensure the following are accomplished prior to evacuation—

- Screen captured materials for hazards or risks posed to personnel or facilities.
• Screen captured materials for applicability to the CCIR before transfer. (Do not rely on higher echelons to exploit the materials for applicability to subordinate CCIR.)
• Complete Part B of DD Form 2745.
• Document captured materials on DA Form 4137.
• Maintain segregation of captured materials already established by capturing unit.
• Group all items from the capture site into one storage room or location.
• Collect all photographs, sketches, reports and notes created.
• Collect other photos and products created by capturing unit.
• Fill out Captured Document Tag (see figure 2-10 for a sample of a Captured Document Tag.)
• Fill out Captured Documents Logs for accountability (see figure 2-11 for Sample of Captured Document Log).

2-84. Follow the unit SOP when filling out the captured document log, ensure that the following items are recorded (at a minimum):
• Fill in the unit name at the top of the form.
• Identify where materials will be kept.
• Write in the date and time received.
• If there is a transmittal slip that is coupled with material such as an evidence property tag number, record the number.
• Record who received the material.
• Record the date and time of capture.
• Record the capturing unit name or identifier.
• Record the screening classification of captured material.
• Describe the items captured.
• Identify the destination of items for further exploitation and storage.
• Identify in the report types that may be associated with captured material, such as a spot report.
• Transport captured material to collection site for processing and screening.
Figure 2-10. Sample captured document tag
<table>
<thead>
<tr>
<th>FILE NUMBER</th>
<th>RECEIVED DOCUMENT DTG</th>
<th>SERIAL #</th>
<th>INCOMING TRANSMITTAL #</th>
<th>FORWARDING UNIT</th>
<th>RECEIVED BY</th>
<th>DTG AND PLACE OF CAPTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501</td>
<td>150830AUG04</td>
<td>0102368</td>
<td>1T08</td>
<td>1/82d Abn Div</td>
<td>SSG KIM</td>
<td>150500AUG04/EK030949</td>
</tr>
<tr>
<td>1502</td>
<td>150830AUG04</td>
<td>0110443</td>
<td>2T11</td>
<td>2/82d Abn Div</td>
<td>SSG KIM</td>
<td>150520AUG04/EK045860</td>
</tr>
<tr>
<td>1503</td>
<td>150930AUG04</td>
<td>1039064</td>
<td>2T11</td>
<td>2/82d Abn Div</td>
<td>SSG KIM</td>
<td>150725AUG04/EK058383</td>
</tr>
<tr>
<td>1504</td>
<td>150930AUG04</td>
<td>1192583</td>
<td>2T11</td>
<td>1/82d Abn Div</td>
<td>SSG KIM</td>
<td>150725AUG04/EK058383</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPTURING UNIT</th>
<th>SCREENING CATEGORY</th>
<th>DESCRIPTION OF DOCUMENT</th>
<th>DESTINATION/TRANSMITTAL #</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co A, 1/504th, 1 Bde, 82d</td>
<td>A</td>
<td>Letter of promotion, KP, 1 Pg</td>
<td>JDEC, 1ST01</td>
<td>SALUTE written</td>
</tr>
<tr>
<td>Co B, 2/504th, 2 Bde, 82d</td>
<td>A</td>
<td>Letter describing attack, RU, 3 Pg</td>
<td>JDEC, 1ST01</td>
<td>SALUTE written</td>
</tr>
<tr>
<td>Co B, 2/504th, 2 Bde, 82d</td>
<td>B</td>
<td>List of call signs, RU, 1 Pg</td>
<td>JDEC, 1ST03</td>
<td>None</td>
</tr>
<tr>
<td>Co B, 2/504th, 2 Bde, 82d</td>
<td>C</td>
<td>Personal letter, KP, 2 Pg</td>
<td>JDEC, 1ST02</td>
<td>Translation end</td>
</tr>
</tbody>
</table>

Figure 2-11. Sample captured document log
Chapter 3
Processing Phase

INTRODUCTION

3-1. Upon the receipt of captured materials the document and media exploitation (DOMEX) mission transitions to the processing phase. Prior to engaging in tasks of the processing phase a debriefing of the capturing unit should be conducted in order to understand the nature of how the material was attained. Details such as who, what, where, why and how the material were collected should be documented. The tasks involved in the processing phase are identified in figure 3-1.

![Figure 3-1. Processing phase tasks](image)

INVENTORY AND LOG

3-2. There are steps that must be taken to ensure captured material is properly received, accounted for, and brought under control. The following actions ensure collected material is controlled—

- Conduct thorough debrief of capturing unit.
- Complete captured document logs.
- Segregate captured material.
- Initiate trace actions.
- Assemble and photograph material into batches.
- Identify Batch name.
- Assign unique batch identification (ID) number.
- Batch report.
- Workflow batch information sheet.
- Securing and storage of captured material.
- Establish local custody procedures

CONDUCT DEBRIEFING OF CAPTURING UNIT

3-3. After receipt of the captured material conduct a thorough debriefing of the unit or team members to ensure details of the mission and materials being received are completely understand. The following information should be obtained:

- Details regarding circumstances of capture.
- Detainee pocket litter.
- Location of communications equipment and/or digital devices.
- Status of spot reports.
- Mission logs, sketches, and/or video.
COMPLETE CAPTURED DOCUMENT LOG

3-4. The receiving team inventories all incoming captured documents and establishes a document log. Proper inventory procedures will ensure strict accountability of all captured materials and preserve their evidentiary value. All captured documents must have completed captured document tags. The format for a captured document log is in accordance with unit standing operating procedures (SOP). The Captured Document Log should contain at least the following information—

- A sequential file number to identify the order of entry.
- Date and time of receipt of the captured material.
- Identification of individual that received the captured material.
- Document serial number from the document tag.
- Complete designation of the unit that forwarded the captured material.
- Date, time, and location of capture (as listed on the document tag).
- Identification of the capturing unit (as listed on the document tag).
- Description of the captured material including the original language; number of pages; type of document such as a map, computer disk, letter, or photograph; and the enemy's identification number for the captured material, if available.
- Captured material category (after screening).
- Remarks including action taken based on the type of document and any other information can assist the unit in identifying the captured material.
- Include remarks or any other information that can assist the unit in identifying the captured material including processing codes. These processing codes are set up by the unit's SOP to denote all actions taken with the document while at the team, including intelligence reports, translations, reproductions, or return of the captured material to the detainee from whom it was taken.

SEGREGATE CAPTURED MATERIAL

3-5. Captured materials arrive in a variety of states, ranging from completely intermingled in a worst-case scenario, to already having been inventoried, segregated, and sub-segregated by location of capture or association with a specific detainee. Assemble all captured materials into batches for exploitation and accountability.

3-6. Keep captured materials separated by category and batch to ensure the integrity of their intelligence potential and evidentiary value, to facilitate screening at each echelon, and to assist in the interviewing of detainees.

3-7. Group items collected from a site as a batch. This assists in preventing the compromise of site exploitation where items are collected as part of a criminal investigation.

INITIATE TRACE ACTIONS

3-8. Compare the captured materials to the Capture Tag and Property/Custody Document DA Form 4137 to ensure all items are accounted for. If there are missing captured materials, missing tags, and/or information missing from the captured materials tags initiate trace actions.

3-9. The site can complete this corrective action swiftly if the collecting team or capturing unit correctly—

- Completed part C (Document/Special Equipment Weapons Card) DD Form 2745.
- Completed spot reports.
- Captured appropriate digital images.

3-10. If necessary, the trace action continues to the capturing unit and other elements that handled the materials. If a captured materials tag is unavailable from elements that have previously handled or transported the materials, or if the missing information and documents are unrecoverable, then the processing site completes the
3-11. When a batch of captured materials is received without a transmittal sheet proceed with the following:

- Contact the forwarding unit and obtain a list of the captured materials serial numbers, if available.
- As the receiving element, record all trace actions.

3-12. The DOMEX team or processing site uses the captured materials tags, transmittal sheets, and results of the inventory to create and maintain a log of all captured materials. The log is a record of what the unit knows about the captured materials. In addition to information about the materials, the log also records all actions taken of the captured materials at the site, including intelligence reports, transcripts, translations, reproductions, and final disposition of the captured materials.

ASSEMBLE AND PHOTOGRAPH MATERIAL INTO BATCHES

3-13. A batch describes a quantity or group of captured materials found from one site or operation. Each batch of incoming captured material is photographed in the condition it arrives to assist in identifying each batch. Two series of photographs should be taken—

- One photo is taken with the batch name, all items in the batch and associated identification markings and/or tags (such as figure figure 2-4).
- One sanitized photo will be taken with items in the batch, but no identification markings or tags.

3-14. Compromising batch integrity will undermine screening/interrogation, and prosecution efforts as well as prevent captured materials from being returned to their owners should they be released.

3-15. Batches should already be identified by a name but this is not the same as the batch identification number which is used to upload and store information pertaining to the captured material in the National Harmony database.

IDENTIFY BATCH NAME

3-16. In order to process captured materials within a given batch, a unique batch name must be established during captured materials screening and disseminated to all teams that have a role in the custody and exploitation process or who are consumers of the products produced by the brigade or above DOMEX team. The batch identifying criteria are then referenced when tracking captured materials. Batch naming conventions should facilitate identifying property belonging to specific individuals or designating property within the batch discovered in specific locations.

3-17. Batch naming conventions are in accordance with unit SOPs. Regardless of the unit, within a batch name, the following should be incorporated:

- Date of capture.
- Mission or target name.
- Detainee number, if applicable.
- Location of capture.

3-18. The National Harmony Database requires the input of a batch name to display the batch circumstances of capture. If a batch name has not been assigned, the batch circumstances of capture will not be available to the intelligence community.

ASSIGN UNIQUE BATCH IDENTIFICATION NUMBER

3-19. Every batch of captured materials must have a unique identifier as a way to identify them during future processing and analysis. The batch ID number will apply to all documents within the batch. Local SOP dictates how the batch ID number is assigned. Coordinate with higher echelons for assistance in developing batch ID numbering conventions.
3-20. National Harmony database batch number sequence begins with the first letter identifying the collection station. The second letter is the location designator. The first digit identifies the year, followed by the Julian date. Last set of numbers after the dash is the batch serial number. See figure 3-2 for sample batch ID number sequence and description.

3-21. A sample batch identification number should include at a minimum identification of the collection station, the year of capture, Julian date of capture, and batch serial number (unique sequential number beginning with 01)—for example, batch identification number—MZ7155-212:

• MZ—DOMEX (collection station).
• 7—2007 (year).
• 155—Julian date (4 June).
• 212—212th batch received by this collection station.

![Collection Station ID](image)

**Figure 3-2. Sample batch identification number**

**Batch Report**

3-22. The batch report is one method of disseminating an analytical summary of captured materials—related to a particular batch—to the tactical commander to capitalize on information related to follow-on operations. The precise format for a batch report is in accordance with the unit’s SOP. The batch report should contain at a minimum—

- Harmony number.
- Batch name.
- Total batch contents.
- Exploitation instructions.
- DOMEX technician name and rank.
- Descriptive title of captured material.
- Type of captured material.
- U.S. classification (if applicable).
- Primary language.
- Date of exploitation.
- Capture date.
- Capture location.
- Capturing unit.
- Circumstances of capture.
- Nonexploited captured materials in the batch not containing priority intelligence requirement-reportable information.
- Report summary (description of the contents of each captured material in the batch).

**Workflow Batch Information Sheet**

3-23. The workflow batch information sheet—
• Is a template used to create a National Harmony Database record.
• Can also be used to assist in the debriefing of the capturing unit.
• Should be archived and filed locally.
• Is created when groups or batches of captured enemy documents (CEDs) are in the processing phase to facilitate the process and to aid in the creation of National Harmony Database records.
• Once completed, it uses the Julian date to keep track of capturing units, detainees, equipment, and any documents that may be needed to assist in the briefing and debriefing of the capturing units. See Figure 3-3 below for example of a workflow batch information sheet.

Figure 3-3. Workflow batch information sheet sample

**Securing and Storage of Captured Materials**

3-24. The security of captured materials must be implemented until evacuation to the next echelon or returned to the owner. Storage facilities should have access limited to those individuals who are the unit designated agent for custody of captured materials. Considerations include—

- Storage space should be capable of being locked.
- Shield from weather and environmental conditions.

3-25. **Storage Center**: Storage areas must be provided for non-hazardous captured materials, hazardous (non-explosive), and explosive captured materials. Explosive captured material will be stored in an ammunition holding area (AHA). Design and operation of the AHA must be in accordance with applicable regulations and publications (DOD 6055.9-STD).
AHA\textsuperscript{s} have specific limits set for net explosive weight (NEW) and the type of explosives that can be stored. (See DA PAM 385-64.) DA PAM 385-64 also provides guidance regarding the compatibility for storage of various classes and types of explosives. Storing hazardous captured material may involve various chemicals, batteries, or other hazardous material.

3-27. The Code of Federal Regulations, Title 49 Parts 100 to 185 can be used as a guideline to determine if an item is hazardous, and what precautions must be taken to safely handle possible hazards. Measures must be taken to protect all captured material from adverse environmental conditions.

3-28. All personnel involved are responsible for ensuring that the transportation and storage of captured material is carried out in a safe and prudent manner. Anyone that becomes aware of an unsafe condition will immediately notify team leads and commander of issues concerning safety.

**Establish Local Custody Procedures**

3-29. Have a sign out ledger for analysis/screening/interrogation operations. This sign out roster or property ledger will assist in the accountability process without filling up all the spaces in the “Chain of Custody” section of the DA Form 4137.

3-30. The captured material sign-out ledger has no precise format and is dictated by unit SOP. The sign-out ledger should include as a minimum—

- Harmony numbers assigned to captured materials, if applicable.
- Serial numbers of the captured materials, if applicable.
- Name, rank, and unit of assignment of individual releasing property.
- Name, rank, and unit of assignment of individual accepting documents.
- Date and time the captured materials are signed out.

3-31. All products generated during the exploitation process should be archived in a manner that allows them to be easily accessed. Archived products may include captured material inventories, digital photographs of captured material, spreadsheets containing contact information, batch reports, and Part B (capturing unit record) of DD Form 2745.

**Military Police Accountability Procedures**

3-32. When DOMEX teams or DOMEX processing sites are co-located with detainee holding or detention facilities, military police (MP) personnel maintain administrative control (ADCON) of detainees and their possessions. In such cases, DOMEX teams or DOMEX processing sites must:

- Coordinate with MPs to temporarily sign out source-associated captured material for digitization.
- Once digitized, DOMEX personnel return original captured material and related products and uses the copies for processing and exploitation.

3-33. MPs also maintain a detainee information database that can be used to track detainees and their associated captured materials. The detainee reporting system (DRS) used during in-processing at internment facilities records data for detainee processing and tracking and is intended to interact with the biometrics automated toolset (BAT) system to avoid duplication of effort.

**Screen and Categorize Captured Material**

3-34. Screening captured materials is the rapid but systematic evaluation of CED\textsuperscript{s} or CEM to determine which contain priority information. Screening captured materials is a key task in the DOMEX process workflow; essentially, it is the hub for determining the exploitation priority and procedures for CED\textsuperscript{s} and CEM.

3-35. Screening involves—

- Categorizing all captured materials into groups- Documents and materiel items are divided into categories to prioritize their evacuation and the extraction of information from them for intelligence purposes.
Prioritizing captured materials for translation and exploitation.

Employing linguists or translators for foreign language translation of captured material.

DOMEX team or DOMEX processing site conducts a systematic evaluation of the documents and the document tags to identify reportable information and determine the priority of processing.

Identifying captured materials requiring special handling and immediate evacuation to specialized units as follows:

- Criminal evidence – Send to the Staff Judge Advocate or Criminal Investigative Division (CI) team. (See appendix A for more information on handling SLC.)
- Specific limiting criteria (SLC) captured materials – Send immediately to Counterintelligence (CI) team.
- Technical intelligence (TECHINT) captured materials – Captured material exploitation center (CMEC)
- CEDs – DOMEX team or processing site.
- Signals intelligence (SIGINT) captured materials – SIGINT unit
- Detainee/captured materials – Detainee holding or detention facility

Screening captured materials requires senior, experienced individuals who are:

- Well-versed in the target language and collection requirements.
- Capable of identifying time-sensitive information of national intelligence significance.
- Capable of making rapid decisions based on minimal information.

Screening positions are normally filled by all-source analysts accompanied by linguists with the requisite language capabilities. At higher echelons where time and resources are more readily available, screening can be accomplished by most military intelligence (MI) professionals whose experience and training enable them to identify pieces of information that contribute to the entire intelligence picture. The number of screeners required depends on the captured material flow, which may range from only a few per day at lower echelons, to thousands a day at a theater-level activity.

During screening, the DOMEX team or processing site conducts a systematic evaluation of the captured materials and their tags to identify reportable information and determine the priority of processing. This screening may change the preliminary captured materials category that was assigned during the initial evaluation of the captured materials since the requirements may be different at each echelon. The DOMEX team or processing site also reports any unreported time-sensitive information in a spot report.

Captured materials can be screened using a qualified linguist or language translation tool with keyword identification capability. Screening of captured materials does not require the full translation of a CED or CEM, but it does require sufficient translation to determine the significance of the captured materials. A non-linguist may be able to conduct a preliminary screening, based on a CED’s format or CEM configurations, and the circumstances of capture, such as the location where the captured materials were found.

### Categorize Captured Material

3-40. During the screening process handlers categorize documents into one of four categories (table 3-1) which serve to—

- Prioritize processing, exploitation, reporting and dissemination.
- Dictate handling procedures.
- Identify evacuation channels.
- Further identify reportable information.

3-41. As personnel screen each document and materiel item, they assign or reassign one of the four categories described below in table 3-1.

<table>
<thead>
<tr>
<th>Category A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contain information relevant to unit collection requirements (see Annex B of OPORD).</td>
</tr>
</tbody>
</table>
3-42. Once a document is identified as Category A ensure that material is handled as SECRET. It must be properly stored based on the SECRET classification.

3-43. Valid Harmony numbers should be assigned to CAT A and/or B captured materials as soon as possible after the screening process is complete.

ASSIGN HARMONY NUMBERS

3-44. Coordinate with joint document exploitation center (JDEC) or cryptologic direct support team (CDSE) to establish naming convention to prevent assigning numbers that are not compatible with the Harmony database. An example of assigning number would be to give a “parent” number to a given thumb drive. A child number as depicted in the Figure 3-4 would be the numbers assigned to individual files on that drive. The naming convention is established in accordance with unit SOP.

SECURITY REQUIREMENTS FOR SECRET CAPTURED MATERIALS

3-45. Access to classified captured materials must be limited to personnel with knowledge of and access to the particular SECRET captured materials. Therefore, security requirements include—

- Ensuring personnel handling the captured materials have the appropriate security level.
- Ensuring personnel handling the captured materials do not pose a security risk to the United States. This is particularly important when dealing with non-U.S. translators. (At higher echelons, dealing with non-U.S. translators normally requires a designated CI team to conduct recurring personnel security evaluations.)
GROUPING AND SEGREGATING CAPTURED MATERIALS

3-46. During screening, captured materials are grouped according to their assigned screening category. The DOMEX team or processing site personnel must ensure captured materials are not separated from their associated groups. These large groupings can be broken down into smaller groups or batches. Each of these smaller groupings may consist of captured materials—

- Captured by the same unit.
- Captured in the same location.
- Captured on the same day at the same time.
- Received at the DOMEX team at the same time.

RECOVER

3-47. If resources and time are available, exploitation teams may conduct limited recovering of documents. Recovering documents includes—

- Cleaning soiled documents (return to former state).
- If the document is still wet be careful as to not rip or tear document.
- Allow document to dry before handling due to ink running or smudging.
- Lightly brush away dirt to expose legible writing.
- Reassembling document fragments (assemble fragments to original state).
  - If document is ripped or pieces are not arranged as to show complete document, assemble pieces in order to read or decipher text or graphics.
  - After the pieces have been arranged and the document becomes readable the next step is to take a photograph of the documents. If possible use transparent tape to piece the document together.
  - If document cannot be assembled properly, collect fragments and store in envelope or pouch for other trained personnel to assemble later.

3-48. Sometimes patterns of encryption are detected on document or electronic media that seem to be codes that only a skilled professional could decode. It is imperative that if one suspects a particular document may have a coded message in it then the document needs to be forwarded to the appropriate agencies or teams for further evaluation.

- Captured materials that are believed to contain codes should be immediately forwarded to agencies with the resources to decipher codes.
- Forward suspected codes for technical exploitation as soon as possible.
- Codes can vary from the obvious to the undetectable without specialized training.

Note. Under no circumstances will efforts be made to review or exploit magnetic media at a field site. This action should only be performed by personnel specifically trained in document recovery to avoid damage to the material, loss of intelligence information or corruption of potential evidence. These items must be carefully safeguarded from damage until they can be evacuated to appropriate technical experts such as media exploitation personnel.

DIGITIZE

3-49. The DOMEX team or processing site personnel scan or photograph the captured materials to create a digital record that they can then use for processing and analysis. Digitization also allows personnel to use machine foreign language translation (MFLT) tools to search for keywords, names, and phrases. The DOMEX team or processing site personnel must annotate or otherwise include all the information from the captured materials tag with the digitized captured material to ensure accountability and traceability. Digitization enables
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the ingestion of the captured materials into the National Harmony Database where other personnel, such as those in the Army Reserve Language Support Program or at the Army Reserve Intelligence Support Center, can transcribe and translate the CEDs.

- Using a flatbed or portable scanner, scan textual or image based documents.
- Digitally photograph captured material.
- Annotate or include information on capture tag with the digitized scan or photograph of captured material.
- Upload images in the National Harmony Database for dissemination.

TRANSCRIBE

3-50. The DOMEX team or processing site personnel transcribe audio and video recordings into text format. A transcript is a verbatim, native language rendering of the information in the audio or video recording. For processing of non-English recordings, transcription is extremely important. The transcriber uses native font or transliteration to represent the spoken language in the recording. The transcript, particularly of video files, includes descriptions of the activity, setting, and conditions that the transcriber hears in the audio and observes in the video. To ensure consistency and quality, the processing team applies a standard process to translate spoken and written information into English, such as the use of transliteration guides. Once completed, language-qualified analysts or other specialists use the transcript to produce intelligence and to update technical information. If required, the DOMEX team or processing site personnel translate the transcript into English for non-language qualified analysts and other users.

3-51. During transcription, use linguists to provide an extract or a full translation of the original audio or video recording. The linguist uses online dictionaries, gazetteers, and working aids to improve the transcript. Once completed the linguist stores or forwards the transcript to a quality control linguist.

TRANSLATE

3-52. During combat, a tremendous amount of enemy material is captured. After captured material has been screened the next task is to translate it. In order for anyone to understand the benefit of the document, the translation must be recorded in a written format. A translation report (figure 2-7) is a written statement of the information gained from a particular document. The purpose of the translation report is to disseminate intelligence information to interested persons or agencies. See translation report instructions below for information on filling out a Translation Report.

3-53. When translating documents—

- Take extra care with identifying the proper names of organizations, units, agencies. This will ensure that there is no confusion and help clarify or connect important details when it comes to piecing information together or when analysis is being performed.
- Use the exact name in the original language to avoid confusion.
- Unless the name is widely used in English, the full version of the name in the original language should be given in the parenthesis after it is first mentioned.
- Abbreviations are unnecessary and will confuse the reader.
- Translator should never guess the meaning of a word would be.
- The original document is to be protected from damage and no markings may be placed on it.
- A copyof the translation report is attached to a copy of the original document and immediately evacuated to the supported command’s intelligence officer. The original translation report, original document and its capture tag are returned to the appropriate custodian.

TRANSLATION FORMATS

3-54. When CEDs and/or transcripts are selected for exploitation, linguists translate into one of the four recognized translation formats:
Full Translation

3-55. The translation of an entire document and/or transcript is a full translation. This translation format requires intensive time and manpower, especially for lengthy or highly technical CEDs. Normally, only a DOMEX processing site at theater or national level is adequately resourced to enable full translations, which are relevant only when the value of, technical complexity, or political sensitivity of the CEDs require a full translation.

- Collect the all pages of document.
- Translate every page of document into English translation.

Extract Translation

3-56. An extract translation is a precise translation of a specified portion of a CED and/or transcript. Analysts request only what they need. Rarely does an entire document contain valuable information. Often correspondence contains only one or two paragraphs of intelligence information that answers the collection requirements. Extract translations are frequently conducted before full translations to assess the value of a CED’s parts before resources are committed to its full translation.

- Collect or highlight the portion of the document or material that needs to be translated.
- Translate that portion of the document into English translation.

Summary Translation

3-57. A summary translation entails reading the entire CED and/or transcript. The linguist then summarizes the main points of information instead of rendering an extract or full translation. Therefore, a summary translation may be performed as part of the document screening process.

3-58. A summary translation is normally in writing, but a linguist may orally present the translated information, especially at the tactical level. A summary translation requires a translator with extensive analytical abilities. The translator must balance the need for complete exploitation of the CED against time available in combat operations.

3-59. Translators with limited working knowledge in their translating languages may use a summary translation. For instance, a Russian linguist may be unable to accurately deliver a full translation of a Bulgarian-language document; however, the linguist may almost certainly render a usable summary of its content.

Gist

3-60. A gist is the function of deriving abstracts or general meanings from a CED and/or transcript, without offering a verbatim or precise translation. In other words, the gist of a document is not a formal translation; rather, it is a rough outline of the document’s meaning or topic. At the tactical level, a gist helps to evaluate a document’s intelligence potential and identify it for further exploitation.

TRANSLATION REPORT INSTRUCTIONS

3-61. Although the exact format for a translation report is a matter of unit SOP, in order to provide a unified product for consumers, translation formats should be relatively consistent. This following describes the instructions for a sample translation report (see figure 3-5)—

- Each translation should prominently display the Harmony number in bold, uppercase.
• **Title** – One line directly below the Harmony number, place the title of the translation on the left side of the page. Do not add additional information about a detainee in the title. The title should only describe the text of the document. Translators may place notes inside the title.

• **Translation Type** – Indicate type of translation - gist, summary, extract, or full. Identify the translation type in bold font with the first letter of each word capitalized. This immediately follows the title and is not followed by a colon.

• **Batch Number, Date of Issue (DOI), Date of Translation (DOT), and Pages** - The Batch Number, DOI, DOT, and Pages follow the translation type. The date entries for DOI and DOT will appear in YYYYMMDD format. Represent unknown parts of an incomplete date with an X. If there is no date, insert the word Unknown. Translators may insert comments into dates if part of the date is illegible. Users may write page numbers with a zero in front of the number of pages. Treat each side of each sheet as one page.

• **Translator’s Notes** - Translator’s notes are located two lines below the number of pages in bold italic 9 or 12 point font. The body of the text must include the number of pages in the translation. Translator comments (TCs)/analyst comments (ACs) will usually indicate the description, the context, or the legibility of words or phrases cited.

• **Beginning of Translation** - Center BEGINNING OF TRANSLATION one line below the Translator’s Notes with dashes (----) on both sides. The pages for the .pdf/source document immediately follow the beginning of translation and may contain from a single page to two pages of a translation (in the case of short 2-sided documents like ID cards only).

• **Body of Translation** - The body of the translation should reflect the original document. Place all dates within the document in YYYYMMDD format. Important information may be bolded, underlined, or italicized. Place any photographs attached to identification documents and portions of scanned documents inside the body of the translation. To identify a new page in the document, insert and center PAGE BREAK IN SOURCE DOCUMENT, with dashes on both sides, and follow it with the appropriate page number. If a photograph does not contain text, it does not require a translation. However, information (such as street names, billboards, Arabic numbers, and license plates) in the photograph may require a translation. Explain the photograph in the individual Harmony record.

• **End of Translation** - Center END OF SOURCE DOCUMENT, with dashes on both sides of the text, two lines below the last text in the translation. Directly below END OF SOURCE DOCUMENT, center END OF TRANSLATION, enclosed in parentheses, with equal signs on both sides.
3-62. The DOMEX team or processing site personnel translate CEDs and/or transcripts into English-language text format, if able. As an integral part of the DOMEX processing phase, the translation of information from the target language to English requires linguists who are qualified in both the target language and English. They must possess target knowledge commensurate with the target population of the information and have the appropriate clearance level. These skills and knowledge are important because a translation, unlike a transcript, is normally not a simple word-for-word interpretation but an approximation of the literal and implied meaning of the spoken or written language. To ensure consistency and quality, linguists use online dictionaries, gazetteers, and working aids to improve the translation.

3-63. At lower echelons, translators require a more general knowledge; the same translator may perform all functions—translate CEDs and/or transcripts, extract the pertinent information, and report that information.
higher echelons, translators require a more specific knowledge; therefore, they often perform these functions separately. Higher echelon activities, such as the theater document repository, group their translation efforts by subject area. For example, all medical-related captured materials are grouped and translated together.

3-64. All-source analysts use translations accomplished by qualified linguists with the requisite language capability. At higher echelons, where more in-depth and precise translations are required, translations require the availability of full time linguists—military or civilian. Military linguists at these echelons typically oversee translation operations and civilian linguists may have varying degrees of access in participating and contributing to the translation efforts.

3-65. It is important for consumers to acknowledge that translations are not CEDs; rather, they are subjective documents that are only as reliable as their translators. To be reliable, a translation requires input from consultants on technical matters, operational matters, and technical language issues, as well as from social, cultural, and historical experts.

**MACHINE FOREIGN LANGUAGE TRANSLATION TOOLS**

3-66. MFLT is defined as the use of computers and computer software to screen and translate from one natural language to another. MFLT is an emerging capability that is currently being used in Iraq and Afghanistan by Army units in support of command and control, movement and maneuver, intelligence, protection, and sustainment. MFLT systems provide a translation capability using a machine instead of, or in addition to, a human linguist. When employed appropriately MFLT can mitigate some linguistic shortfalls and, in a limited capacity, expand the number of languages supported within the DOD. MFLT tools or systems can also enable non-linguists by aiding in the rapid translation of foreign language materials. While MFLT is primarily focused on low-level linguistic tasks, it is capable of supporting rapidly deploying forces, special operations forces, and first responders when linguistic support is unavailable.

**REVIEW**

3-67. Technically proficient linguists review each transcription and translation to ensure consistency with reporting standards and for quality control of the translation. A U.S. Government linguist should review all information that a non-U.S. linguist processes. Exceptions include operations involving long-term coalitions and U.S. contractors with the requisite skills and the command’s confidence. Each transcript and translation should undergo two levels of review—quality control and quality assurance.

3-68. Steps for reviewing are as follows:
- **Evaluate Reports.** Screen each report for timeliness, completeness, and relevance to the command’s collection requirements.
- **Integrate.** Confirm or deny information collected by a single discipline by comparing and evaluating information ascertained from captured materials.
- **Provide Feedback.** Provide feedback to the processing teams on what to sustain or adjust in their processing, analysis, and reporting.

**QUALITY CONTROL**

3-69. A quality control linguist reviews a transcript or translation report for accuracy and to ensure it clearly expresses the meaning of the original document. The quality control linguist follows the steps to include—
- Ensures the report is complete, free of bias, and in accordance with reporting standards.
- Returns the report to the DOMEX team or processing site personnel for corrections or personally adds missed content.
- Corrects minor translation errors.
- Fixes minor format errors. Upon the completion of the quality control review, the translation report is available for analysis and a quality assurance linguist then reviews the transcript or translation report.
QUALITY ASSURANCE

3-70. A quality assurance linguist reviews a transcript or translation report to ensure it contains all required information and the translation reads naturally in English. Once reviewed:

- The quality assurance linguist saves the completed transcript or translation report to the local database.
- If authorized, a quality assurance linguist disseminates the report to external databases such as the World Basic Information Library or to the National Harmony Database.
- For more information concerning the use of the National Harmony Database refer to chapter 6.
Chapter 4
Analysis and Production Phase

INTRODUCTION

4-1. In the analysis and production phase document and media exploitation (DOMEX) teams analyze potential information and intelligence from captured material to satisfy the commander’s requirements. During this phase DOMEX and intelligence personnel identify potentially valuable information for further scrutiny and analysis. Should the analysis yield suitable information, intelligence products are produced and disseminated. In this phase, intelligence and information is processed and formatted into a variety of products to articulate the meaning of captured material and the value of intelligence collected.

4-2. Analysis of captured material can occur at several different stages of the process. The individual Soldier at the point of capture, during the screening process, and when examined at battalion and above all serve as an opportunity for exploitation and analysis. Each echelon has unique requirements and therefore may exercise different analytical techniques. The exploited material may also result in production of tailored reports and intelligence production.

4-3. The Analysis and Production phase follows the tasks listed in figure 4-1.

IDENTIFY AND EXTRACT REPORTABLE INFORMATION

4-4. The battalion and or brigade S-2 identifies specific information requirements for the anticipated types of documents, media, or cellular information the site exploitation team or Soldiers may encounter during the collection process.

4-5. During the screening process potential documents and media are identified for further scrutiny. Each echelon above battalion has additional capabilities and time to exploit captured material. The focus of the analysis of captured material is on actionable intelligence.

4-6. A quick assessment of a document (conducted during the screening and categorizing tasks of the processing phase of the DOMEX process) identifies reportable information, such as immediate threats, and extracts information of immediate tactical value. Documents are assessed regarding their relevance based on:

- Commander’s critical information requirements (CCIRs).
- Priority intelligence requirements (PIR)
- Specific information requirement (SIR)
- Sensitivity
- Credibility
- The unit’s mission and the commander’s intent

4-7. Information that may be derived from captured material during an assessment includes but is not limited to—

- Composition (hierarchy, type of unit).
• Disposition (location—past, current, anticipated).
• Tactics (intent, propaganda, modus operandi).
• Training and unit history (individual, unit, source of training).
• Logistics (food, transportation, fuel).
• Operational effectiveness (strength, goals, morale, equipment).
• Electronic technical data/communications (emitter types, frequencies, Internet use).
• Intelligence (surveillance, countersurveillance).
• Recruitment (local, national, regional, use of coercion).
• Support (financial, media, sources).
• Reach (databases, assets, connectivity, and architecture).
• National agencies (loyalties, leadership, capabilities).
• Law enforcement agencies (relationship with military, loyalties, capabilities).
• International agencies and nongovernmental organizations (loyalties, agenda, leadership).
• Personality (key leaders, education level, idiosyncrasies).
• Other threats (natural diseases, biohazards, radiological, chemical hazards).

4-8. The detailed review may require the services of a translator and/or interpreter. It is advisable to ensure the translator and/or interpreter is familiar with the intelligence requirements and terminology associated with the topical matter.

4-9. The S-2, based upon input from the screening process, determines if any of the captured material contains information which has potential intelligence value to—
  • The unit’s on-going operation. The S-2 may issue a spot report and/or the DOMEX team may issue a DOMEX spot report.
  • Higher or adjacent unit’s operations. The S-2 may issue a spot report and/or the DOMEX team may issue a DOMEX spot report.
  • Specific limiting criteria (SLC) information. The S-2 in accordance with unit’s SOP to ensure the material is evacuated to the appropriate team for examination and exploitation. (See appendix A for more information on handling SLC.)

DOMEX SPOT REPORT

4-10. DOMEX spot report can be completed only when the unit finds that captured material answers all or part of a PIR (See figure 4-2 for DOMEX spot report). If the DOMEX team develops important information during the exploitation of captured material, they must determine immediately all essential aspects and ensure the information is reported at once before the exploitation process is continued. The DOMEX spot report is an analytical summary related to captured material. The DOMEX spot report is a correlation of related and associated information and the inclusion of deductions made during analysis of the information. The DOMEX spot report provides a platform for recording and disseminating relevant supporting information related to captured material, such as details surrounding the circumstances of capture, photographs taken by the collector.

4-11. A complete and comprehensive DOMEX spot report can add tremendous amount of value to ongoing intelligence efforts. There is no current standardized format that has been agreed upon by organizations conducting DOMEX and therefore reliance on local standing operating procedures (SOP) and or theater specific guidance should adequately satisfy the end user or consumer of the information. Creating an all inclusive DOMEX spot report of items found at same location or a group of people having various items in their possession will help analysts understand the context of the capture rather than writing separate reports for all items found or a group of people who had various items in their possession.
EVALUATE SOURCE RELIABILITY AND INFORMATION ACCURACY

4-12. The captured items selected for further scrutiny should be evaluated for source reliability and information accuracy prior to producing an analytical assessment. The following provides a brief overview of an evaluation process.

4-13. Analysts evaluate the reliability of a source and the accuracy of the information. This evaluation may occur within the DOMEX team or by the S-2. The procedures of the evaluation consist of two separate and distinct parts:

- Source reliability.
- Information accuracy.
4-14. The purpose of such a system is to convey the usability of the information to support intelligence and operational decisions and actions. The system is dependent on the analyst’s experience and the completeness and accuracy of the unit’s database and access.

4-15. Many units adapt the human intelligence (HUMINT) system for assessing reliability and accuracy. The HUMINT system was not designed for the various components of DOMEX. It requires a judgment call as there is no quantifiable standard. Tables 4-1 and 4-2 list the HUMINT source reliability and information accuracy ratings.

**Table 4-1. Source reliability ratings**

<table>
<thead>
<tr>
<th></th>
<th>Reliable</th>
<th>Usually reliable</th>
<th>Fairly reliable</th>
<th>Not usually reliable</th>
<th>Unreliable</th>
<th>Cannot be judged</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>No doubt of authenticity, trustworthiness, or competency; has a history of complete reliability.</td>
<td>Minor doubt about authenticity, trustworthiness, or competency; has a history of valid information most of the time.</td>
<td>Doubt of authenticity, trustworthiness, or competency but has provided valid information in the past.</td>
<td>Significant doubt about authenticity, trustworthiness, or competency but has provided valid information in the past.</td>
<td>Lacking authenticity, trustworthiness, or competency; history of invalid information.</td>
<td>No basis exists for evaluating the reliability of the source.</td>
</tr>
</tbody>
</table>

**Table 4-2. Information accuracy ratings**

<table>
<thead>
<tr>
<th></th>
<th>Confirmed</th>
<th>Probably true</th>
<th>Possibly true</th>
<th>Doubtfully true</th>
<th>Impossible</th>
<th>Cannot be judged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirmed by other independent sources; logical in itself; consistent with other information on the subject.</td>
<td>Not confirmed; logical in itself; consistent with other information on the subject.</td>
<td>Not confirmed; reasonably logical in itself; agrees with some other information on the subject.</td>
<td>Not confirmed; possible but not logical; no other information on the subject.</td>
<td>Not confirmed; not logical in itself; contradicted by other information on the subject.</td>
<td>No basis exists for evaluating the validity of the information.</td>
</tr>
</tbody>
</table>

4-16. The key to using this type of system is establishing a rule set. Using table 4-1 above an “A” rating, Reliable means, “No doubt of authenticity, trustworthiness, or competency; has a history of complete reliability.” Applying these criteria means that unless you have a complete history of reliability, one cannot have an “A” rating. What is the basis for knowing that a unit has a complete history? What if it is determined that the Source was reliable 99% of the time? To have meaning the system must have some type of standard. It may be beneficial for units to establish a simple rule set such as depicted in table 4-3.

**Table 4-3. Source reliability ratings rule set**

<table>
<thead>
<tr>
<th></th>
<th>Reliable</th>
<th>Usually reliable</th>
<th>Fairly reliable</th>
<th>Not usually reliable</th>
<th>Unreliable</th>
<th>Cannot be judged</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100 % of the time the Source has proven to be reliable.</td>
<td>85-94 % of the time the Source has proven to be reliable.</td>
<td>75-84 % of the time the Source has proven to be reliable.</td>
<td>65-74 % of the time the Source has proven to be reliable.</td>
<td>64% or less of the time the Source has proven to be reliable.</td>
<td>No basis exists for evaluating the reliability of the source.</td>
</tr>
</tbody>
</table>

4-17. Table 4-4 provides an example of an information accuracy rating rule set.

**Table 4-4. Information accuracy ratings rule set**

<table>
<thead>
<tr>
<th></th>
<th>Confirmed</th>
<th>Probably true</th>
<th>Possibly true</th>
<th>Doubtfully true</th>
<th>Improbable</th>
<th>Cannot be judged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirmed by other four independent sources; logical in itself; consistent with other information on the subject.</td>
<td>Confirmed by three independent sources; logical in itself; consistent with other information on the subject.</td>
<td>Confirmed by two independent sources; reasonably logical in itself; agrees with some other information on the subject.</td>
<td>Single source confirmation; possible but not logical; no other information on the subject.</td>
<td>Not confirmed; not logical in itself; contradicted by other information on the subject.</td>
<td>No basis exists for evaluating the validity of the information.</td>
</tr>
</tbody>
</table>
4-18. The unit may consider the development and use of a separate system for each of the three basic components of DOMEX—
   • Document exploitation (DOCEX).
   • Media exploitation (MEDEX).
   • Cell phone exploitation (CELLEX).

4-19. Whatever system is used, it is imperative that the supported commander and staff understand the system used to avoid misunderstanding of the reliability for actionable intelligence assessments.

4-20. Source and information ratings are separate. The Source could be a very reliable but the information was not confirmed. The decision to act upon intelligence lies with the commander and the risk the unit is willing to undertake. The possible actionable intelligence provided by a DOMEX operation should always be validated with other sources, information, and intelligence.

4-21. If a document is extracted from an enemy computer, then the computer may be the source and the analytical process may form the questions:
   • Who had access to the computer?
   • Did high- and low-level fighters have computer access?
   • If a low-level fighter created the document; did that fighter have access that supports the information?

4-22. Determining source reliability can be easy or difficult; regardless, as new information becomes available, continuous analysis and re-evaluation is necessary. Captured material used by the enemy may be a very reliable. However, falsified documents have been used as a means of deception. While those cases are not the norm, analysts must be aware. Normal policy dictates non-reliance on single-source information; therefore, preventing deceptions of this type are effective.

4-23. The source and information evaluation may be changed as it moves to higher echelons and additional intelligence is made available for evaluations.

ANALYZE INFORMATION

4-24. The battalion S-2 (sometimes supported by a DOMEX team) verifies the captured material’s possibilities, source and information evaluation, conducts a detailed review, and prepares an Analytical Summary as part of the Batch Report. The initial analysis compares the unit’s requirements against the content of the captured material. The DOMEX team may prepare a DOMEX spot report or the capturing unit and or the battalion S-2 can prepare a spot report.

4-25. DOMEX team analysts evaluate processed information that meets the reporting criteria. Analysts must readily identify activity, indications and warnings, and other pieces of information that could contribute to answering requirements. If the analysts have the time, target knowledge, and situational awareness, then they can use analysis techniques and procedures to reach conclusions about the meaning of the information. TC 2-33.4 provides information regarding analytical techniques and procedures.

4-26. The DOMEX team focus on analysis—in terms of DOMEX—typically means comparing screening forms and gist, summary, partial, and full translations against collection requirements to identify information of intelligence value. Analysis includes factoring in:
   • The current situation;
   • Collection requirements;
   • Past, present, and future operations;
   • Any information that may help focus the requirements.

4-27. The S-2 analysts focus on identifying actionable intelligence in accordance with the unit’s mission.

4-28. The following examples illustrate how the information and intelligence from captured enemy material is integrated into products, analysis, and intelligence databases. The list is not all inclusive but does demonstrate the range of opportunities.
Analyze Information Example

A site exploitation team collected, tagged, inventoried, safeguarded, and evacuated captured material appropriately. Evacuated detainees were sent to the Detainee Holding Area for interrogation by the brigade combat team’s HUMINT team. Captured materials were processed throughout the initial phases of the DOMEX process. The examples below reflect possible analysis and productions actions: The exploitation team conducts its initial examination. The following provides an illustration of three possible captured items (one from each primary DOMEX component):

- **DOCEX**: Notebook indexed with numbers and symbols.
- **MEDEX**: 2x laptops.
- **CELLEX**: 15x cell phones with 30x SIM cards.

Each exploitation component conducts its exploitation of the captured items (see figure 4-3).

<table>
<thead>
<tr>
<th>Captured Material</th>
<th>DOMEX Exploitation Team</th>
<th>DOMEX Exploitation Team Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebook indexed with numbers and symbols</td>
<td>DOCEX</td>
<td>• Translate the notebook.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check the document for fingerprints and DNA.</td>
</tr>
<tr>
<td>2x laptops</td>
<td>MEDEX</td>
<td>• Conduct computer forensics on the laptop.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Determine operating system, software, file structure, MAC addresses, associated IP addresses, system information, type of encryption, devices associated with the laptop, identify favorites, temp files, internet connect and activity, and content of hidden files and deleted files.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide a translated index of the files.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide to the all-source analyst to determine which files required immediate translation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check for fingerprints and DNA.</td>
</tr>
<tr>
<td>15x Cell Phones with 30x SIM cards</td>
<td>CELLEX</td>
<td>• Conduct a scan of each Cell Phone.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Document call list, calendar events, contact list, pictures, cell phone features, SMS messages, SIM card provider, service provider, modifications to Cell Phone, and SIM card usage.</td>
</tr>
</tbody>
</table>

Figure 4-3. Example—DOMEX exploitation activities
Analyze Information Example (continued)

The analysts from the intelligence disciplines conduct reviews and analysis of the results of the captured items. Additionally, individual intelligence disciplines may cross cue the intelligence to another discipline. The following figures (4-4 through 4-6) illustrate actions taken by the intelligence disciplines in regards to the DOMEX exploitation. Each discipline updates their respective databases once data has met ingestion criteria. The list provided is only a few of the possible actions.

Captured Document—Notebook indexed with numbers and symbols

**DOCEX team actions**—
- Translate the notebook.
- Check the document for fingerprints and DNA.

<table>
<thead>
<tr>
<th>All-Source Intelligence</th>
<th>HUMINT</th>
<th>CI</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The translation of the notebook did not make any sense. It appears to be some type of code or cipher.</td>
<td>• Determine if the fingerprints and DNA on the notebook are associated with any of the detainees.</td>
<td>• Review the notebook to determine if it follows any of the patterns used by other detainees or foreign intelligence services.</td>
</tr>
<tr>
<td>• Coordinate with HUMINT, CI, OSINT, and SIGINT to gain their in-put.</td>
<td>• Review the notebook to determine if it follows any of the patterns used by other detainees or foreign intelligence services.</td>
<td>• Use information as an aid in the interrogations.</td>
</tr>
</tbody>
</table>

**SIGINT**
- Review the notebook to determine if it is a communications related code.
- Recommend sending the notebook to the CST.

**IMINT**
- No specific actions.

**GEOINT**
- No specific actions.

**TECHINT**
- No specific actions.

**OSINT**
- Review the notebook for patterns and or sequences.
- Conduct queries to determine if the patterns follow any publicly available coding systems.

**MASINT**
- No specific actions.

**Figure 4-4. Example—DOCEX and the intelligence disciplines’ action**

**Captured Material—2x Laptop Computers**

**MEDEX team actions**—
- Conduct computer forensics on the laptop.
- Determine operating system, software, file structure, MAC addresses, associated IP addresses, system information, type of encryption, devices associated with the laptop, identify favorites, temp files, internet connect and activity, and content of hidden files and deleted files.
- Provide a translated index of the files.
- Provide to the all-source analyst to determine which files required immediate translation.
- Check for fingerprints and DNA.

<table>
<thead>
<tr>
<th>All-Source Intelligence</th>
<th>HUMINT</th>
<th>CI</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Based on the translated index determine which files require an immediate translation.</td>
<td>• Determine which of the detainees fingerprints and or DNA are associated with the laptops.</td>
<td>• Determine which of the detainees fingerprints and or DNA are associated with the laptops.</td>
</tr>
<tr>
<td>• Search for key words, names, IP addresses, and phone</td>
<td>• Determine and identify</td>
<td>• Determine and identify CI</td>
</tr>
</tbody>
</table>
numbers to determine any connections to standing targets, locations, and groups.  

<table>
<thead>
<tr>
<th>HUMINT</th>
<th>IMINT</th>
<th>GEOINT</th>
</tr>
</thead>
</table>
| • Search against names, phone numbers, and locations to determine the presence of enemy activity.  
  • Determine ownership. Use information as an aid in the interrogations.  
  • HUMINT related tradecraft.  
  • Search against names, phone numbers, and locations to determine the presence of enemy activity.  
  • Conduct a Cyber based CI investigation on the IP addresses, websites, and favorites identified.  
  • Determine if VOIP was used on the laptops. Recover the called and received phone numbers. | • No specific actions.  
  • No specific actions. | • No specific actions. |

<table>
<thead>
<tr>
<th>SIGINT</th>
<th>IMINT</th>
<th>GEOINT</th>
</tr>
</thead>
</table>
| • Search previous reporting and SIGINT databases for any names, locations, and activities identified in the forensics of the laptops.  
  • Search against names, phone numbers, and locations to determine the presence of enemy activity.  
  • Conduct a Cyber based CI investigation on the IP addresses, websites, and favorites identified.  
  • Determine if VOIP was used on the laptops. Recover the called and received phone numbers.  
  • HUMINT related tradecraft. | • No specific actions.  
  • No specific actions. | • No specific actions. |

<table>
<thead>
<tr>
<th>TECHINT</th>
<th>OSINT</th>
<th>MASINT</th>
</tr>
</thead>
</table>
| • Conduct additional technical evaluations on the laptop.  
  • Determine operating system, software, files structure, MAC addresses, associated IP addresses, system information, type of encryption, devices associated with the laptop, identify favorites, temp files, internet connect and activity, and content of hidden files and deleted files.  
  • Check for fingerprints and DNA.  
  • Add numbers of interest and names to the Link Diagrams and Association Matrices for situational understanding and possible targeting.  
  • Conduct query on phone numbers and names on the contact and call lists to determine if any of the contacts are of interest.  
  • Use information as an aid in the interrogations.  
  • Conduct query on phone numbers and names on contact list and call list to determine if any of the numbers and or names are of interest. | • Search OSINT databases and Web Sites for any names, locations, and activities identified in the forensics of the laptops.  
  • Identify signature data for the laptops.  
  • Conduct query on names on the contact and call lists to determine if any of the contacts are of interest.  
  • Review photos on cell phone to determine locations and activities.  
  • Review photos on cell phone to determine locations and activities. | • Conduct query on phone numbers and names on contact list and call list to determine if any of the numbers and or names are of interest.  
  • Conduct query on phone numbers and names on contact list and call list to determine if any of the numbers and or names are of interest.  
  • Search any collaborated photo | • Review photos on cell phone to determine locations and activities.  
  • Review photos on cell phone to determine locations and activities. |

**Figure 4-5. Example—MEDEX and the intelligence disciplines’ action**

**Captured Document—15 x Cell Phones with 30 x SIM Cards.**

**CELLEX team actions—**
- Conduct a scan of each Cell Phone.  
- Document call list, calendar events, contact list, pictures, cell phone features, SMS messages, SIM card provider, service provider, modifications to Cell Phone, and SIM card usage.  

<table>
<thead>
<tr>
<th>All-Source Intelligence</th>
<th>HUMINT</th>
<th>CI</th>
</tr>
</thead>
</table>
| • Add numbers of interest and names to the Link Diagrams and Association Matrices for situational understanding and possible targeting. | • Conduct query on phone numbers and names on contact list and call list to determine if any of the numbers and or names are of interest.  
  • Use information as an aid in the interrogations. | • Conduct query on phone numbers and names on contact list and call list to determine if any of the numbers and or names are of interest. |

<table>
<thead>
<tr>
<th>SIGINT</th>
<th>IMINT</th>
<th>GEOINT</th>
</tr>
</thead>
</table>
| • Conduct query on names on the contact and call lists to determine if any of the contacts are of interest.  
  • Review photos on cell phone to determine locations and activities. | • Review photos on cell phone to determine locations and activities. | • Review photos on cell phone to determine locations and activities. |

<table>
<thead>
<tr>
<th>TECHINT</th>
<th>OSINT</th>
<th>MASINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If cell phone has any</td>
<td>• Conduct query on phone</td>
<td>• Search any collaborated photo</td>
</tr>
</tbody>
</table>
modifications, determine what the modifications were for.

- Search any collaborated photo location with various social networking sites to determine any additional activity.

location with various MASINT products to determine baseline signature data or for the foundation for change detection.

---

**Figure 4-6. Example—CELLEX and the intelligence disciplines’ action**

<table>
<thead>
<tr>
<th>Captured material</th>
<th>Targeting</th>
<th>ISR Synchronization</th>
<th>I&amp;W</th>
<th>IPB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebook indexed with numbers and symbols</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 x laptops</td>
<td>Determine if any of the numbers and or names are of interest.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 x cell phones with 30 x SIM cards</td>
<td>• If the names are present, update targeting packages.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If names are not present, determine if there is data sufficiency to develop a new target package.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If a new target folder is developed, ensure multi-INT collection requirements are developed to account for the new collection requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Establish an indicator to account for the early identification of actions by individuals for which the target folder was developed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Update cyber based IPB to account for phone numbers and the connectivity to the ISP and selected cell tower associations.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Analyze Information Example (continued)**

1639 The actions by each of the disciplines within their respective areas also feed into collective intelligence tasks such as targeting, intelligence, surveillance, and reconnaissance (ISR) synchronization, indications and warning (I&W), and intelligence preparation of the battlefield (IPB).
1640 The following example provides an illustration of a portion of those activities as it relates to the example in figure 4-7.

1641 Captured material:
1642 Notebook indexed with numbers and symbols
1643 2 x laptops
1644 15 x cell phones with 30 x SIM cards

1645 The actions by each of the disciplines within their respective areas also feed into collective intelligence tasks such as targeting, intelligence, surveillance, and reconnaissance (ISR) synchronization, indications and warning (I&W), and intelligence preparation of the battlefield (IPB).

The following example provides an illustration of a portion of those activities as it relates to the example in figure 4-7.

1646 Should the detail review yield usable information the S-2 decides the means by which to convey the information. This may include:
1647 • Issuing a spot report
1648 • Conducting an intelligence briefing to the commander and staff
1649 • Updating the common operational picture (COP)
• Updating the unit’s databases
• Re-directing intelligence collection
• Develop targeting information/folder
• Develop an Analytical Summary as part of the Batch Report or as a stand-alone document.

ASSESS REPORTING

4-30. The DOMEX team or processing site personnel continuously assess reporting to ensure DOMEX related products (such as analytical summaries, batch reports, spot reports) are satisfying the commander’s requirements. The team compares their reporting and products to:
• The commander’s requirements.
• Determine potential to support on-going and or future operations.
• Provide in-put to update intelligence, surveillance, and reconnaissance (ISR) synchronization and integration operations.
• Support targeting.
• Support situational understanding.

4-31. The DOMEX team screens DOMEX related reports to ensure:
• Timeliness, completeness, and accuracy.
• Relevance to the command’s collection requirements.
• Confirmation or denial of information collected from captured material.
• Feedback is supportive and useful.

UPDATE DATABASES

4-32. After the analysis of captured material batches, the theater and continental U.S. (CONUS) National Harmony Database is updated with any new information. Other databases containing standardized captured material files are updated, as well.

4-33. Information and intelligence once analyzed and verified is used to update the various database teams. Updating databases, while tedious is critical. Failing to update databases means information retrieval is hindered or rendered impossible. Databases support many complex analytical functions and requirements, including—
• Mission deconfliction.
• Requests for information.
• Summary reports and assessment preparation.
• Threat and friendly situation tracking.
• Analysis and requirements management.
• Targeting.

4-34. Each organization has their respective criteria and procedures for in-putting and updating databases. The manager’s of the databases decide who has access and with what privileges. The S-2s must plan as part of their intelligence survey and generate intelligence knowledge plans how they will update their databases and what databases they will use to support their respective operations.
Chapter 5

Reporting and Dissemination Phase

INTRODUCTION

5-1. Information collected from captured material is normally reported in accordance with the unit’s standing operating procedures (SOP) and reporting guidance. Reporting involves placing extracted information into a coherent, properly formatted report to facilitate the commander’s situational understanding. At brigade and above, reporting and disseminating information collected from captured materials requires analysts to perform the tasks listed in figure 5-1.

Figure 5-1. Reporting and dissemination phase tasks

REPORT INFORMATION

5-2. Document and media exploitation (DOMEX) teams and/or intelligence staffs are responsible for reporting information derived from captured materials in a manner that ensures the information reaches, not only the next higher echelon, but also any tactical commander affected by the information.

5-3. DOMEX teams and/or intelligence staffs are responsible for pushing information back down to the lowest echelons.

5-4. Intelligence reports are typically forwarded electronically or as otherwise directed by unit SOPs and operational instructions. Normally an electronic or hardcopy file of each report is—

- Maintained at the unit of origin.
- Submitted through intelligence reporting channels.
- Forwarded with evacuated documents to the next unit who receives the document to prevent redundant reporting.

Note: When a collector includes intelligence derived from captured materials in an intelligence report, the report must reference all identification letters and numbers including the Harmony numbers of the captured material concerned to avoid false confirmation.

5-5. Reporting through reporting formats other than those identified below is discouraged—

- Spot report (standardized report) (see chapter 2.)
- Translation report (see chapter 3).
- DOMEX spot report (see chapter 4)
- Intelligence information report (IIR) or tactical report—specialized intelligence reports. (Army signals intelligence [SIGINT] units exploiting captured materials may use specialized reports as specified in the U.S. SIGINT directives.)
- Batch report.
- Analytical summary.
INTELLIGENCE INFORMATION REPORT

5-6. The intelligence information report (IIR) is a widely recognized report format. At higher echelons, or as time allows, intelligence information is reported using an IIR, which is typically generated at a DOMEX facility, such as a joint document exploitation center (JDEC) or joint interrogation and debriefing center (JIDC), and staffed with report writers. Writing IIRs at the tactical level is not usually feasible since IIRs can be time-consuming and often require extensive editing and coordination with the reports officer.

BATCH REPORT

5-7. A batch report is normally prepared at brigade and above, in accordance with unit SOPs, once a batch of captured materials has been exploited. A batch report can be prepared in conjunction with the Batch Flow Worksheet to ensure continuity of details and accuracy of information. The name of the batch is usually determined by the capturing unit per operation name or site name given at time of collection. Batch reports should be prepared in a manner that effectively communicates the relevance of the captured item. For example, DOMEX teams or processing site personnel must appropriately label photographs or sketches that require explanation or emphasis.

5-8. Tactical units should receive their DOMEX feedback, such as a batch report, within a reasonable amount of time in accordance with unit SOPs. Tactical units requiring additional feedback on materiel captured in their area of operations (AO) initiate requests for information through their intelligence staff. The intelligence staff should be in possession of captured material serial numbers and batch names to assist in locating this information.

5-9. A detailed batch report containing a copy of the translation should accompany the original document; a copy of the translation should accompany any copies of the original document and, as required, the intelligence reports. Figure 5-2 is an example of a batch report with instruction for completing the blocks and sections included.

5-10. A batch report should also include appropriate classification and downgrading instructions in accordance with Army regulation (AR) 380-5.

<table>
<thead>
<tr>
<th>DOCUMENT EXPLOITATION / FULL REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Translator:</strong> (insert full name)</td>
</tr>
<tr>
<td><strong>Analyst:</strong> (insert name, phone and email contact info)</td>
</tr>
<tr>
<td><strong>Date of Report:</strong> (insert date)</td>
</tr>
<tr>
<td><strong>Report Number</strong></td>
</tr>
<tr>
<td><strong>Detainee(s):</strong> (detainee name and number)</td>
</tr>
<tr>
<td><strong>Harmony Number(s):</strong> MNFV-2005-000085</td>
</tr>
<tr>
<td><strong>Capture Information</strong> Capturing unit, capture location/DTG, circumstances of capture.</td>
</tr>
<tr>
<td><strong>Batch #</strong> (insert batch number here)</td>
</tr>
<tr>
<td><strong>Batch Contents</strong> Captured Materials from Objective XXXX</td>
</tr>
</tbody>
</table>

EXECUTIVE SUMMARY

**Analyst:** (Name of analyst writing analytical summary)

The initial executive analytic summary paragraph should be written here, addressing the basic interrogatives (who, what, when where, why, how). Highlight any information which will assist the tactical unit in further exploiting the source of the information. For example “This document contains AIF evidence, including a list of names of Iraqi Police to be eliminated” or “This document contains evidence that the bank receipts found in this batch are paid to Abu Daddy, who is known to be a cell leader”).

Figure 5-2. Sample batch report
The analyst includes specific details about what the National Harmony Database records contain. Answer the basic interrogatives and highlight any exploitable information. In the event the batch contains Nothing Significant to Report (NSTR) then state NSTR.

MEDEX (all devices delivered to MEDEX facility)
Includes number of each type of equipment, nomenclature, and the like.

CURRENCY
Includes total amount of each currency and denominations.

PHONEBOOKS
This information would be included in an appendix. Items in this category would include address books, daily planners, scraps of paper with contact information, and the like. The appendix would include Harmony numbers of each item and phone numbers and associated personalities.

IDENTIFICATION CARDS
Includes Harmony number, and translation of each card.

WEAPONS/AMMO
Entire weapons cache inventory catalogued as Harmony number:
Includes total number of each item, nomenclature, and serial number.

MISCELLANEOUS
This section includes banners, pictures of graffiti, and photographs of detainees, along with Harmony numbers, types and descriptions of documents, translations, and analyst comments.

End of Report

Figure 5-2. Sample batch report (continued)
Complete Information

5-15. Most reports have prescribed formats to ensure completeness of transmitted information. Unit SOPs should outline the format for each report. They should also explain how personnel can use each report and under what conditions to submit it.

ASSESS REPORTING

5-16. As mentioned in chapter 4, the task of assessing reporting is a continuous process. The DOMEX team or processing site personnel continues to assess reporting in the reporting and dissemination phase of DOMEX process to ensure reporting is satisfying the specific information requirements (SIRs) as they change. Ideally, the team’s efforts enable it to anticipate requirements and deliver information to the tactical commander in time to influence decisions and actions. As new information becomes available—

- The accuracy of the information can change to more or less accurate.
- Additional recipients of the information may be identified based on changing battlefield situations.
- Analysts can receive feedback or make adjustments in their analysis.

DISSEMINATE REPORTING

5-17. Dissemination need not be limited to standard reporting. Depending upon the tactical situation, available resources, and the commander’s critical information requirements (CCIRs), critical pieces of information are passed quickly to those who can use them—specifically combatant commanders. The intelligence staff must be prepared to use any form of communication to disseminate vital information. Again, intelligence staffs are responsible for reporting and disseminating information derived from captured materials in a manner that ensures the information reaches not only the next higher echelon, but also any tactical commander affected by the information.

CURRENT METHODOLOGY

5-18. The DOMEX team or processing site personnel evacuate the original document, a copy, a transcript, or a combination of these documents to joint, interagency, and multinational organizations. At the tactical level, the DOMEX support team at brigade or processing site personnel send the majority of their documents to the division or corps DOMEX team or the joint document exploitation center (JDEC)—the central theater processing point that ensures the dissemination of information to the intelligence community. At operational levels, DOMEX teams also send processed documents and media to the JDEC.

5-19. For transcripts and translations, DOMEX teams use a free-flow message, a format in translation software tool, or a translation format specified in annex B of the operation order (OPORD). The DOMEX team or processing site personnel process and upload digital forms of all original documents and processed information to the National Harmony Database, thereby making it available to the entire intelligence community, as well as to brigade and lower echelons.

WEB-BASED REPORTING

5-20. Web-based reporting is an effective technique for posting reports and transcripts, audio and video files, and technical data for multiple users within and outside the AO. Through various Web sites, such as Harmony, Media Exploitation, and Detainee Tracker, the DOMEX team provides units with the status of captured materials as well as links to associated reporting. The DOMEX team can also provide collection team personnel with access to online databases including target databases that help them detect, identify, and locate their targets.
Receiving Feedback

5-21. Posting via Web sites and reporting via batch reports ensure that maneuver teams receive time-sensitive information in a timely manner. However, these methods require maneuver units to search for feedback (pull) rather than receive the information as disseminated from higher echelons (push).

5-22. While dissemination is dictated by unit SOPs and other guidelines, the most effective means for the lowest echelons to receive feedback on captured materials, relative to their AO, is for the intelligence staff or battalion and/or brigade level DOMEX teams to track the location, status, and products associated with those captured materials.

5-23. Tracking may be readily accomplished using batch names and numbers, Harmony numbers, or the detainee tracking system—a database listing detainees and such information as their names, dates of birth, and items captured on the detainees.

UPLOAD TO THE NATIONAL HARMONY DATABASE

5-24. Once completed, all reports must be uploaded to the National Harmony Database and any other relevant databases. This ensures all authorized users have access to the information. Databases allow users to retrieve reports to share information, search for information regarding a certain topic or area, and research historical data. The National Harmony Database contains all reports generated from captured materials thus allowing for easy access to any updates on reports. See chapter 6 for more information.

EVACUATE FOR FURTHER PROCESSING, EXPLOITATION, OR DISPOSITION

5-25. Captured materials are processed for information at each team having contact with the documents. Once each team has exploited the captured materials, the materials are evacuated to the next higher echelon. JDEC is the final collection point for all documents collected in a joint operations theater. (See TC 2-91.8.) DOMEX repositories are established warehouses that—

- Receive captured materials for centralized archival accountability.
- Establish a centralized point for permanent storage.
- Provide transportation to other repositories in theater or higher echelons for final disposition of captured materials, as applicable.

5-26. Warehousing procedures for captured materials differ according to command, unit SOPs, and other guidelines. Warehousing procedures may include the reception, screening, category evaluation (as applicable), tagging, inventorying, digitization, and uploading of captured materials to the Harmony database suite and final storage.

5-27. The Harmony database suite forwards electronic captured materials to the translation teams for data entry, gist translations, (rough outline of a text’s meaning) and quality control in the Harmony database suite, as needed, before final upload to the National Harmony Database.
Chapter 6

The National Harmony Database

INTRODUCTION

6-1. The National Harmony Database (see figure 6-1) is an important tool used in the scanning, processing and cataloging of captured material. The functions and value National Harmony Database provides is as follows:

- National Repository for foreign documents / media and translations.
- Rapid and broad dissemination of document and media exploitation (DOMEX) data worldwide.
- Flexible, modular, field-deployable tool suite.
- Integration of tools to facilitate effective community operations.

6-2. National Harmony Database stores not only data on documents but also other types of media to include streaming video. Other types of media include photos, sketches, maps, audio, and other records. A collector can upload the photos or attachments into the Harmony batch reports. This will then be accessible to other collectors who have a need to review documents pertaining to captured materials.

6-3. After foreign documents or captured material have been screened the next task is to have someone translate the documents into English. A translator will translate the document or captured materials into English. This translation along with a scanned copy of the original document is then uploaded as an attachment in the Harmony database. This can then be viewed by interested collectors or analysts who see value in the translation or attachments based on their search criteria for particular information.
Harmony database searching capabilities include:

- Finding documents related to a specific military or technical subject.
- Finding documents related to a specific military operation/raid.
- Finding information on detainees.
- Finding documents related to foreign equipment or weapons.
- Finding documents related to foreign tactics or training doctrine.
- Finding documents containing information on personalities and organizations with their associated location and contact information.
- Identifying specific types of documents.
- Finding documents related to a specific country, author, or organization.
- Determining whether a specific document has been or is being translated by one of the participating organizations.
- Determining the status of submitted document translation requests.
LEVERAGING THE NATIONAL HARMONY DATABASE

6-5. Dedicated DOMEX personnel may receive the documents from a variety of sources either directly from the capturing unit or indirectly from other sources that have taken custody of materials from the capturing unit.

6-6. The National Harmony database allows users to search for documents and products with a Search Assistant. The Search Assistant offers several means by which to search. These include:

- Simple.
- Verity query language (VQL) query.
- Complex search.
- Categories.
- Similar document.
- Recommend document.
- Search string for metadata fields-original document and full text.
- Search string for metadata fields-translation tracking.

PERSONAL SEARCH AGENT (PSA)

6-7. The Personal Search Agent (PSA) is Harmony’s profiling and notification capability. The PSA allows registered users to establish personal search profiles that will run against the Harmony database on a daily basis and notify you of any new documents that are acquired in an area of your interest.
6-8. PSA accounts are comprised of one or more “Search Agents” that are essentially queries to be run to find document records in your areas of interest. You maintain your PSA profile by managing these search agents within your account. You have the capability to create, edit, delete, enable and disable your search agents. This interface also allows you to run a specified agent and to test your profile.

6-9. The PSA allows you to develop a search agent, test it, and save. The PSA also allows you to establish the frequency you wish to have updates on the results of your daily queries.

6-10. Harmony PSA’s provide the user three options:
- Select from a list of predefined taxonomies support by queries developed by Harmony.
- Select from the list of predefined taxonomies and modify them by adding “and” or “or” statements.
- Build your own query (Customer Defined Query) that will run on a daily basis.

CREATE SEARCH AGENT USING TAXonomies

6-11. Search Agents can also be created from predefined queries such as Taxonomies and saved within users’ PSA. (See figure 6-3). Select one or more of the Taxonomy values as specified in the Advanced Search / Taxonomies section.

6-12. After selecting the desired Taxonomy value(s), click on the Search button to run the query. Review the results; make whatever query modifications are necessary. Any Harmony query may be saved as a Search Agent and in this way you can customize your PSA results. When search results are displayed, simply select Save As Agent to initiate the PSA process for that query.
CUSTOMER DEFINED QUERIES

6-13. The user has the option of developing a customer defined query. Using pull down menus and key words the user can define a specific query. (See figure 6-4).

6-14. A useful technique is to build a series of customer defined queries keyed to commander’s critical information requirements (CCIR) or priority intelligence requirements (PIR). The Harmony PSA will run the query and email you with any documents which meet your criteria. The link sent to the user provides sufficient data for the user to determine if further investigation of the document is warranted. An important factor to consider is that the PSA conducts the query against the entire database not just documents added from your Theater of Operation.
Use this screen to build your own queries that will run against new additions to the Harmony database on a daily basis. To build a query, do the following:

1. Enter a name in the "Query Name" text box. **Do not use special characters such as *<>! as they have special meaning to the underlying software.**
2. Refine the query by making selections from the four available Lists of Values (LOVs) and entering text in the "Title" or "Search" text boxes. You may select multiple values from any LOV.
3. Press the "Build Query" button.

![Query Building Screen](image)

**Figure 6-4. Building customer defined queries**

### CREATING HARMONY RECORDS

6-15. Harmony records, as with any repository of retrievable information, are only as good as the data contained therein. It is critical that data be as accurate, pointed, and as informative as possible, and that the data has value for the viewer.

6-16. The following information identifies the required fields, and the other, non-required fields which provide critical information that will allow a viewer to assess the data for their specific requirements.

### THE COMPOSITION OF HARMONY RECORDS

6-17. Harmony records will contain the following minimum required fields—

- Harmony number.
- Document classification.
- Document title.
- Primary language.
6-18. Non-required fields include—
- Document remarks.
- Dates.
- Batch data.
- Document format and document type.
- Related documents numbers.
- Country of information and country of publication.
- Copies.
- Total number of pages and number of pages included.

6-19. Indexing—
- Personalities.
- Organizations/facilities.
- Keywords.

Harmony Numbers
6-1. Valid Harmony numbers should be assigned to category A and B captured materials as soon as the screening process is complete. The Harmony number is the report number for a DOMEX or media exploitation report. It may apply to all the captured materials in a batch or to an entire stack of compact disks (CDs) and/or digital video disks (DVDs) deemed as reportable. The Harmony number comprises three parts—unit identifier prefix, the year, and a sequential report number. Figure 6-5 illustrates an example of the Harmony number format.

<table>
<thead>
<tr>
<th>Harmony number: MNFZ-2007-M12345</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Harmony number parts</strong></td>
</tr>
<tr>
<td>Unit identifier prefix</td>
</tr>
<tr>
<td>Z</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Sequential report number</td>
</tr>
</tbody>
</table>

Each DOMEX team or activity will have a unique National Harmony Database prefix to identify the unit conducting the exploitation.

A report identifier “M” precedes the sequential report number when media is involved. DOMEX reports have no report identifier.

6-2. Determining valid Harmony numbers requires close coordination with higher echelons. To prevent assigning numbers that are not compatible with the National Harmony Database, coordinate with the corps DOMEX support team or joint document exploitation center (JDEC) to establish the appropriate naming convention.

6-3. The values contained in the combinations of alpha and numeric characters must not convey information that would make the Harmony number classified; the Harmony number must be unclassified.

Document Classification
6-4. The overall classification of the information associated with the document may be higher than the classification of the document itself. Foreign classifications are sometimes mistakenly placed in the document classification field. The National Harmony Database is controlled access program coordination office (CAPCO) compliant and follows CAPCO classifications guidelines. All documents uploaded to the National Harmony Database contain as a minimum the unclassified caveat of “For Official Use Only” (FOUO).
**Document Title**

6-5. A descriptive title is crucial to the subsequent location and retrieval of each Harmony record. The title is the first indicator of what the record contains. Any search returns a list of hits that contains three of the four required fields. One of those fields is the document title. The types of titles include—

- Original language title only; if it is in English.
- Translated title.
- Descriptive title.
- A combination of original language title and translated title is also acceptable. For example—
  - English Title: RPS-6 Mobile Radio-technical Reconnaissance Station, Logbook, Part 1 (U)
  - Original Title: Prodvizhanaya Stantisya Reaioteckhichescoy Razedki RPS-6 Formjulyar, Chast’ (U)

6-6. Titles should not be generic, and they should not be a repeat of the information included in the remarks field. An inappropriate title would include—

- Official memo.
- List of names.
- Logbook.

6-7. An appropriate title ensures that the analyst using Harmony does not have to guess about the contents of the document after reading the title. Descriptive titles would include—

- Official Letter from the Iraqi State Department Granting Permission for Two Syrian Citizens to Visit Iraq.
- List of Ba’ath Party Members whom Received Land in 2002.
- Logbook of Ba’ath Party Meetings in 1999 and List of Contributions for that Year.

**HARMONY TOOLS**

6-8. Deployable Harmony DOCEX Suite (DHDS) is an intelligence gathering and management tool designed to rapidly extract useful information from any type of written communication. DHDS requires server and network administrator. DHDS-Collections Tool (DHDS-CT) is the portable version that requires a laptop and a scanner. See Figure 6-6 for an example of what the DHDS-CT may look like.

![Figure 6-6. Example of a DHDS CT](image)

6-9. There are five basic Harmony tools (see figure 6-7 for chart of Harmony Tools) used to support the DOMEX community—
2002  
- Deployable Harmony DOMEX Suite (DHDS).
2003  
- DHDS-Collection Tool (-CT).
2004  
- DHDS-Template (-T)
2005  
- Theater Exploitation Database (TED).
2006  
- Dirty-to-Clean (D2C) conversion tool.

### Deployable Harmony DOMEX Suite (DHDS)

DHDS, deployable at strategic centers and echelon above division, is an integrated set of tools used for foreign language exploitation and identification of documents of interest, after which are sent to linguists for full translation. DHDS uses advanced technology to improve the ability to input, organize, screen, translate, and analyze captured information in virtually all formats and many languages. This information can then be uploaded via secure closed networks to national repositories, such as the National Harmony Database. DHDS component tools include—

- Document scanning.
- Optical character recognition (OCR).
- Encoding identification.
- Encoding format converter.
- Machine translation.
- Information retrieval.

### Deployable Harmony DOMEX Suite-Collection Tool (DHDS-CT)

DHDS-CT, deployable at brigade and division, is a highly flexible document exploitation system, customizable to suit the user’s environment. The system can be used by small or large groups to collect and exploit data from all types of materials including documents, computer files, and publications. DHDS-CT is designed to provide ease of use and enhanced management of data collection to support tactical, operational, and strategic DOMEX missions, and uploads to the National Harmony Database. Design features include—

- User interface employing menu-based function selection.
- Enhanced search capabilities.
- Common-user desktop page.

### Deployable Harmony DOMEX Suite-Template (DHDS-T)

DHDS-T, deployable with individual translators and units that feed one of the DHDS systems, is used to generate metadata that supports inputting, translating, indexing, and searching for foreign documents in the National Harmony Database, as well as DOMEX activities and systems ranging from theater tactical to national strategic applications. The system provides a means of collecting and organizing foreign documents and translations and of associating people and other broad national intelligence, security, and law enforcement activities.

### Theater Exploitation Database (TED)

TED is a Web Gateway interface on the DHDS system that allows for worldwide access to a theater-specific DOMEX repository on a single network. TED provides general search engines to perform general keyword searches or selects items in fields of interest.

### Dirty-to-Clean (D2C) conversion tool

D2C is designed to exploit potentially dirty media or media containing malicious software by converting and transferring the data in a safe format. The D2C uses advanced technology to extract the data and render it in a format that cannot contain active viruses, Trojan horses, logic bombs, or malicious codes. The data can then be transferred into DHDS applications for further exploitation and mass screening and processing using machine translation tools (MLTs).

Figure 6-7. Harmony tools

2007  
2008
Appendix A

Handling and Processing of Specific Limiting Criteria Information

INTRODUCTION

A-1. Specific Limiting Criteria (SLC) is material of a cryptologic, counter-terrorist, or counterintelligence (CI) nature that could endanger ongoing operations, sensitive sources or methods if compromised. Each document and media exploitation (DOMEX) processing site will establish procedures to ensure that captured enemy materials containing SLC are removed as soon as possible from exploitation process and turned over to the SLC custodian or nearest CI team for processing. Maintain segregation; if evidence is not properly segregated, it can lead to cross contamination of physical evidence and biometric information, which further degrades the materials value. Conversely, the processing site will ensure that any non-SLC data is reintroduced into the exploitation process in a timely manner.

SPECIFIC LIMITING CRITERIA TRAINING

A-2. The actual SLC criteria are classified. Processing sites will provide regular SLC training for category (CAT) II linguists and general guidance to new CAT I linguists to ensure they stop working on a document and alert their supervisors if they come across such materiel. The S3 will schedule this training and maintain training records of which linguists have attended SLC training sessions.

A-3. During screening, screeners should notify their supervisors if the following type(s) of information is discovered:

- Information on Australian, British, Canadian, U.S. nationals, and other allied or coalition personnel.
- Iraqi Intelligence Service (IIS) directed operations, sources, collaborators, and agents (please note code names and numbers), personnel, and leadership.
- General Military Intelligence Directorate (GMID) directed operations, sources, collaborators, and agents (please note code names and numbers), personnel (attaches), and leadership.
- Targeting of U.S. interests by IIS.

HANDLING SPECIFIC LIMITING CRITERIA INFORMATION DURING SCREENING

DOCUMENTS

A-4. Ideally, CAT II linguists and analysts identify and remove any documents containing SLC information during screening. If the SLC is contained within a larger, single document, the entire document is removed so the SLC data can be analyzed in proper context. Documents containing SLC are placed in a file folder and given a Harmony number by screeners.

DIGITAL MEDIA

A-5. Files containing SLC will be moved to an SLC folder for review. Those files determined to have SLC will go through the digital media conversion process, be copied to compact disk (CD), and turned over to the SLC custodian for further review. Those files that are subsequently determined to not contain SLC will go through the digital media conversion process, be copied to CD, and imported into the DOMEX Suite workflow for exploitation.
**ANALOG MEDIA**

A-6. Most files will be digitized and screened. CAT II linguists and analysts in screening will move analog media files containing SLC to an SLC folder with restricted access. The processing site will move these SLC files to the appropriate folder on the CI SIPRNET directory for processing. The processing site will also retrieve the original media from the warehouse and store it in a secure storage area.

**HANDLING SPECIFIC LIMITING CRITERIA FROM END-OF-SHIFT REPORTS**

A-7. Some documents containing SLC may inadvertently be overlooked during screening and be processed through translation, quality control, and review. In order to ensure SLC data doesn’t filter into the National Harmony Database, there is an additional opportunity to remove SLC from the DOMEX workflow — the daily end-of-shift report in the DOMEX Suite. This report contains the Harmony number, date of information, batch number, number of pages, and the gist summary of every file that cleared review during the previous day, including any reports from either digital or analog media sections on items exploited within their respective sections. This report is titled by the date and indicates whether or not the report has been reviewed by the CI custodian/team. This report is sent only to the processing site analysts, S-2 section, other Government agency (OGA) representative, FBI representative, and the CI custodian/team.

- The CI team reviews the end-of-shift report and removes any information that contains SLC. Upon completion of the CI review, the CI team will rename the report to indicate it has passed the CI review and send it back to the S-2 for distribution.

- The S-2 renames the report to the daily watch report and distributes it.

- The CI team logs any new Harmony records, from the watch report that contains SLC, into their tracking database.

**EXPUNGING HARMONY DATABASE RECORDS AND PORTABLE DATA FILES (PDFS) CONTAINING SPECIFIC LIMITING CRITERIA**

A-8. The following procedures will ensure SLC information is expunged:

- For documents removed during screening, there is no Harmony database record or PDF to expunge.

- For Harmony database records identified in the end-of-shift report, the CI team will take the following actions:
  - Log Harmony numbers into the CI custodian/team document tracking database.
  - Contact all teams who may have had access to the identified files directing them to expunge the files from the DHDS database and the National Harmony Database. The National Harmony Database record (and associate TIFF or PDF) will be cut from the local system and copied to an internal CI DOMEX Suite local area network (LAN). This will allow the CI custodian/team to have access to the metadata and summary translation that were already created. The CI custodian/team will verify that the files have been expunged from the local DOMEX Suite database then record the expunge date in the tracking database.
  - Contact NGIC with information of the National Harmony Database files containing SLC requesting them to expunge the PDFs. NGIC will reply via e-mail when the PDFs have been expunged. The expunge date will be recorded in the tracking database.
  - The hardcopy file containing SLC will be retrieved from the warehouse and filed in a secure storage area.

A-9. The CI custodian/team at the processing site will conduct periodic checks in both the National Harmony Database and the local DOMEX Suite database to ensure the process is working. This is achieved by conducting an audit of records in the CI DOMEX Suite LAN to see if any of those same records are in the National Harmony Database. If any SLC records are found, steps will be taken to expunge those records.
REINTRODUCING NON-SPECIFIC LIMITING CRITERIA DOCUMENTS INTO WORKFLOW

A-10. Since many Harmony records contain groupings of files that are not necessarily from the same document, for example, a grouping of memos and other correspondence, it is highly likely that there will be several documents that don’t contain SLC that should be reintroduced into the workflow process.

A-11. The document or documents containing SLC will retain the original Harmony number. The non-SLC documents will be reintroduced at screening. If the non-SLC information that is being reintroduced comes from a document that has SLC, then the Harmony number assigned to the SLC information is referenced in the comment field in DOMEX Suite. The documents are turned in for screening.

A-12. They are screened, assigned a new Harmony number, scanned, and returned to the warehouse for archiving.

REINTRODUCING HARMONY RECORDS WITHOUT SPECIFIC LIMITING CRITERIA DATA

A-13. When the CI team pulls Harmony records with suspected SLC data from the end-of-shift report, they sometimes determine that the records, in fact, do not contain any SLC data.

A-14. In these cases, the metadata and portable data file would have already been expunged from both the local database and the National Harmony Database and must therefore be reintroduced. The processing site must take steps to ensure that the file is then transferred to the National Harmony Database.
Appendix B

Sworn Statement

B-1. Sworn statements are recorded on DA Form 2823 (Sworn Statement) as depicted in figure B-1.

B-2. To permit written statements to be used in judicial proceedings, the DA Form 2823 must be carefully and completely prepared as indicated in following—

- **Block 1.** Enter the geographic location such as the city or installation in which the statement was rendered.
- **Block 2.** Enter the date of the interview. Have the interviewee initial above the date after he signs the sworn affidavit located on the last page of the statement.
- **Block 3.** Have the interviewee write in the time and initial above it after he signs the sworn affidavit located on the last page of the statement.
- **Block 4.** Enter the CID or military police case file sequence number, if applicable.
- **Block 5.** Enter the interviewee’s last name, first name, and middle initial.
- **Block 6.** Enter the interviewee’s SSN, if applicable.
- **Block 7.** Enter the military or civilian pay grade of the person being advised; for example, E-3, O-3, GS-09, or “Civ” if there is no military affiliation. If the person is in the military, indicate his status as AD, USAR, or USNG.
- **Block 8.** Enter the interviewee’s complete military or governmental organization including unit, installation, state, and zip code or APO or FPO. If interviewing a civilian who does not have any military affiliation, enter his current home address including the city, state, and zip code or APO or FPO.
- **Block 9.** In most cases, the statement will consist of a narrative section followed by a question and answer portion. The narrative format is where the interviewee provides his version (in his own words but not necessarily verbatim) of events in a logical story-based format. After the entire story is laid out in the narrative format, questions and answers will be used to draw out inconsistencies, gaps, and other issues that are not clear. If the teams of proof were not adequately addressed in the narrative, they must be addressed by specific questions that will draw out these details. Seasoned investigators may use several questions to resolve one team of an offense, as opposed to formulating one question directly from the Uniform Code of Military Justice (UCMJ). For example, do not ask the interviewee “When you struck the man in the head with the brick, did you intend to cause grievous bodily harm or death?” because this almost compels him to lie. The entirety of the statement should answer the who, what, when, where, why, and how of the incident. The statement must specify the times and dates of specific acts and the methods used to complete the crime or incident. The interviewee must be given the chance to edit the statement when it is completed by asking, “Is there anything you would like to add or delete from this statement at this time?” After the last word in the body of the statement, write “End of Statement” to close it out. If the statement will not fit on the front, back, and top of the final page of DA Form 2823, use continuation pages.
Figure B-1. DA Form 2823 example
## Glossary

### SECTION I - ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>5Ss + T</td>
<td>search, silence, segregate, speed, safeguard, and tag</td>
</tr>
<tr>
<td>AC</td>
<td>analyst comment</td>
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<tr>
<td>ADCON</td>
<td>administrative control</td>
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<tr>
<td>AHA</td>
<td>ammunition holding area</td>
</tr>
<tr>
<td>AO</td>
<td>area of operations</td>
</tr>
<tr>
<td>AR</td>
<td>Army regulation</td>
</tr>
<tr>
<td>ATTP</td>
<td>Army tactics, techniques, and procedures</td>
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<tr>
<td>BAT</td>
<td>biometric automated toolkit</td>
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<td>CAPCO</td>
<td>controlled access program coordination office</td>
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<tr>
<td>CAT</td>
<td>category</td>
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<tr>
<td>CBRNE</td>
<td>chemical, biological, radiological, nuclear, and high-yield explosive</td>
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<tr>
<td>CCIR</td>
<td>commanders’ critical information requirements</td>
</tr>
<tr>
<td>CD</td>
<td>compact disk</td>
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<tr>
<td>CDSE</td>
<td>cryptologic direct support team</td>
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<tr>
<td>CED</td>
<td>captured enemy document</td>
</tr>
<tr>
<td>CELLEX</td>
<td>cell phone exploitation</td>
</tr>
<tr>
<td>CEM</td>
<td>captured enemy material</td>
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<tr>
<td>CI</td>
<td>counterintelligence</td>
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<td>CMPC</td>
<td>combined media processing center</td>
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<td>CONUS</td>
<td>continental United States</td>
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<tr>
<td>COP</td>
<td>common operational picture</td>
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<tr>
<td>D2C</td>
<td>dirty-to-clean</td>
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<tr>
<td>DHDS</td>
<td>deployable harmony document exploitation suite</td>
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<td>DHDS-CT</td>
<td>deployable harmony document exploitation suite -collection tool</td>
</tr>
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<td>deployable harmony document exploitation suite -template</td>
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<td>DOCEX</td>
<td>document exploitation</td>
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<td>DOD</td>
<td>Department of Defense</td>
</tr>
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<td>DOI</td>
<td>date of issue</td>
</tr>
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<td>DOMEX</td>
<td>document and media exploitation</td>
</tr>
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<td>DOT</td>
<td>date of translation</td>
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<td>DRS</td>
<td>detainee reporting system</td>
</tr>
<tr>
<td>DTG</td>
<td>date-time group</td>
</tr>
<tr>
<td>DV</td>
<td>digital video</td>
</tr>
<tr>
<td>DVD</td>
<td>digital video disk</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Definition</td>
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<tr>
<td>--------------</td>
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<tr>
<td>EOD</td>
<td>Explosive Ordinance Detachment</td>
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<tr>
<td>FM</td>
<td>field manual</td>
</tr>
<tr>
<td>FOOU</td>
<td>for official use only</td>
</tr>
<tr>
<td>GMID</td>
<td>General Military Intelligence Directorate</td>
</tr>
<tr>
<td>HIIDE</td>
<td>handheld interagency identity detection equipment</td>
</tr>
<tr>
<td>HUMINT</td>
<td>human intelligence</td>
</tr>
<tr>
<td>ID</td>
<td>identification</td>
</tr>
<tr>
<td>IDCP</td>
<td>initial detainee collection point</td>
</tr>
<tr>
<td>IED</td>
<td>improvised explosive device</td>
</tr>
<tr>
<td>IIR</td>
<td>intelligence information report</td>
</tr>
<tr>
<td>ISR</td>
<td>intelligence, surveillance, and reconnaissance</td>
</tr>
<tr>
<td>JDEC</td>
<td>joint document exploitation center</td>
</tr>
<tr>
<td>JIDC</td>
<td>joint interrogation and debriefing center</td>
</tr>
<tr>
<td>JP</td>
<td>joint publication</td>
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<tr>
<td>MDMP</td>
<td>military decisionmaking process</td>
</tr>
<tr>
<td>MEDEX</td>
<td>media exploitation</td>
</tr>
<tr>
<td>METT-TC</td>
<td>mission, enemy, terrain and weather, troops and support available—time available and civil considerations</td>
</tr>
<tr>
<td>MFLT</td>
<td>machine foreign language translation</td>
</tr>
<tr>
<td>MI</td>
<td>military intelligence</td>
</tr>
<tr>
<td>MP</td>
<td>military police</td>
</tr>
<tr>
<td>NEW</td>
<td>net explosive weight</td>
</tr>
<tr>
<td>NGIC</td>
<td>National Ground Intelligence Center</td>
</tr>
<tr>
<td>OPORD</td>
<td>operation order</td>
</tr>
<tr>
<td>PIR</td>
<td>priority intelligence requirements</td>
</tr>
<tr>
<td>PSA</td>
<td>personal search agent</td>
</tr>
<tr>
<td>PSYOP</td>
<td>Psychological Operations</td>
</tr>
<tr>
<td>RSLP</td>
<td>reserve language support program</td>
</tr>
<tr>
<td>RST</td>
<td>raid support team</td>
</tr>
<tr>
<td>SALUTE</td>
<td>size, activity, location, unit, time, and equipment</td>
</tr>
<tr>
<td>SIGINT</td>
<td>signals intelligence</td>
</tr>
<tr>
<td>SIM</td>
<td>subscriber identity module</td>
</tr>
<tr>
<td>SIR</td>
<td>specific information requirement</td>
</tr>
<tr>
<td>SLC</td>
<td>specific limiting criteria</td>
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<tr>
<td>SMS</td>
<td>short message service</td>
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<tr>
<td>SOP</td>
<td>standing operating procedures</td>
</tr>
<tr>
<td>TC</td>
<td>training circular</td>
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<td>TC</td>
<td>translator comment</td>
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<td>TECHINT</td>
<td>technical intelligence</td>
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<td>TED</td>
<td>theater exploitation database</td>
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<td>Term</td>
<td>Definition</td>
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<td>------</td>
<td>------------</td>
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<tr>
<td>TTP</td>
<td>tactics, techniques, and procedures</td>
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<td>U.S.</td>
<td>United States</td>
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<tr>
<td>USAICoE</td>
<td>United States Army Intelligence Center of Excellence</td>
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<td>USATRADOC</td>
<td>United States Army Training and Doctrine Command</td>
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<td>VQL</td>
<td>verity query language</td>
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<tr>
<td>WIT</td>
<td>weapons intelligence team</td>
</tr>
</tbody>
</table>
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Chief of Staff

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