



Lesson 3.4

Request For Information Management

Learning Outcomes

- Explain the RFI management process.
- Demonstrate how to write and manage RFIs.

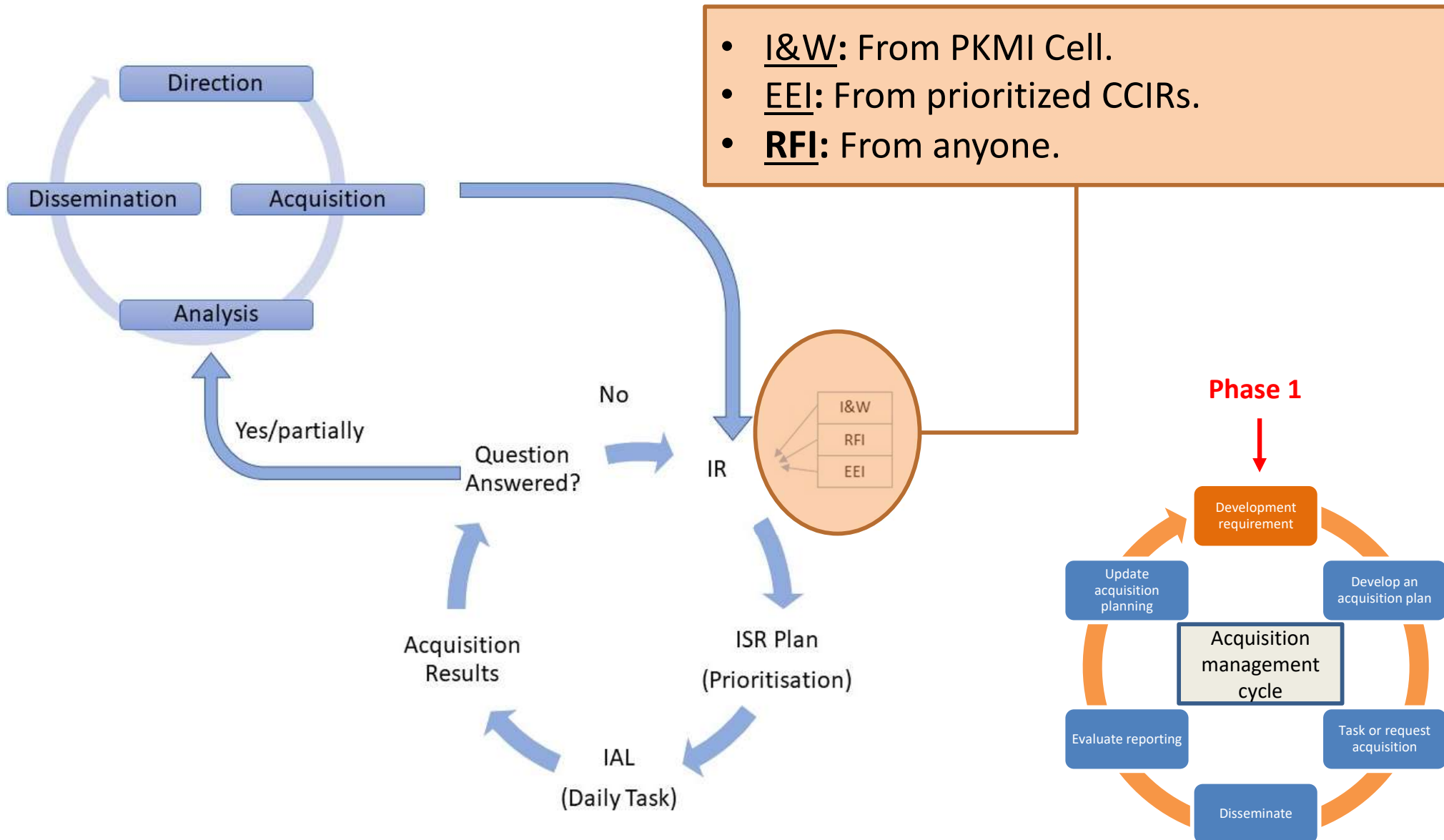
Content

- RFI definition
- PKISR assets' tasking sources
- Management of intelligence requirements
- RFI Manager's tasks
- RFI prioritization process
- Dissemination of information
- Life of an RFI
- Writing an RFI

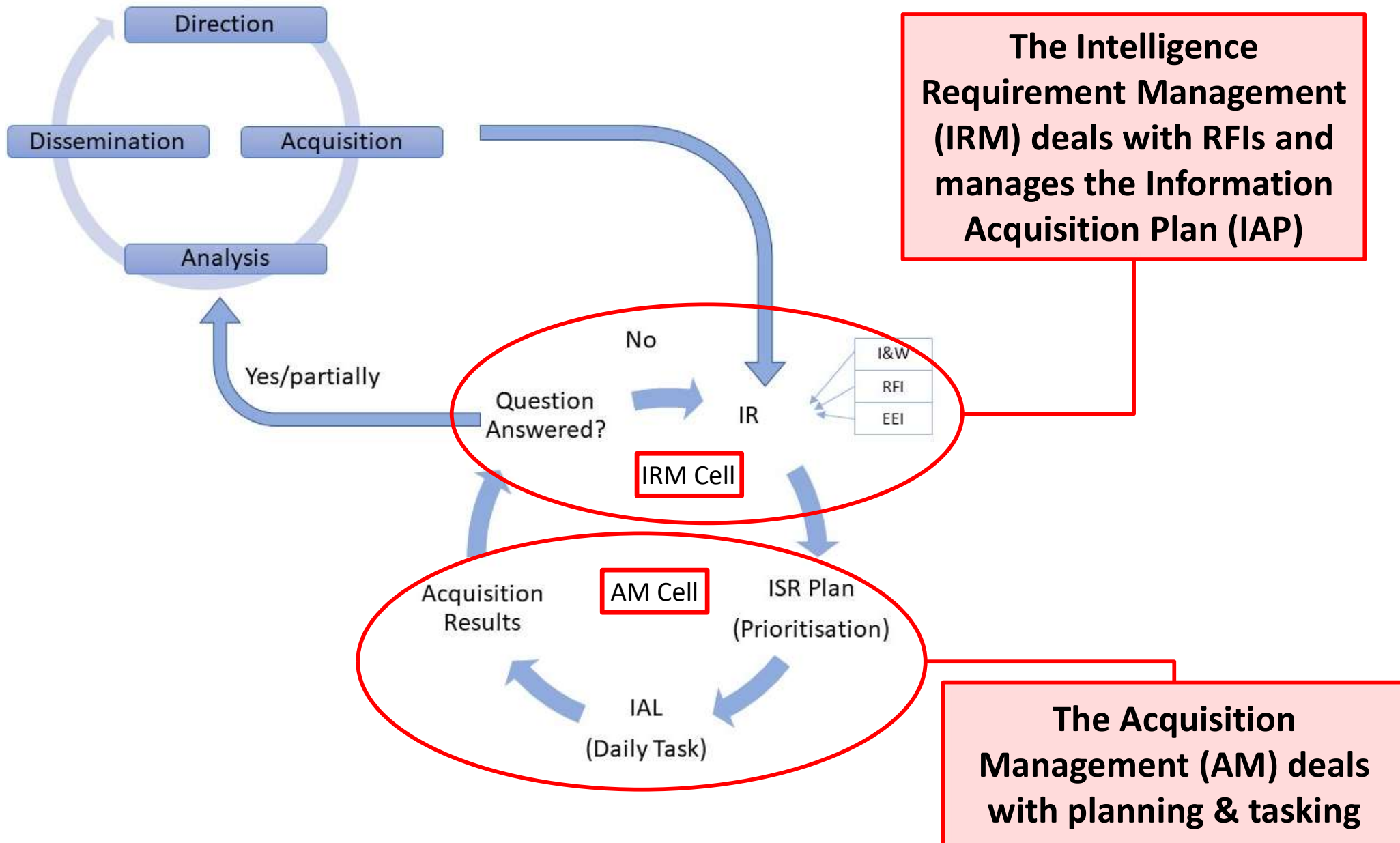
RFI definition

- An RFI is an intelligence related question to be answered by PKISR capabilities.
- **In general, within the UN Mission:**
 - Initiated by any UN staff member (civilian or uniformed) or entity in the Mission
- **Specifically, within the MPKI network:**
 - An external request to another part of the MPKI architecture, made when the military entity does not own the "required assets to acquire the needed information".

PKISR Assets' tasking sources



IR Management



RFI Manager's Tasks

- Review all RFIs.
- Crosscheck databases - "*Acquire once, use many*".
- IAP consultation (if RFI relates to any EEI).
 - RFI recording as an IR.
- Information review (IAP properly reflecting intelligence requirements).

RFI Prioritisation process

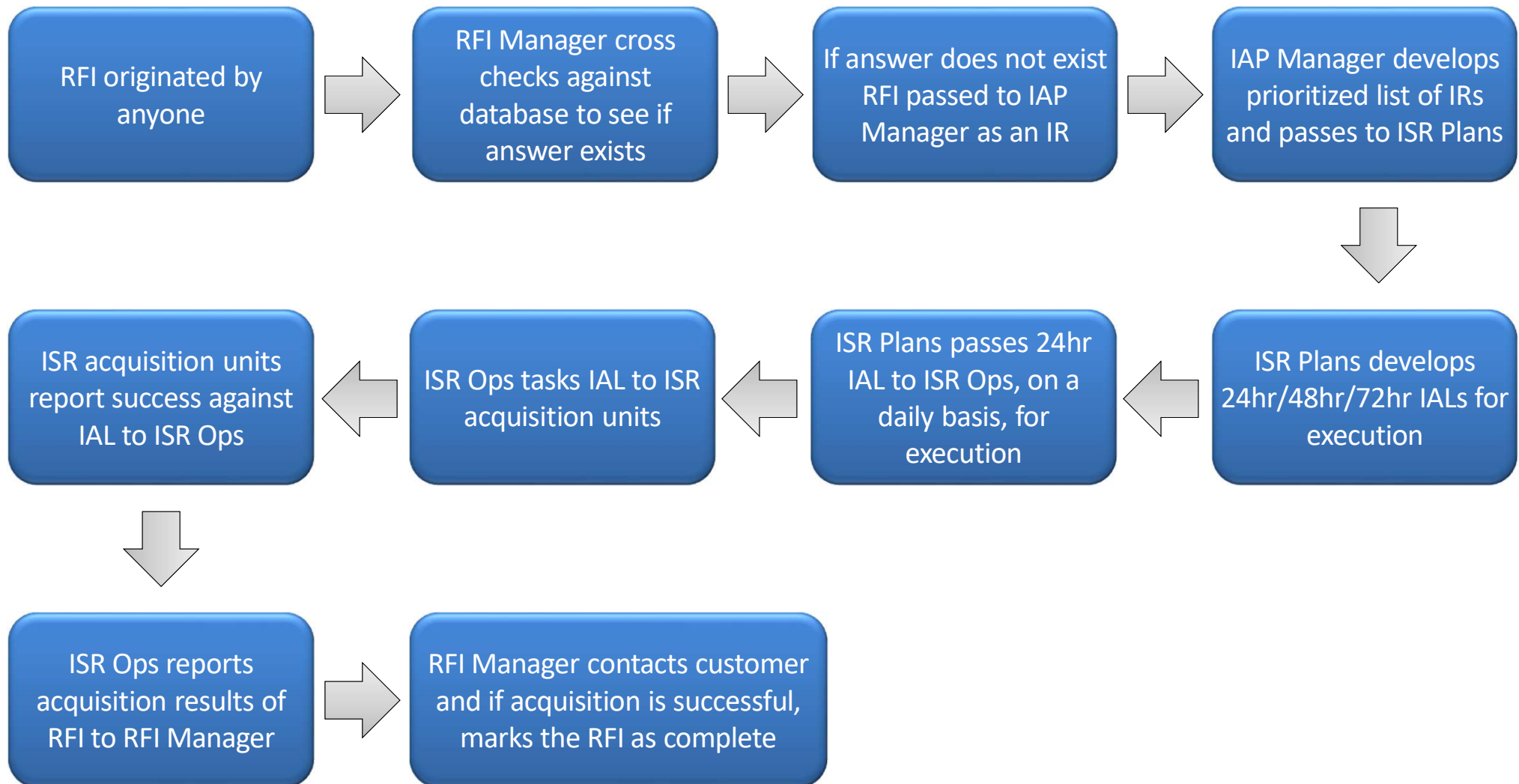
Effective prioritisation relies on:

- A close working relationship between the RFI and IAP Managers.
- A good understanding of the Mission priorities.

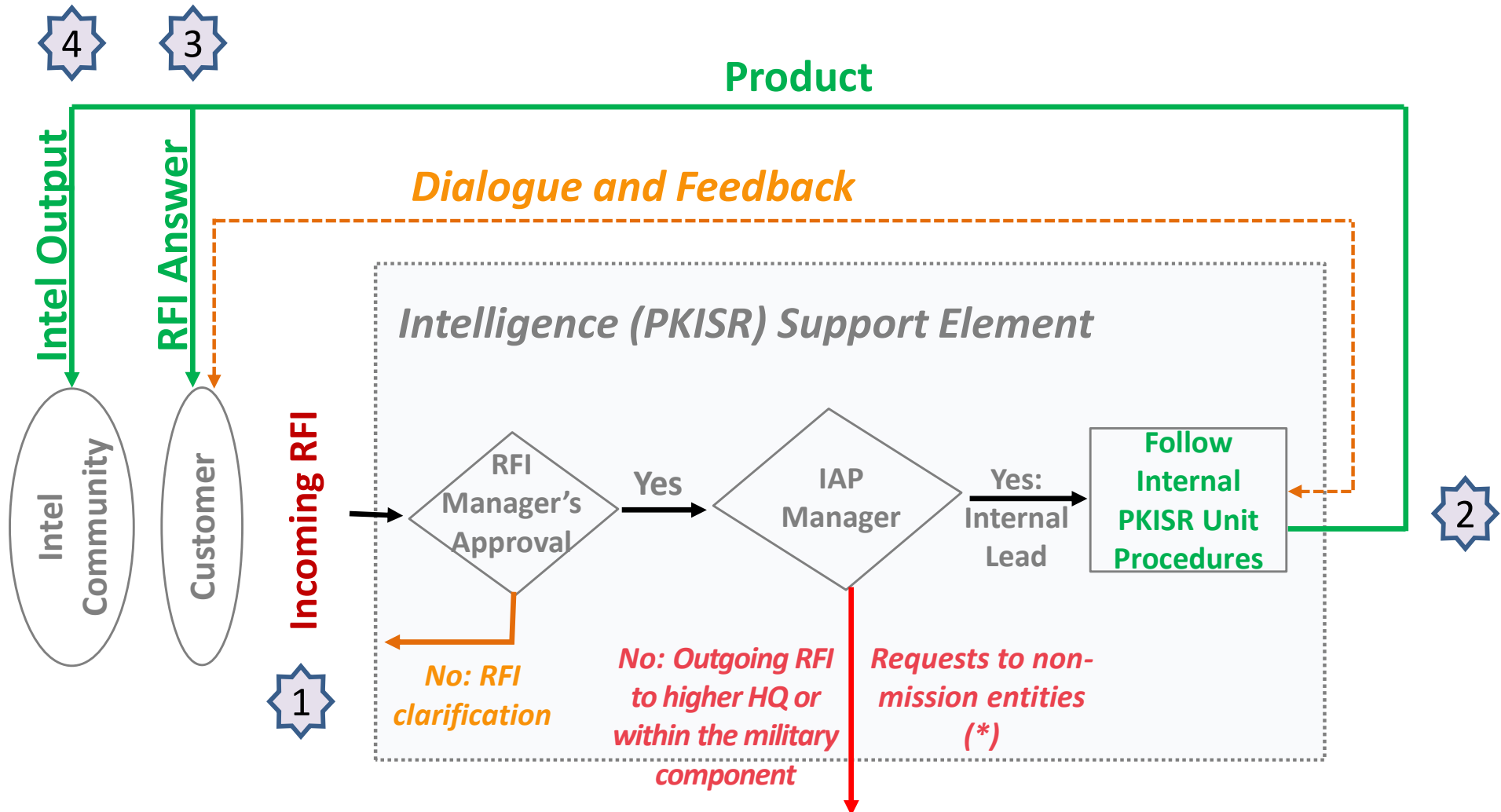
Dissemination of Information

- Ensure RFIs are closed after being answered.
- Ensure that the information goes to the right organisation at the right time.

Summary: Life of RFI (1)

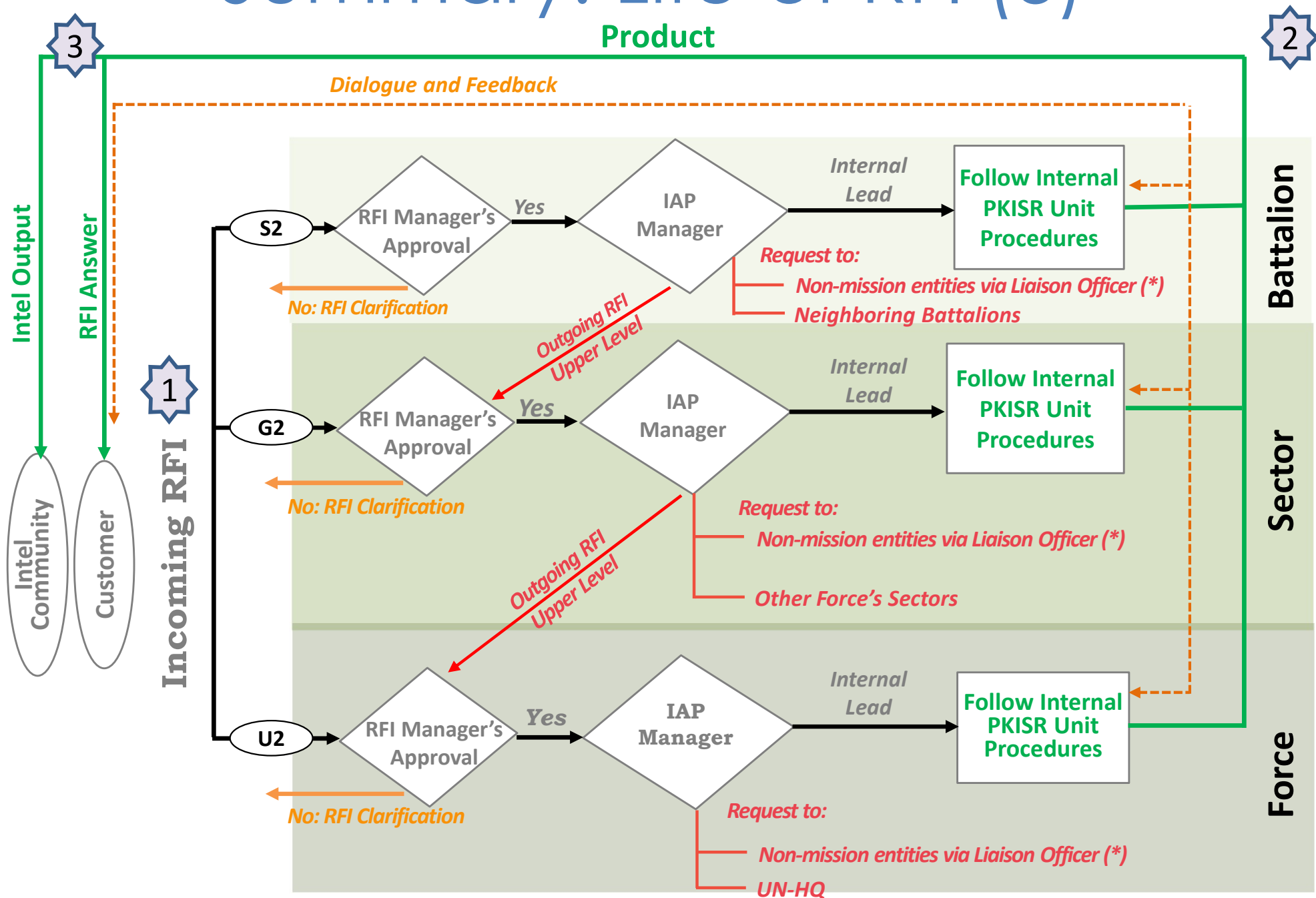


Summary: Life of RFI (2)



Note - (*): When possible and after the Approval of the Head Of Mission or those to whom he/she has delegated authority

Summary: Life of RFI (3)



(*): When possible and after the Approval of the Head Of Mission or those to whom he/she has delegated authority

Writing RFI (1)

RFI Form			
1 Priority	Immediate <input type="checkbox"/> Routine <input type="checkbox"/>	2 Security Classification <input type="checkbox"/> Strictly Confidential <input type="checkbox"/> UN Confidential <input type="checkbox"/> Unclassified	3 DTG of Request <input type="text"/>
4 Reference Number	<input type="text"/>	5 Subject <input type="text"/>	
6 Type of situation	Life threatening <input type="checkbox"/> Mission critical <input type="checkbox"/> Mission essential <input type="checkbox"/> Mission desirable <input type="checkbox"/>	7 U2 Reference <input type="text"/>	
8 Request	<input type="text"/>		
9 When required	No later than:	Date <input type="text"/> Time <input type="text"/>	
10 Format	Verbal <input type="checkbox"/> Written <input type="checkbox"/> Graphic <input type="checkbox"/>	<input type="text"/>	
11 Dissemination information	Contact details, email, radio call sign, telephone	<input type="text"/>	
12 Location	Region	<input type="text"/>	
	Name of village/area	<input type="text"/>	
	Grid reference	<input type="text"/>	
13 Point of contact	<input type="text"/>		
14 Remarks	Safety and security issues?	<input type="text"/>	
15 Intent to share?	With whom?	<input type="text"/>	

Writing RFI (2)

Best Practice Example

Coherent

RFI Form			
1 Priority	Immediate <input checked="" type="checkbox"/> Routine	2 Security Classification	<input type="checkbox"/> Strictly Confidential <input checked="" type="checkbox"/> UN Confidential <input type="checkbox"/> Unclassified
		3 DTG of Request	180930Z May 21
4 Reference Number	23	5 Subject	Main threat to the population security in our AOR
6 Type of situation	Life threatening <input checked="" type="checkbox"/> Mission critical <input type="checkbox"/> Mission essential <input type="checkbox"/> Mission desirable <input type="checkbox"/>	7 U2 Reference	455
8 Request	Identify personnel carrying weapons. - Identify hot or cold spots on the ground. Identify enemy force presence.		
9 When required	No later than:	Date	19 May 2021
		Time	0830 Z
10 Format	Verbal <input checked="" type="checkbox"/> Written <input type="checkbox"/> Graphic <input type="checkbox"/>	Maj Xxx Yyy - xxx_yyy@un.org - Radio Call Sign: Bravo 21 - Phone: +1813 425 3802	
11 Dissemination information	Contact details, email, radio call sign, telephone		
12 Location	Region	Bangley Village	
	Name of village/area	Down Town	
	Grid reference	15km Radius arround N36°39'03" – W115°39'53"	
13 Point of contact	Email: xxx_yyy@un.org Phone: +1813 425 3802		
14 Remarks	Safety and security issues?	Risk of Manpads	
15 Intent to share?	With whom?	U2 – G2 – S2 – JOC	

Including the POC phone number

Learning Activity - RFI

- Time 10 minutes
- Consider the following RFI request
- Confirm whether the form has been filled out correctly
- Be prepared to discuss any concerns you have and how you would rectify any errors

Learning Activity

Non compatible

Does it make sense to request a written answer when the situation is time sensitive?

RFI Form			
1 Priority	Immediate Routine	<input checked="" type="checkbox"/>	2 Security Classification
			<input type="checkbox"/> Strictly Confidential <input checked="" type="checkbox"/> UN Confidential <input type="checkbox"/> Unclassified
		3 DTG of Request	
		180930Z May 21	
4 Reference Number	23	5 Subject	Main threat to the population security in our AOR
6 Type of situation	Life threatening Mission critical Mission essential Mission desirable	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7 U2 Reference
		455	
8 Request	Confirm/deny enemy activities. - Identify patterns of life area. Identify defensive fighting positions.		
9 When required	No later than:	Date Time	19 May 2021 0830 Z
10 Format	Verbal Written Graphic	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Maj Xxx Yyy - xxx_yyy@un.org - Radio Call Sign: Bravo 21 - Phone: +1813 425 3802
11 Dissemination information	Contact details, email, radio call sign, telephone		
12 Location	Region	Bangley Village	
	Name of village/area	Down Town	
	Grid reference	15km Radius arround N36°39'03" – W115°39'53"	
13 Point of contact	xxx_yyy@un.org		
14 Remarks	Safety and security issues?	Risk of Manpads Rebels	
15 Intent to share?	With whom?	U2 – G2 – S2 – JOC	

Lack of precision

Phone number missing

Take Away

- RFIs are 1 of the 3 core sources of tasking PKISR assets.
- There are 2 sources of RFIs:
 - one requested by a non-military Mission entity;
 - one requested within the MPKI architecture.
- RFI can be initiated by anyone within the UN mission (civilian and military)
- The management of RFIs requires an effective and informed process.
- Precision in filling an RFI form is crucial in receiving timely the right answer.
- *"Acquire once, Use many"* relies on an effective database.

Questions