**EXAMPLE**

**CHECKLIST**

(HANDOUT #2)

The following is a checklist for both analysts and reviewers when going over drafts.

1. The draft has the main point in the first sentence (the “what” and “so what”).
2. The draft is analytical (uses words like assess, judge, believe, estimate, think, anticipate) at the beginning of the paper and tells the reader the what, the so what/analytical judgment (why the bottom-line message is important and relevant), and the implications or consequences of the assessment for the United States and/or your intelligence organization.
3. Words indicating probability are used (remotely, unlikely, likely, probably, certain, estimate, think, or anticipate) to show analysis and to indicate the likelihood of events occurring or to come.
4. Source Summary Statement, Descriptors, and Citations are used as appropriate.
5. The main points contain the major judgments (key arguments) supporting the bottom-line assessment of the draft. If the reader takes nothing else away from the intelligence document, it will be this point and it is in the first sentence.
6. All main points are clearly supported by evidence differentiating between what we know, what we assume, what we think, and what we don’t know (intelligence gaps). Some intelligence organizations now require a section on intelligence gaps in all their major studies.
7. All information in the draft relates directly to the bottom line. or BLUF.
8. The body of the draft supports the message in a logical order, and that order is readily apparent to the reader.
9. The draft contains no inconsistencies or contradictions in conclusions and information; if alternative analysis (as appropriate) is presented, confidence in the alternatives should be indicated and be consistent with the document as a whole.
10. The draft presents information in a prioritized fashion (for example, page 2 is less important than page 1; page 3 is less important than page 2).
11. If the draft begins with a summary (only longer intelligence products), no new information is presented in the summary that is not included in the body of the paper.
12. Graphics are used to add meaning to the document and are easy to understand.
13. The draft is straightforward, concise, and precise.
14. Clarity and language used in the draft are correct: active voice, active verbs, lack of extraneous qualifiers, and there is parallelism in components of the sentences.
15. The mechanical aspects of the draft are correct (grammar, spelling, punctuation, use of numbers, acronyms, etc.)