



### Checklist for Reasoning for Insider Threat Analysts

1. Have a **PURPOSE**.
  - State your purpose clearly.
  - Develop a clear purpose statement.
  - Check periodically to ensure you are still on target.
  - Choose a significant, realistic purpose.
2. Settle a **QUESTION**.
  - State the question clearly, precisely.
  - Express the question in several ways to clarify meaning and scope.
  - Break the question into subquestions.
  - Distinguish questions that have definitive answers from those that are matter of opinion and from those that require consideration of multiple viewpoints.
3. Collect and Verify **DATA, INFORMATION, and EVIDENCE**.
  - Restrict your claims to be those supported by the data you have.
  - Search for information that opposes your position as well as information that supports it.
  - Make sure all information used is clear, accurate, and relevant to the question at issue.
  - Make sure you have gathered sufficient information.
4. Shape **CONCEPTS and IDEAS**.
  - Identify and clearly explain key concepts and ideas.
  - Consider alternative concepts and ideas.
  - Consider alternative definitions of concepts.
  - Make sure you are using concepts with precision.
5. Acknowledge **ASSUMPTIONS**.
  - Clearly identify your assumptions and determine whether they are justifiable.
  - Consider how your assumptions are shaping your point of view.
6. Recognize **POINT OF VIEW**.
  - Identify your point of view.
  - Seek other points of view and identify their strengths and weaknesses.
  - Strive to be fair-minded in evaluating all points of view.
7. Analyze **IMPLICATIONS and CONSEQUENCES**.
  - Trace the implications/consequences that follow your reasoning.
  - Search for negative and positive implications.
  - Consider all possible consequences.
8. **INFER, INTERPRET, and CONCLUDE**
  - Infer only what the data implies.
  - Check inferences for their consistency with each other.
  - Identify assumptions underlying your inferences.
  - Verify the conclusion logically follows your inference.