

**FREEDOM OF INFORMATION
AND
PRIVACY ACTS**

**SUBJECT: MANUAL OF ADMINISTRATIVE
OPERATIONS AND PROCEDURES**

(PART 5 OF 8)



FEDERAL BUREAU OF INVESTIGATION

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SECTION 3. RESOURCE MANAGEMENT INFORMATION SYSTEM

3-1 FBI CLASSIFICATIONS/SUBCLASSIFICATIONS AND PROGRAM
GROUPINGS (See MAOP, Part II, 3-3(1), 3-3.1(4).)

EFFECTIVE: 10/18/95.

3-1.1 FBI Classifications and Subdivided Classifications
(See MAOP, Part II, 3-3.1; MIOG, Introduction, Section 2.)

- 1A Training of FBI Personnel
- 1B Training of Other Federal, State, County and Local Law Enforcement Personnel
- 1C National Academy Matters (See MAOP, Part II, 3-3.2(2).)
- 1D International Training and Assistance Matters
- 2 Neutrality Matters
- 3 Overthrow or Destruction of the Government
- 4 Firearms Acts **
- 5 Income Tax **
- 6 Interstate Transportation of Strikebreakers
- 7A Kidnapping
- 7B Kidnapping - International Parental Kidnaping Crime Act (IPKCA)
- 7C Child Abductions - No Ransom
(See MIOG, Introduction, 2-1.6.4, Part I, 7-19.)
- 9A Extortion - All aggravated and/or specific threats or demands involving domestic and foreign mail or interstate communications
- 9B Extortion - All others, including nonaggravated and/or

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- nonspecific mail and telephone threats
- 9C Extortion - Interstate Domestic Violence
 - 9D Extortion - Interstate Violation of a Protection Order
(See MIOG, Introduction, 2-1.6.4.)
 - 10 Red Cross Act
 - 11 Tax (other than income) **
 - 12 Drug Demand Reduction - Matters
handled in furtherance of the FBI's goal to reduce
the demand for illegal drugs in this country.
 - 14 Sedition
 - 15A Theft from Interstate Shipment - Crime of Violence
 - 15B Theft from Interstate Shipment - Loss of \$25,000 or
more; weapons, explosives
 - 15C Theft from Interstate Shipment - All others
 - 18 May Act
 - 21 Food and Drugs **
 - 23 Prohibition **
 - 25A Selective Service Act - Failure to Register
 - 25B Selective Service Act - Fraud Against the Government
 - 26A Interstate Transportation of Stolen Motor Vehicle -
Crimes of Violence/Carjacking
 - 26B Interstate Transportation of Stolen Motor Vehicle -
Commercialized Theft or Chop Shops
 - 26C Interstate Transportation of Stolen Aircraft (ITSA)
 - 26D Interstate Transportation of Stolen Motor Vehicle -
All others
 - 29A Financial Institution Fraud - Loss or losses
contributing to the failure of a federally insured
bank
 - 29B Financial Institution Fraud - Loss or loss exposure
of \$100,000 or more involving a federally insured
bank
 - 29C Financial Institution Fraud - Loss or loss exposure
of \$25,000 to \$99,999 involving a federally insured

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- bank
- 29D Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured savings association
 - 29E Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured savings association
 - 29F Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured savings association
 - 29G Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured credit union
 - 29H Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured credit union
 - 29I Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured credit union
 - 29J Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and handled via Fast Track
 - 29K Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and not handled via Fast Track (See MIOG, Part I, 29-7, Part II, 20-3(3).)

 - 31A White Slave Traffic Act - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
 - 31B White Slave Traffic Act - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
 - 31C White Slave Traffic Act - Sexual Exploitation of Children
 - 31D White Slave Traffic Act - All other cases (See MIOG, Introduction, 2-1.6.4.)

 - 32 Identification (Fingerprint Matters)

 - 33 Uniform Crime Reporting

 - 35 Civil Service **

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- 36 Mail Fraud (See MIOG, Part II, 20-3(3).)
- 40 Passport and Visa Matter
- 42A Deserter - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 42B Deserter - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 42C Deserter - All others
- 43 False Advertising or Misuse of Names to Indicate Federal Agency
- 43 Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia
- 43 Illegal Manufacture, Sale or Use of Military Cremation Urn
- 43 Illegal Manufacture, Use, Possession, or Sale of Emblems or Insignia
- 43 Illegal Wearing of Uniform
- 43 Miscellaneous - Falsely Making or Forging Naval, Military, or Official Pass
- 43 Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the United States
- 43 Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service
- 43 Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States
- 43 Misuse of the name "Federal Home Loan Mortgage

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Corporation"

- 43 Unauthorized use of "Johnny Horizon" Symbol
- 43 Unauthorized use of "Smokey Bear" Symbol
- 43 Unauthorized use of "Woodsy Owl" Symbol

- 44A Racial Violence - Use of Force
- 44B Racial Discrimination - No Violence
- 44C Voting Laws - Racial
- 44D Religious Violence - Use of Force
- 44E Religious Discrimination - No Violence (See MIOG,
Part I, 44-2.1, 44-2.2, 44-2.3, 44-2.4, 44-2.5,
44-4, 44-5, 44-6, 44-7.2, 44-11.)

- 45A Crime on the High Seas - Crime of Violence
- 45B Crime on the High Seas - Theft of \$25,000 or more
- 45C Crime on the High Seas - All others

- 46A Fraud Against the Government - Department of Defense
(DOD)
- 46B Fraud Against the Government - Housing and Urban
Development (HUD)
- 46C Fraud Against the Government - Small Business
Administration (SBA)
- 46D Fraud Against the Government - Department of Labor
(DOL)
- 46E Fraud Against the Government - Department of
Transportation (DOT)
- 46F Fraud Against the Government - Department of Education
(DOED)
- 46G Fraud Against the Government - Veterans Administration
(VA)
- 46H Fraud Against the Government - Other
(See MIOG, Part I, 46-1.14.)

- 47A Impersonation - Act of Violence
- 47B Impersonation - Property Crimes in excess of \$25,000
- 47C Impersonation - All others

- 48 Postal Violations (Except Mail Frauds) **
- 49A Bankruptcy Fraud - Involving \$50,000 or more and/or
officers of the court or scam operations
- 49B Bankruptcy Fraud - All others
(See MIOG, Part II, 20-3(3).)

- 50 Involuntary Servitude and Slavery

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- 51 Jury Panel Investigations (See MIOG, Part II, 20-3(3).)
- 52A Theft of Government Property - Crime of Violence
- 52B Theft of Government Property - Property valued in excess of \$5,000; weapons; explosives
- 52C Theft of Government Property - All others
- 54 Customs Laws and Smuggling **
- 55 Counterfeiting **
- 56A Election Laws - Threats against or personal injury to named persons, federal, state or local level (Violation of Title 18, USC, Section 245 (b) (1) (A).)
- 56C Election Laws - Violations where federal official or federal candidate(s) is known subject
- 56D Election Laws - All other nonracially motivated violations (See MIOG, Introduction, 2-1.6.4, Part II, 20-3(3).)
- 58A Corruption of Federal Public Officials - Executive Branch
- 58B Corruption of Federal Public Officials - Judicial Branch
- 58C Corruption of Federal Public Officials - Legislative Branch
- 58D Corruption of Federal Public Officials - Federal Bribery - Other (See MIOG, Part I, 58-10, Part II, 20-3(3).)
- 60A Antitrust - Full FBI Investigation
- 60B Antitrust - Limited FBI Investigation (Locating missing witnesses, reviewing records, checking arrests, etc.) (See MIOG, Part II, 20-3(3).)
- 61 Treason; Misprision of Treason
- 62A Administrative Inquiry | (Non-OPR) |
- 62B Census Matter
Contract Work Hours and Safety Standards Act
Soldiers and Sailors Relief Act of 1940
Wage and Hour Law

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Kickback Racket Act
Tariff Act of 1930
Federal Cigarette Labeling and Advertising Act
Unreported Interstate Shipment of Cigarettes
Fair Credit Reporting Act
Miscellaneous - Criminal (for Information Fitting No
Other Character)

- 62C Lands Division Matter
Miscellaneous - Civil Suit
- 62D Domestic Police Cooperation
- 62E Fugitive Investigations for Other Federal Agencies
(See MIOG, Part I, 62-3.3(7), Part II, 20-3(3).)

63B FBIHQ Use Only - TURK Not Recorded

- 64A See NFIP Manual
- 64B See NFIP Manual
- 64C See NFIP Manual
- 64D See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.5, 6-1.8, 7-9.8,
7-9.9, 7-12.4; Appendix, 7-1.2.)

- 65A See NFIP Manual
- 65D See NFIP Manual
- 65E See NFIP Manual
- 65G See NFIP Manual
- 65H See NFIP Manual
- 65J See NFIP Manual
- 65K See NFIP Manual
- 65M See NFIP Manual
- 65N See NFIP Manual
- 65O See NFIP Manual
- 65P See NFIP Manual
- 65W See NFIP Manual
- 65X See NFIP Manual
- 65Y See NFIP Manual

(See NFIP Manual, Part I, 6-2, 6-2.8,
6-2.10; Appendix, 7-1.2 & 7-1.3.)

- 66A Administrative Matters - Bureau automobile accidents
- 66C Administrative Matters - Night, Weekend, Holiday
Supervisors and Duty Agents
- 66D Administrative Matters - Physical Examinations
- 66E Administrative Matters - Physical Fitness Program
- 66F Administrative Matters - Other
- 66G Administrative Matters - Bureau Aircraft Accidents

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- 66H Administrative Matters - Bureau Aircraft Operations
- 66I Administrative Matters - Special Operations Groups
- 66J Administrative Matters - Off-Premise Sites
- 66K Employee Assistance Program (EAP) Activities
- 66L Administrative Matters - Evidence Response Team
- 66M Background Investigation Contract Service (BICS) Matters
(See MAOP, Part II, 3-3.2(8)(a), 3-4.5(5).)

- 67A Special Agent recruitment and processing
- 67B Special Agent Applicant investigations
- 67C Support Applicant recruitment and processing
- 67D Support Applicant investigations
- 67E Reinvestigations of FBI Personnel (See MIOG, Part I, 67-18, 67-18.1.1, 67-18.1.2, 259-1, 261-2.)
- 67F Other Personnel Matters
- 67G Targeted Recruitment Matters (TRM) - Special Agent - African Americans
- 67H Targeted Recruitment Matters (TRM) - Special Agent - Asian Americans
- 67I Targeted Recruitment Matters (TRM) - Special Agent - Hispanic Americans
- 67J Targeted Recruitment Matters (TRM) - Special Agent - Native Americans
- 67K Targeted Recruitment Matters (TRM) - Special Agent - Females
- 67L Targeted Recruitment Matters (TRM) - Support - African Americans
- 67M Targeted Recruitment Matters (TRM) - Support - Asian Americans
- 67N Targeted Recruitment Matters (TRM) - Support - Hispanic Americans
- 67O Targeted Recruitment Matters (TRM) - Support - Native Americans
- 67P Targeted Recruitment Matters (TRM) - Support - Females

69 Contempt of Court (See MIOG, Part II, 20-3(3).)

- 70A Crime on Government Reservation - Crime of Violence
- 70B Crime on Government Reservation - Property crimes over \$5,000
- 70C Crime on Government Reservation - All other property crimes
- 70D Crime on Government Reservation - Controlled Substance Act

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- 70E Crime on Government Reservation - Sexual/Physical Abuse - Minor Child
- 71A Bills of Lading Act - Violations involving the transportation of goods valued at \$50,000 or more
- 71B Bills of Lading Act - Violations involving the transportation of goods valued at less than \$50,000
- 72 Obstruction of Justice (See MIOG, Part II, 20-3(3).)
- 73 Background Investigation - Pardon Attorney's Office (See MIOG, Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)
- 74 Perjury (See MIOG, Part II, 20-3(3).)
- 75 Bondsmen and Sureties (See MIOG, Part II, 20-3(3).)
- 76A Escaped Federal Prisoner, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 76B Escaped Federal Prisoner, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 76C Escaped Federal Prisoner, etc. - All others
- 77A Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable
- 77B Background Investigation - U.S. Courts - 15 Year - Reimbursable

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- 77C Background Investigation - U.S. Courts - 10 Year - Reimbursable
- 77E Background Investigation - Department of Justice - Nonreimbursable
- 77F Background Investigation - U.S. Attorney's Office (Staff) - Reimbursable
- 77H Background Investigation - U.S. Attorney's Office (Attorney) - Reimbursable
- 77I Background Investigation - DOJ - Reimbursable
- 77J Background Reinvestigation - Department of Justice - 10 Year - Reimbursable
- 77K Background Reinvestigation - Department of Justice - 7 Year - Reimbursable
- 77L Background Reinvestigation - Department of Justice - 5 Year - Reimbursable
- 77M Background Reinvestigation - Department of Justice - 3 Year - Reimbursable
(See MIOG, Part I, 77-1.1 through 77-1.13, Part II, 17-2, MAOP, Part II, 10-23, and Correspondence Guide - Field, 1-17.)
- 78 Illegal Use of Government Transportation Requests
- 79 Missing Persons
- 80 Public Relations Matters
- 83 Claims Court (See MIOG, Part II, 20-3(3).)
- 87A Interstate Transportation of Stolen Property (ITSP) - Crime of Violence
- 87B Interstate Transportation of Stolen Property (ITSP) - \$25,000 or more
- 87C Interstate Transportation of Stolen Property (ITSP) - Less than \$25,000
- 87F Interstate Transportation of Stolen Property - Heavy Equipment
- 87G Interstate Transportation of Stolen Property (ITSP) - Top Thief Target
(See MIOG, Part I, 87-4.2.9, 87-4.9.2, 87-4.9.3, Part II, 20-3(3).)
- 88A Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a

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crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

- 88B Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 88C Unlawful Flight to Avoid Prosecution, etc. - All others
- 88D Unlawful Flight to Avoid Prosecution, etc. - Parental Kidnapping
- 88E Child Support Recovery Act (CSRA) Matters
- 89A Assassination, Kidnapping or Assaulting a Member of Congress
- 89B Assaulting, Killing or Attempting to Kill a Federal Officer
- 89C Assassination, Kidnapping or Assaulting an Executive Department Head or Director of CIA
- 89D Assassination, Kidnapping or Assaulting a Supreme Court Justice
- 89E Conspiracy to Impede or Injure a Federal Officer
- 89F Crimes Against Family Members - Federal Officials
(See MIOG, Introduction, 2-1.6.4, Part I, 89-2.22, 89-3.20, 89-4.10, 89-5.4, 89-5.7.)
- 90A Irregularities in Federal Penal Institutions - Crime of Violence
- 90B Irregularities in Federal Penal Institutions - Controlled Substance Act
- 90C Irregularities in Federal Penal Institutions - All others
- 91A Bank Robbery
- 91B Bank Burglary, Larceny, \$10,000 and over

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- 91C Bank Burglary, Larceny, under \$10,000
- 91D Bank Robbery, Burglary, Larceny Suspect Program
- 91E Bank Robbery Clinics, Conferences and Seminars
- 91F Bank Extortion - Bank extortion offenses occur when a subject demands bank funds from a bank official through the means of a threat of physical injury to himself/herself or a member of his/her family by telephone, written communication or person
(See MIOG, Introduction, 2-1.6.4, Part I, 91-12, 91-23.)

- 92A Racketeering Enterprise Investigations (REI) - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 92B Racketeering Enterprise Investigations (REI) - Central/South American Organizations - Cases directed against Central American and South American criminal organizations
- 92C Racketeering Enterprise Investigations (REI) - Mexican Organizations - Cases directed against Mexican criminal groups
- 92D Racketeering Enterprise Investigations (REI) - Gangs - Cases directed against major violent drug gangs and violent street gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence
- 92E Racketeering Enterprise Investigations (REI) - Asian Organizations - Cases directed against Asian criminal organizations
- 92F Racketeering Enterprise Investigations (REI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 92G Racketeering Enterprise Investigations (REI) - African Organizations - Cases directed against African criminal groups
- 92H Racketeering Enterprise Investigations (REI) - Russian/Eastern European/Eurasian Organizations -

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- Cases directed against Russian, Eastern European,
and Eurasian criminal organizations
- 92I Racketeering Enterprise Investigations (REI) -
Caribbean Organizations - Cases directed against
Caribbean criminal organizations
- 92J Racketeering Enterprise Investigations (REI) - Alien
Smuggling Investigations
(See MIOG, Part I, 92-9.)
- 93 Ascertaining Financial Ability (See MIOG, Part II,
20-3(3).)
- 94 Research Matters
- 95A Laboratory Investigative Services -
Crimes Against Persons (CAPS)
- 95B Laboratory Investigative Services -
Crimes Against Property (CAPR)
- 95C Laboratory Investigative Services -
Crimes Against Society (CASO)
- 95D Laboratory Investigative Services -
Civil Cases (CC)
(See MIOG, Part I, 95-1.)
- 97A See NFIP Manual
- 97B See NFIP Manual
- 97C See NFIP Manual
- 97D See NFIP Manual
(See NFIP Manual, Part I, 6-3; Appendix, 7-1.2.)
- 98 Sabotage
- 100A Domestic Security/Terrorism Investigations
- 100B Domestic Security/Terrorism - Special Events (e.g.,
world fairs, exhibitions, olympics, etc.)
- 100C Domestic Security/Terrorism - Infrastructure
Vulnerability/Key Asset
(See MIOG, Part I, 100-1.2.3(2)(e).)
- 102A See NFIP Manual
- 102B See NFIP Manual
- 102C See NFIP Manual
- 102D See NFIP Manual
(See NFIP Manual, Appendix, 7-1.2.)

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103A Interstate Transportation of Stolen Livestock - Crime
of Violence

103B Interstate Transportation of Stolen Livestock - over
\$25,000

103C Interstate Transportation of Stolen Livestock - under
\$25,000

105A See NFIP Manual

105B See NFIP Manual

105C See NFIP Manual

105D See NFIP Manual

105E See NFIP Manual

105F See NFIP Manual

105G See NFIP Manual

105H See NFIP Manual

105I See NFIP Manual

105J See NFIP Manual

105Q See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.7; Appendix,
7-1.2.)

108A See NFIP Manual

108B See NFIP Manual

108C See NFIP Manual

108D See NFIP Manual

109A See NFIP Manual

109B See NFIP Manual

109C See NFIP Manual

109D See NFIP Manual

110A See NFIP Manual

110B See NFIP Manual

110C See NFIP Manual

110D See NFIP Manual

111A See NFIP Manual

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112A See NFIP Manual

112B See NFIP Manual

112C See NFIP Manual

112D See NFIP Manual

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- 113A See NFIP Manual
- 113B See NFIP Manual
- 113C See NFIP Manual
- 113D See NFIP Manual

(See NFIP Manual, Appendix, 7-1.2.)

115A Bond Default - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

115B Bond Default - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

115C Bond Default - All others

116A Department of Energy - Applicant

116B Department of Energy - Five-Year Reinvestigation

116C Nuclear Regulatory Commission - Applicant

116D Nuclear Regulatory Commission - Five-Year Reinvestigation

(See MIOG, Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)

117 Atomic Energy Act

119 Federal Regulation of Lobbying Act

120 Federal Tort Claims Act - Civil Suits and Claims

(Non-FBI Programs)

(See MIOG, Part II, 20-3(3).)

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- 122A Labor Management Relations Act, 1947 - LCN or LCN
associate involvement
- 122B Labor Management Relations Act, 1947 - Non-LCN or
Non-LCN associate involvement
- 125 Railway Labor Act
Railway Labor Act - Employers' Liability Act
- 131 Admiralty Matter (See MIOG, Part II, 20-3(3).)
- 134A See NFIP Manual 134O See NFIP Manual
134B See NFIP Manual 134P See NFIP Manual
134C See NFIP Manual 134Q See NFIP Manual
134D See NFIP Manual 134R See NFIP Manual
134E See NFIP Manual 134S See NFIP Manual
134F See NFIP Manual 134U See NFIP Manual
134G See NFIP Manual 134W See NFIP Manual
134H See NFIP Manual 134X See NFIP Manual
134I See NFIP Manual 134Y See NFIP Manual
134J See NFIP Manual 134Z See NFIP Manual
134K See NFIP Manual
134M See NFIP Manual
134N See NFIP Manual
(See NFIP Manual, Part I, 1-5.2.8, 5-1.4; Appendix,
7-1.2 & 7-1.3.)
- 137A Organized Crime Informant - Top Echelon Criminal
Informant
- 137B General Criminal Informant
- 137C Informants - Domestic Terrorism
- 137D White Collar Crime Informant (See MIOG, Part II,
20-3(3).)
- 137E Confidential Source
- 137F Informants - Drugs
- 137G Extraterritorial International Terrorism (IT) -
Informant
- 139A Interception of Communications - Public Officials or
Government Agencies
- 139B Interception of Communications - All others
- 139C Interception of Communications/Signal Theft -
Significant Commercial Gain
- 139D Interception of Communications/Signal Theft
(See MIOG, Part I, 139-9, Part II, 20-3(3).)
- 140A Office of Personnel Management - Referral

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- 140B Office of Personnel Management - Employees
- 140C Office of Personnel Management - Other
(See MIOG, Part I, 140-3, Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)
- 141 False Entries in Records of Interstate Carriers
- 142 Illegal Use of a Railroad Pass
- 143A Interstate Transportation of Gambling Devices - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 143B Interstate Transportation of Gambling Devices - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 143C Interstate Transportation of Gambling Devices - All other organized crime program cases
(See MIOG, Part I, 143-8.)
- 144A Interstate Transportation of Lottery Tickets - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 144B Interstate Transportation of Lottery Tickets - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 144C Interstate Transportation of Lottery Tickets - All other organized crime program cases
(See MIOG, Part I, 144-7.)
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- 162A Interstate Gambling Activities - Cases targeted
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- 162C Interstate Gambling Activities - All other organized
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- 165B Interstate Transmission of Wagering Information -
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- 165C Interstate Transmission of Wagering Information - All
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- 168B Interstate Transportation of Wagering Paraphernalia -
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- 172C Sports Bribery - All other organized crime program
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- 182C Illegal Gambling Business - All other organized crime
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- 204 Federal Revenue Sharing

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- 209A Health Care Fraud - Government-Sponsored Program
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- 211 Ethics in Government Act of 1978
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- 230 Training Received - Foreign Counterintelligence
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- 231A Training Received - Organized Crime
- 231B Training Received - Drugs
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- 234 Training Received - Civil Rights
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- 235 Training Received - Fugitives
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- 236 Training Received - Government Reservation Crimes
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- 237 Training Received - Interstate Theft
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- 238 Training Received - Violent Crimes
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- 240 Training Received - Other - All training received not
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- 245B Organized Crime Drug Enforcement (OCDE) Task Force
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 - 245C Organized Crime Drug Enforcement (OCDE) Task Force
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 - 245E Organized Crime Drug Enforcement (OCDE) Task Force
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 - 245G Organized Crime Drug Enforcement (OCDE) Task Force
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- 253A Fraud and Related Activity in Connection with Identification Documents (FRAID) - Terrorism Program
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- 260A Industrial Security Program - Personnel Clearance
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274A Adoptive Forfeiture Matter - Organized Crime -
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274C Adoptive Forfeiture Matter - Organized Crime -
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- 276A Adoptive Forfeiture Matter - Violent Crimes and Major
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- 277A Adoptive Forfeiture Matter - Counterterrorism -
Appraised Value \$25,000 or more
- 277B Adoptive Forfeiture Matter - Counterterrorism -
Appraised Value \$5,000 - \$24,999
- 277C Adoptive Forfeiture Matter - Counterterrorism -
Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1,
277-1.)

- 278 President's Intelligence Oversight Board (PIOB)
Matters

- 279A Weapons of Mass Destruction - Use, Possession,
Transfer, Production, Transport - Domestic
Terrorism
- 279B Weapons of Mass Destruction - Attempt to Use,
Possess, Obtain, Manufacture or Transport - Domestic
Terrorism
- 279C Weapons of Mass Destruction - Threats and All Other
Cases Relating to Weapons of Mass Destruction -
Domestic Terrorism
- 279D Weapons of Mass Destruction - Use, Possession,
Transfer, Production, Transport - International
Terrorism
- 279E Weapons of Mass Destruction - Attempt to Use,
Possess, Obtain, Manufacture or Transport -

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- International Terrorism
- 279F Weapons of Mass Destruction - Threats and All Other Cases Relating to Weapons of Mass Destruction - International Terrorism
- 280A EEO Investigations (FBIHQ Use Only Except for TURK)
- 280B EEO Counseling (TURK Use Only)
- 280C EEO Conferences (TURK Use Only)
- 280D EEO Administrative
(See MAOP, Part I, 4-5.3; MIOG, Part I, 280-1.)
- 281A Organized Crime/Drug Investigations (OC/DI) - LCN and Italian Organizations -
Cases directed against the LCN, Sicilian Mafia, La Camorra, and Ndrangheta criminal organizations
- 281B Organized Crime/Drug Investigations (OC/DI) - Central/South American Organizations -
Cases directed against Central American and South American criminal organizations
- 281C Organized Crime/Drug Investigations (OC/DI) - Mexican Organizations - Cases directed against Mexican criminal groups
- 281E Organized Crime/Drug Investigations (OC/DI) - Asian Organizations - Cases directed against Asian criminal organizations
- 281F Organized Crime/Drug Investigations (OC/DI) - Other Major Criminal Organizations -
Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 281G Organized Crime/Drug Investigations (OC/DI) - African Organizations - Cases directed against African criminal groups
- 281H Organized Crime/Drug Investigations (OC/DI) - Russian/Eastern European/Eurasian Organization -
Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 281I Organized Crime/Drug Investigations (OC/DI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- 281J Organized Crime/Drug Investigations (OC/DI) - Alien Smuggling Investigations
(See MIOG, Part I, 92-9 and 281-3.)

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282A Color of Law - Force and/or Violence
282B Color of Law - Nonbrutality
(See MIOG, Part I, 282-2.1, 282-2.2, 282-4, 282-5,
282-5.2, 282-6, 282-7, 282-7.2.)

283A See NFIP Manual
283Q See NFIP Manual

284A See NFIP Manual
284B See NFIP Manual
284C See NFIP Manual
284D See NFIP Manual
284E See NFIP Manual
284F See NFIP Manual
284G See NFIP Manual
284H See NFIP Manual
284I See NFIP Manual
284J See NFIP Manual
284K See NFIP Manual
284X See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.10, 4-3.4.3, and
Appendix, 7-1.2.)

285A See NFIP Manual
285B See NFIP Manual
285C See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.11, 4-3.5,
and Appendix, 7-1.2.)

286A Freedom of Access to Clinic Entrances Act of 1994
(FACE) - Force or violence against person(s)

286B FACE - Threat of force or intimidation against
person(s)

286C FACE - Property damage or destruction only

286D FACE - Religious freedom at a place of worship

286E FACE - Civil Action

288 Computer and Infrastructure Threat Assessments (CITA)
Matters

289A Witness Security Program - Organized Crime
289B Witness Security Program - General Criminal
289C Witness Security Program - Domestic Terrorism
289D Witness Security Program - White Collar Crime
289F Witness Security Program - Drugs

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- 289G Witness Security Program - International Terrorism
- 289H Witness Security Program - Non-FBI Sponsored Past or Present Participants
- 290 Alien Terrorist Removal Court (ATRC)
- 291 Animal Enterprise Protection (AEP)
- 292 Domestic Emergency Security Team (DEST)
- 293 Foreign Emergency Security Team (FEST)
- 294A Infrastructure Protection (IP) - Telecommunication
- 294B IP - Energy
- 294C IP - Oil, Gas Storage
- 294D IP - Banking and Finance
- 294E IP - Transportation
- 294F IP - Water
- 294G IP - Emergency Services
- 294H IP - Continuity of Government Operations
- 295A Theft of Trade Secrets - Non-State Sponsored
- 295B Copyright Infringement - Computer Software Matters
- 295C Copyright Infringement - Other Matters
- 295D Trademark Infringement
- 296 Integrity Committee Matters

** Another federal agency has the primary investigative responsibility in these classifications.

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3-1.2 FBI Classifications and Subdivided Classifications by
Program

NATIONAL FOREIGN INTELLIGENCE PROGRAM -
FOREIGN COUNTERINTELLIGENCE

(See National Foreign Intelligence Program (NFIP) Manual, Appendix,
7-1.2 and 7-1.3.)

- 64A SEE NFIP MANUAL
- 64B SEE NFIP MANUAL
- 64C SEE NFIP MANUAL
- 64D SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.5, 6-1.8, 7-9.8, 7-9.9 &
7-12.4.)

- 65A SEE NFIP MANUAL
- 65J SEE NFIP MANUAL
- 65M SEE NFIP MANUAL
- 65N SEE NFIP MANUAL
- 65O SEE NFIP MANUAL
- 65P SEE NFIP MANUAL
- 65W SEE NFIP MANUAL
- 65X SEE NFIP MANUAL
- 65Y SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-2, 6-2.8 & 6-2.10.)

- 97A SEE NFIP MANUAL
- 97B SEE NFIP MANUAL
- 97C SEE NFIP MANUAL
- 97D SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-3.)

- 102A SEE NFIP MANUAL
- 102B SEE NFIP MANUAL
- 102C SEE NFIP MANUAL
- 102D SEE NFIP MANUAL

- 105A SEE NFIP MANUAL
- 105B SEE NFIP MANUAL
- 105C SEE NFIP MANUAL
- 105D SEE NFIP MANUAL
- 105E SEE NFIP MANUAL
- 105F SEE NFIP MANUAL
- 105G SEE NFIP MANUAL
- 105H SEE NFIP MANUAL

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105I SEE NFIP MANUAL

105J SEE NFIP MANUAL

105Q SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.7.)

108A SEE NFIP MANUAL

108B SEE NFIP MANUAL

108C SEE NFIP MANUAL

108D SEE NFIP MANUAL

109A SEE NFIP MANUAL

109B SEE NFIP MANUAL

109C SEE NFIP MANUAL

109D SEE NFIP MANUAL

110A SEE NFIP MANUAL

110B SEE NFIP MANUAL

110C SEE NFIP MANUAL

110D SEE NFIP MANUAL

111A SEE NFIP MANUAL

111B SEE NFIP MANUAL

111C SEE NFIP MANUAL

111D SEE NFIP MANUAL

112A SEE NFIP MANUAL

112B SEE NFIP MANUAL

112C SEE NFIP MANUAL

112D SEE NFIP MANUAL

113A SEE NFIP MANUAL

113B SEE NFIP MANUAL

113C SEE NFIP MANUAL

113D SEE NFIP MANUAL

134A SEE NFIP MANUAL

134B SEE NFIP MANUAL

134C SEE NFIP MANUAL

134I SEE NFIP MANUAL

134J SEE NFIP MANUAL

134M SEE NFIP MANUAL

134N SEE NFIP MANUAL

134O SEE NFIP MANUAL

134P SEE NFIP MANUAL

134Q SEE NFIP MANUAL

134R SEE NFIP MANUAL

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134S SEE NFIP MANUAL
134U SEE NFIP MANUAL
134W SEE NFIP MANUAL
134X SEE NFIP MANUAL
134Z SEE NFIP MANUAL
(See NFIP Manual, Part I, 1-5.2.8, 5-1.4.)

200A SEE NFIP MANUAL
200B SEE NFIP MANUAL
200C SEE NFIP MANUAL
200D SEE NFIP MANUAL
| 200Q SEE NFIP MANUAL |

202A SEE NFIP MANUAL
202B SEE NFIP MANUAL
202C SEE NFIP MANUAL
202D SEE NFIP MANUAL

203A SEE NFIP MANUAL
203B SEE NFIP MANUAL
203C SEE NFIP MANUAL
203D SEE NFIP MANUAL
| 203Q SEE NFIP MANUAL |
203X SEE NFIP MANUAL

212A SEE NFIP MANUAL
212B SEE NFIP MANUAL
212C SEE NFIP MANUAL
212D SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-4.)

220A SEE NFIP MANUAL
220B SEE NFIP MANUAL
220C SEE NFIP MANUAL
220D SEE NFIP MANUAL
| 220Q SEE NFIP MANUAL |

221A SEE NFIP MANUAL
221B SEE NFIP MANUAL
221C SEE NFIP MANUAL
221D SEE NFIP MANUAL
| 221Q SEE NFIP MANUAL |

222A SEE NFIP MANUAL
222B SEE NFIP MANUAL
222C SEE NFIP MANUAL

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222D SEE NFIP MANUAL

| 222Q SEE NFIP MANUAL |

223A SEE NFIP MANUAL

223B SEE NFIP MANUAL

223C SEE NFIP MANUAL

223D SEE NFIP MANUAL

| 223Q SEE NFIP MANUAL |

224A SEE NFIP MANUAL

224B SEE NFIP MANUAL

224C SEE NFIP MANUAL

224D SEE NFIP MANUAL

225A SEE NFIP MANUAL

225B SEE NFIP MANUAL

225C SEE NFIP MANUAL

225D SEE NFIP MANUAL

| 225Q SEE NFIP MANUAL |

227A SEE NFIP MANUAL

227B SEE NFIP MANUAL

227C SEE NFIP MANUAL

227D SEE NFIP MANUAL

| 227Q SEE NFIP MANUAL |

230 TRAINING RECEIVED-FCI (See MAOP, Part II, 3-3.2(3),
3-4.5(5).)

243 SEE NFIP MANUAL
(See NFIP Manual, Part I, 6-5.)

248A SEE NFIP MANUAL

248B SEE NFIP MANUAL

248C SEE NFIP MANUAL

248D SEE NFIP MANUAL

| 248Q SEE NFIP MANUAL |

271A SEE NFIP MANUAL

271B SEE NFIP MANUAL

271C SEE NFIP MANUAL

271D SEE NFIP MANUAL

271E SEE NFIP MANUAL

271F SEE NFIP MANUAL

271H SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.6 & 6-6.4.)

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283A SEE NFIP MANUAL
283Q SEE NFIP MANUAL

284A SEE NFIP MANUAL
284B SEE NFIP MANUAL
284C SEE NFIP MANUAL
284D SEE NFIP MANUAL
284E SEE NFIP MANUAL
284F SEE NFIP MANUAL
284G SEE NFIP MANUAL
284H SEE NFIP MANUAL
284I SEE NFIP MANUAL
284J SEE NFIP MANUAL
284K SEE NFIP MANUAL
284X SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.10, 4-3.4.3.)

285A SEE NFIP MANUAL
285B SEE NFIP MANUAL
285C SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.11 & 4-3.5.)

NATIONAL FOREIGN INTELLIGENCE PROGRAM
INTERNATIONAL TERRORISM

(See NFIP Manual, Appendix, 7-1.3.)

65D SEE NFIP MANUAL
65E SEE NFIP MANUAL
65G SEE NFIP MANUAL
65H SEE NFIP MANUAL
65K SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-1, 6-2.8, 6-2.10; Appendix,
7-1.3.)

100B Domestic Security Investigation - Special Events (e.g.,
world fairs, exhibitions, olympics, etc.)
100C Infrastructure Vulnerability/Key Asset

134D SEE NFIP MANUAL
134E SEE NFIP MANUAL
134F SEE NFIP MANUAL
134G SEE NFIP MANUAL
134H SEE NFIP MANUAL
134K SEE NFIP MANUAL
134Y SEE NFIP MANUAL

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(See NFIP Manual, Part I, 1-5.2.8, 5-1.4; Appendix, 7-1.3.)

- 137G Extraterritorial International Terrorism (IT) - Informant
- 185B Protection of Foreign Officials and Guests - Special Events
(e.g., world fairs, exhibitions, olympics, etc.)
- 199A SEE NFIP MANUAL
- 199B SEE NFIP MANUAL
- 199C SEE NFIP MANUAL
- 199D SEE NFIP MANUAL
- 199E SEE NFIP MANUAL
- 199F SEE NFIP MANUAL
- 199G SEE NFIP MANUAL
- 199H SEE NFIP MANUAL
- 199I SEE NFIP MANUAL
- 199J SEE NFIP MANUAL
- 199K SEE NFIP MANUAL
- 199L SEE NFIP MANUAL
- 199M SEE NFIP MANUAL
(See NFIP Manual, Part I, 1-5.2.9, 2-2.7; Appendix,
7-1.3.)
- 256A Hostage Taking by International Terrorists (See MIOG,
Part I, 256-10.)
- 262 Overseas Homicide/Attempted Homicide - International
Terrorism
- 265A Acts of Terrorism - International Terrorists - Violent
Crimes - Predicate Offense
- 265B Acts of Terrorism - International Terrorists - Organized
Crime - Predicate Offense
- 265C Acts of Terrorism - International Terrorists - White Collar
Crime - Predicate Offense
- 265D Acts of Terrorism - International Terrorists - Government
Reservation Crimes - Predicate Offense
- 265E Acts of Terrorism - International Terrorists - Fugitive -
Predicate Offense
- 265F Acts of Terrorism - International Terrorists - Interstate
Theft - Predicate Offense
- 265G Acts of Terrorism - International Terrorists - Drug
Trafficking
(See MIOG, Part I, 265-2.)
- 270G Extraterritorial International Terrorism (IT) - Cooperative

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Witnesses

- 279D Weapons of Mass Destruction - Use, Possession, Transfer, Production, Transport - International Terrorism
- 279E Weapons of Mass Destruction - Attempt to Use, Possess, Obtain, Manufacture or Transport - International Terrorism
- 279F Weapons of Mass Destruction - Threats and All Other Cases Relating to Weapons of Mass Destruction - International Terrorism

| 289G Witness Security Program - International Terrorism |

290 Alien Terrorism Removal Court (ATRC)

- | 294A Infrastructure Protection (IP) - Telecommunication
- 294B IP - Energy
- 294C IP - Oil, Gas Storage
- 294D IP - Banking and Finance
- 294E IP - Transportation
- 294F IP - Water
- 294G IP - Emergency Services
- 294H IP - Continuity of Government Operations |

NATIONAL FOREIGN INTELLIGENCE PROGRAM -
FBI SECURITY

67E Reinvestigation of FBI Personnel
(See MIOG, Part I, 67-18, 67-18.1.1, 67-18.1.2, 259-1, 261-2.)

259A Security Clearance Investigative Program - Classified Information Procedures Act

259B Security Clearance Investigative Program - Foreign Intelligence Surveillance Act

259C Security Clearance Investigative Program - Joint Task Forces

259D Security Clearance Investigative Program - Others

259E Security Clearance Investigative Program - Periodic Reinvestigations/Security Clearances
(See MIOG, Introduction, 2-2.4.3, Part I, 259-2, 259-3, 259-4, 259-6, 259-7 and 259-8, Part II, 17-2; Correspondence Guide - Field, 1-17.)

260A Industrial Security Program - Personnel Clearance

260B Industrial Security Program - Facility Clearance

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- 260C Industrial Security Program - Nonclassified Personnel/
Access
- 260D Industrial Security Program - Other
- 260E Industrial Security Program - Personnel Clearance -
Reinvestigations
(See MIOG, Introduction, 2-2.4.3, Part I, 260-1,
260-2, 260-3, 260-4, 260-5, Part II, 17-2;
Correspondence Guide - Field, 1-17.)

- 261A Security Officer Matters - ADP/Telecommunication Security
- 261B Security Officer Matters - Security Education, Training, and
Awareness
- 261C Security Officer Matters - Information Security
- 261D Security Officer Matters - Physical Security
- 261E Security Officer Matters - Operations Security (OPSEC)
- 261F Security Officer Matters - Emergency Plans
- 261G Security Officer Matters - Other
(See MIOG, Introduction, 2-2.4.3, Part I, 261-2;
Correspondence Guide - Field, 1-17; NFIP Manual, Part I,
8-1.1.)

DOMESTIC TERRORISM PROGRAM

- 2 Neutrality Matters
- 3 Overthrow or Destruction of the Government
- 14 Sedition
- 40 Passport and Visa Matter
- 61 Treason; Misprision of Treason
- 98 Sabotage
- 100A Domestic Security Investigations (See MIOG, Part I,
100-1.2.3(2) (e).)
- 117 Atomic Energy Act
- 137C Informants - Domestic Terrorism
- 155 National Aeronautics and Space Act of 1958
- 157 Civil Unrest (Civil Disorders and Demonstrators)

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- 163C Foreign Police Cooperation - Domestic Security Matters
(See MIOG, Part I, 163-6(1); MAOP, Part II, 10-23;
Correspondence Guide - Field, 1-17.)
- 174A Actual & Attempted Bombings and Explosive Violations -
Terrorism
- 174B Other Attempted or Actual Bombings
- 174C All Other Cases including Threats
- 176 Anti-Riot Laws
- 183C Racketeer Influenced and Corrupt Organizations - Terrorism
- 185A Protection of Foreign Officials and Guests - PFO Violations
- 239 Training Received - Terrorism
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)
- 253A Fraud and Related Activity in Connection with Identification
Documents (FRAID) - Terrorism Program
(See MIOG, Part I, 253-2.11.)
- 256B Hostage Taking by Domestic Terrorists
(See MIOG, Part I, 256-10.)
- 266A Acts of Terrorism - Domestic Terrorists - Violent
Crimes - Predicate Offense
- 266B Acts of Terrorism - Domestic Terrorists - Organized Crime
- Predicate Offense
- 266C Acts of Terrorism - Domestic Terrorists - White Collar
Crime - Predicate Offense
- 266D Acts of Terrorism - Domestic Terrorists - Government
Reservation Crimes - Predicate Offense
- 266E Acts of Terrorism - Domestic Terrorists - Fugitive -
Predicate Offense
- 266F Acts of Terrorism - Domestic Terrorists - Interstate
Theft - Predicate Offense
- 266G Acts of Terrorism - Domestic Terrorists - Drug Trafficking
(See MIOG, Part I, 266-2.)
- 270C Cooperative Witness - Domestic Terrorism
- 277A Adoptive Forfeiture Matter - Counterterrorism - Appraised
Value \$25,000 or more
- 277B Adoptive Forfeiture Matter - Counterterrorism - Appraised

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- Value \$5,000 - \$24,999
- 277C Adoptive Forfeiture Matter - Counterterrorism - Appraised
Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)
- 279A Weapons of Mass Destruction - Use, Possession,
Transfer, Production, Transport - Domestic
Terrorism
- 279B Weapons of Mass Destruction - Attempt to Use,
Possess, Obtain, Manufacture or Transport - Domestic
Terrorism
- 279C Weapons of Mass Destruction - Threats and All Other
Cases Relating to Weapons of Mass Destruction -
Domestic Terrorism
- | 289C Witness Security Program - Domestic Terrorism |
- 291 Animal Enterprise Protection (AEP)
- | 292 Domestic Emergency Security Team (DEST)
- | 293 Foreign Emergency Security Team (FEST) |

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
FUGITIVE

- 42A Deserter - A subject wanted for a crime of violence
against the person such as murder, manslaughter,
forcible rape, robbery and aggravated assault; one
convicted of such a crime within the past five years
or one who has been incarcerated after conviction for
a crime of violence and escapes from custody or
supervision (parole, probation) prior to completion
of his/her sentence or term of supervision
- 42B Deserter - A subject wanted for a crime involving the
loss or destruction of property valued in excess of
\$25,000; one being sought for criminal charges
involving in excess of two ounces of heroin or
cocaine, 1,000 pounds of marijuana or 10,000 dosage
units of clandestinely manufactured dangerous or
hallucinogenic drugs; one convicted of the above
crimes within the past five years or one who has been
incarcerated after conviction for such offenses and
escapes from custody or supervision (parole,
probation) prior to completion of his/her sentence or
term of supervision

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- 42C Deserter - All others
- 62D Domestic Police Cooperation (See MIOG, Part I, 62-3.3(7).)
- 62E Fugitive Investigations for Other Federal Agencies
- 76A Escaped Federal Prisoner, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 76B Escaped Federal Prisoner, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 76C Escaped Federal Prisoner, etc. - All others
- 88A Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 88B Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after

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- conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 88C Unlawful Flight to Avoid Prosecution, etc. - All others
- 88D Unlawful Flight to Avoid Prosecution, etc. - Parental Kidnapping
- 88E Child Support Recovery Act (CSRA) Matters
- 115A Bond Default - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 115B Bond Default - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 115C Bond Default - All others
- 235 Training Received - Fugitives
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; Correspondence Guide - Field, 1-17.)
- 253B Fraud and Related Activity in Connection with Identification Documents (FRAID) - Fugitive Subprogram
- 253D Mailing Private Identification Documents Without a Disclaimer (PIDWD)
(See MIOG, Part I, 253-3:8.)

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
GOVERNMENT RESERVATIONS CRIME

4 Firearms Acts

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- 10 Red Cross Act
- 18 May Act
- 21 Food and Drugs **
- 23 Prohibition **
- 25A Selective Service Act - Failure to Register
- 25B Selective Service Act - Fraud Against the Government
- 43 False Advertising or Misuse of Names to Indicate Federal Agency
- 43 Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia
- 43 Illegal Manufacture, Sale or Use of Military Cremation Urn
- 43 Illegal Manufacture, Use, Possession, or Sale of Emblems or Insignia
- 43 Illegal Wearing of Uniform
- 43 Miscellaneous - Falsely Making or Forging Naval, Military, or Official Pass
- 43 Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the United States
- 43 Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service
- 43 Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States
- 43 Misuse of the name "Federal Home Loan Mortgage Corporation"
- 43 Unauthorized use of "Johnny Horizon" Symbol
- 43 Unauthorized use of "Smokey Bear" Symbol
- 43 Unauthorized use of "Woodsy Owl" Symbol
- 47A Impersonation - Act of Violence
- 47B Impersonation - Property Crimes in excess of \$25,000
- 47C Impersonation - All Others
- 48 Postal Violations (Except Mail Frauds) **
- 52A Theft of Government Property - Crime of Violence
- 52B Theft of Government Property - Property Valued in Excess of \$5,000; Weapons, Explosives
- 52C Theft of Government Property - All others

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- 54 Customs Laws and Smuggling **
- 70A Crime on Government Reservation - Crime of Violence
- 70B Crime on Government Reservation - Property Crimes over \$5,000
- 70C Crime on Government Reservation - All Other Property Crimes
- 70D Crime on Government Reservation - Controlled Substance Act
- 70E Crime on Government Reservation - Sexual/Physical Abuse - Minor Child
- 78 Illegal Use of Government Transportation Requests
- 90A Irregularities in Federal Penal Institutions - Crime of Violence
- 90B Irregularities in Federal Penal Institutions - Controlled Substance Act
- 90C Irregularities in Federal Penal Institutions - All others
- 146 Interstate Transportation of Prison-Made Goods
- 152 Switchblade Knife Act
- 198A Crime on Indian Reservation - Crime of Violence
- 198B Crime on Indian Reservation - Property Crimes over \$5,000, including Embezzlement and Fraud
- 198C Crime on Indian Reservation - All Other Property Crimes
- 198D Crime on Indian Reservation - Gambling
- 198E Crime on Indian Reservation - Controlled Substance Act
- 198F Crime on Indian Reservation - Sexual/Physical Abuse of a Minor Child in Indian Country
- 198G Crime on Indian Reservation - Assaulting or Killing of a Federal Officer (AFO/KFO) in Indian Country
- 198H Crime on Indian Reservation - Failure to Report Child Abuse
- 198I Crime on Indian Reservation - Interstate Domestic Violence
- 198J Crime on Indian Reservation - Interstate Violation of a Protection Order
(See MIOG, Part I, 198-6.7(3), 198-7; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)
- 236 Training Received - Government Reservation Crimes
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; Correspondence Guide - Field, 1-17.)

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- 253C Fraud and Related Activity in Connection with
Identification Documents (FRAID) - All other FRAID
Matters
(See MIOG, Part I, 253-2.11.)

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
INTERSTATE THEFT

- 15A Theft from Interstate Shipment - Crime of Violence
15B Theft from Interstate Shipment - Loss of \$25,000 or
more; weapons; explosives
15C Theft from Interstate Shipment - All others
- 26A Interstate Transportation of Stolen Motor Vehicle -
Crimes of Violence/Carjacking
26B Interstate Transportation of Motor Vehicle -
Commercialized Theft or Chop Shops
26C Interstate Transportation of Stolen Aircraft (ITSA)
26D Interstate Transportation of Stolen Motor Vehicle - All
other
- 45A Crime on the High Seas - Crime of Violence
45B Crime on the High Seas - Theft of \$25,000 or more
45C Crime on the High Seas - All others
- 71A Bills of Lading Act - Violations involving the
transportation of goods valued at \$50,000 or more
71B Bills of Lading Act - Violations involving the
transportation of goods valued at less than \$50,000
- 87A Interstate Transportation of Stolen Property (ITSP) -
Crime of Violence
87B Interstate Transportation of Stolen Property (ITSP) -
\$25,000 or more
87C Interstate Transportation of Stolen Property (ITSP) -
Less than \$25,000
87F Interstate Transportation of Stolen Property - Heavy
Equipment
87G Interstate Transportation of Stolen Property (ITSP) -
Top Thief Target
(See MIOG, Part I, 87-4.2.9, 87-4.9.2, 87-4.9.3.)
- 103A Interstate Transportation of Stolen Livestock - Crime
of Violence
103B Interstate Transportation of Stolen Livestock - over

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- \$25,000
- 103C Interstate Transportation of Stolen Livestock - under \$25,000
- 137B Informants - General Criminal
- 137E Informants - Confidential Source
- 142 Illegal Use of Railroad Pass
- 148 Interstate Transportation of Fireworks
- 149A Destruction of Aircraft or Motor Vehicles (DAMV)
- 149B Destruction of Aircraft or Motor Vehicles (DAMV) - False Report
- 153 Automobile Information Disclosure Act
- 154 Interstate Transportation of Unsafe Refrigerators
- 160A Federal Train Wreck Statute - Crime of Violence
- 160B Federal Train Wreck Statute - Major incidents
- 160C Federal Train Wreck Statute - All others
- 166D Interstate Transportation in Aid of Racketeering - Arson (non-LCN)
- 167 Destruction of Interstate Property
- 183E Racketeer Influenced and Corrupt Organizations - Property Crime of Violence
- 237 Training Received - Interstate Theft
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)
- 254A Destruction of Energy Facilities - Crime of Violence
- 254B Destruction of Energy Facilities - Major Incident
- 254C Destruction of Energy Facilities - All others
- 254D Hazardous Liquid Pipeline Safety Act (HLPSA) - Crime of Violence
- 254E Hazardous Liquid Pipeline Safety Act (HLPSA) - Major Incident
- 254F Hazardous Liquid Pipeline Safety Act (HLPSA) - All others
(See MIOG, Part I, 254-7, 254-11.)

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- 270B Cooperative Witnesses - General Criminal
- 276A Adoptive Forfeiture Matter - Violent Crime and Major Offenders - Appraised Value \$25,000 or more
- 276B Adoptive Forfeiture Matter - Violent Crime and Major Offenders - Appraised Value \$5,000 - \$24,999
- 276C Adoptive Forfeiture Matter - Violent Crime and Major Offenders - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)

- | 289B Witness Security Program - General Criminal

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
VICTIM-WITNESS ASSISTANCE PROGRAM

- | 188B Victim-Witness Assistance Program|

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
VIOLENT CRIMES

(See MIOG, Introduction, 2-1.6.4.)

- 7A Kidnapping
- 7B Kidnapping - International Parental Kidnaping Crime Act (IPKCA)

- | 7C Child Abductions - No Ransom|
(See MIOG, Part I, 7-19.)

- 9A Extortion - All aggravated and/or specific threats, extortion, or ransom demands involving domestic and foreign mail or interstate communications

- 9B Extortion - All others, including nonaggravated and/or nonspecific mail and telephone threats

- 9C Extortion - Interstate Domestic Violence

- 9D Extortion - Interstate Violation of a Protection Order

- 31B White Slave Traffic Act - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters

- 31C White Slave Traffic Act - Sexual Exploitation of Children

- 31D White Slave Traffic Act - All Other Cases

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- 56A Election Laws - Threats against or personal injury to named persons, federal, state or local level - (Violation of Title 18, USC, Section 245 (b)(1)(A).)
- 89A Assassination, Kidnapping or Assaulting a Member of Congress
- 89B Assaulting, Killing or Attempting to Kill a Federal Officer
- 89C Assassination, Kidnapping or Assaulting an Executive Department Head or Director of CIA
- 89D Assassination, Kidnapping or Assaulting a Supreme Court Justice
- 89E Conspiracy to Impede or Injure a Federal Officer
- 89F Crime Against Family Members - Federal Officials (See MIOG, Part I, 89-2.22, 89-3.20, 89-4.10, 89-5.4, 89-5.7.)

- 91A Bank Robbery
- 91B Bank Burglary, Larceny, \$10,000 and over
- 91C Bank Burglary, Larceny Under \$10,000
- 91D Bank Robbery, Burglary, Larceny Suspect Program
- 91E Bank Robbery Clinics, Conferences and Seminars
- 91F Bank Extortion - Bank extortion offenses occur when a subject demands bank funds from a bank official through the means of a threat of physical injury to himself/herself or a member of his/her family by telephone, written communication or person (See MIOG, Part I, 91-33.)

- 145B Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN law enforcement corruption matters
- 145C Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Sexual Exploitation of Children
- 145D Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - All other cases

- | 163G Foreign Police Cooperation - Violent Crimes|

- 164A Crime Aboard Aircraft - Confirmed aircraft hijacking
- 164B Crime Aboard Aircraft - Interference and Threats

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- 164C Crime Aboard Aircraft - All others, including false statements or unaggravated weapon violations detected through airport security screening process
(See MIOG, Part I, 164-18.)
- 166C Interstate Transportation in Aid of Racketeering (Murder for Hire) - Other than organized crime
- 166E Interstate Transportation in Aid of Racketeering (Violent Crimes/Street Gangs) - Other than organized crime
- 175A Assassination, Kidnapping or Assaulting the President or Vice President
- 175B Assassination, Kidnapping or Assaulting Presidential or Vice Presidential Staff Members
- 175C Threats Against the President; Protection of the President
(See MIOG, Part I, 175-24.)
- 178 Interstate Obscene or Harassing Telephone Calls
- 184A Police Killings - Investigation Requested
- 184B Police Killings - Other
(See MIOG, Part I, 184-10.)
- 192B Hobbs Act - Commercial Institutions
- 192C Hobbs Act - Armored Carrier
(See MIOG, Part I, 91-12, 192-22.)
- 238 Training Received - Violent Crimes
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; Correspondence Guide - Field, 1-17.)
- 244 Hostage Rescue Team
- 250 Tampering with Consumer Products
- 251A Controlled Substances - Robbery
- 251B Controlled Substances - Burglary
(See MIOG, Part I, 251-9.)
- 252A National Center for the Analysis of Violent Crime (NCAVC) - Violent Criminal Apprehension Program
- 252B NCAVC - Criminal Investigative Analysis Program
- 252C NCAVC - Research and Development Program
- 252D NCAVC - Training Program
- 252E NCAVC - Arson and Bombing Investigative Services Program

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- 252F NCAVC - Crisis Management Program
(See MIOG, Part I, 252-12, 252-13.)
- 256C Hostage Taking - Nonterrorism Related
(See MIOG, Part I, 256-10.)

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE

- 92D Racketeering Enterprise Investigations (REI) - Gangs - Cases directed against major violent drug gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence
- 245D Organized Crime Drug Enforcement Task Force - Gangs - Cases directed against major violent drug gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence
- 267A Drug-Related Homicide - Federal Officers
- 267B Drug-Related Homicide - State/Local Law Enforcement Officers
- 267C Drug-Related Homicide - Non-Law Enforcement Victims (See MIOG, Part I, 267-7.)

CIVIL RIGHTS PROGRAM

- 44A Racial Violence - Use of Force
- 44B Racial Discrimination - No Violence
- 44C Voting Laws - Racial
- 44D Religious Violence - Use of Force
- 44E Religious Discrimination - No Violence
(See MIOG, Part I, 44-2.1, 44-2.2, 44-2.3, 44-2.4, 44-2.5, 44-4, 44-5, 44-6, 44-7.2, 44-11.)
- 50 Involuntary Servitude and Slavery
- 173A Civil Rights Act of 1964 - Criminal Interference
- 173B Civil Rights Act of 1964 - Civil Discrimination

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- 177A Discrimination in Housing - Criminal Interference
- 177B Discrimination in Housing - All other
(See MIOG, Part I, 177-3.1, 177-3.2, 177-5,
177-5.1, 177-6, 177-6.2, 177-7, 177-8, 177-8.2,
177-9.)
- 189 Equal Credit Opportunity Act
- 204 Federal Revenue Sharing (FRS)
- 214 Civil Rights of Institutionalized Persons Act
- 234 Training Received - Civil Rights
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)
- 282A Color of Law - Force and/or Violence
- 282B Color of Law - Nonbrutality
(See MIOG, Part I, 282-2.1, 282-2.2, 282-4, 282-5, 282-5.2,
282-6, 282-7, 282-7.2.)
- 286A Freedom of Access to Clinic Entrances Act of 1994 (FACE) -
Force or violence against person(s)
- 286B FACE - Threat of force or intimidation against person(s)
- 286C FACE - Property damage or destruction only
- 286D FACE - Religious freedom at a place of worship
- 286E FACE - Civil Action

ORGANIZED CRIME/DRUG PROGRAM

- 6 Interstate Transportation of Strikebreakers
- 31A White Slave Traffic Act - Cases targeted against
La Cosa Nostra (LCN) members and/or associates where
the moving force behind the activity is the LCN
- 119 Federal Regulation of Lobbying Act
- 122A Labor Management Relations Act, 1947 - LCN associate
involvement
- 122B Labor Management Relations Act, 1947 - Non-LCN or
Non-LCN associate involvement
- 125 Railway Labor Act;
Railway Labor Act - Employers' Liability Act

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- 137A Organized Crime Informant - Top Echelon Criminal Informant
- 137F Informants - Drugs
- 141 False Entries in Records of Interstate Carriers
- 143A Interstate Transportation of Gambling Devices - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 143B Interstate Transportation of Gambling Devices - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 143C Interstate Transportation of Gambling Devices - All other organized crime program cases
(See MIOG, Part I, 143-8.)
- 144A Interstate Transportation of Lottery Tickets - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 144B Interstate Transportation of Lottery Tickets - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 144C Interstate Transportation of Lottery Tickets - All organized crime program cases
(See MIOG, Part I, 144-7.)
- 145A Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 156A Employee Retirement Income Security Act - LCN or LCN associate involvement
- 156B Employee Retirement Income Security Act - Non-LCN or Non-LCN associate involvement
- 159A Labor Management Reporting and Disclosure Act of 1959 -

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LCN or LCN associate involvement -

159B Labor Management Reporting and Disclosure Act of 1959 -
Non-LCN or Non-LCN associate involvement

162A Interstate Gambling Activities - Cases targeted against
La Cosa Nostra (LCN) members and/or associates where
the moving force behind the activity is the LCN

162B Interstate Gambling Activities - Cases targeted against
non-LCN major organized crime groups where the
criminal activity is that usually associated with
organized crime, such as gambling, loansharking,
etc.; and all non-LCN related law enforcement
corruption matters

162C Interstate Gambling Activities - All other organized
crime program cases

163F Foreign Police Cooperation - Organized Crime/Drug

165A Interstate Transmission of Wagering Information - Cases
targeted against La Cosa Nostra (LCN) members and/or
associates where the moving force behind the activity
is the LCN

165B Interstate Transmission of Wagering Information - Cases
targeted against non-LCN major organized crime groups
where the criminal activity is that usually
associated with organized crime, such as gambling,
loansharking, etc.; and all non-LCN related law
enforcement corruption matters

165C Interstate Transmission of Wagering Information - All
other organized crime program cases

166A Interstate Transportation in Aid of Racketeering
(Arson; Bribery; Extortion; Gambling; Prostitution;
Murder; and Violent Crimes) - Cases targeted against
La Cosa Nostra (LCN) members and/or associates where
the moving force behind the activity is the LCN

166B Interstate Transportation in Aid of Racketeering
(Bribery; Extortion; Gambling; Prostitution; Murder;
and Violent Crimes) - Cases targeted against non-LCN
major organized crime groups where the criminal
activity is that usually associated with organized
crime, such as gambling, loansharking, etc.; and all
non-LCN related law enforcement corruption matters

168A Interstate Transportation of Wagering Paraphernalia -
Cases targeted against La Cosa Nostra (LCN) members

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- and/or associates where the moving force behind the activity is the LCN
- 168B Interstate Transportation of Wagering Paraphernalia - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 168C Interstate Transportation of Wagering Paraphernalia - All other organized crime program cases
- 172A Sports Bribery - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 172B Sports Bribery - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 172C Sports Bribery - All other organized crime program cases
- 179A Extortionate Credit Transactions - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 179B Extortionate Credit Transactions - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 179C Extortionate Credit Transactions - All other organized crime program cases
- 182A Illegal Gambling Business - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 182B Illegal Gambling Business - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 182C Illegal Gambling Business - All other organized crime program cases

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- 183A Civil RICO - Civil investigations of criminal enterprises
- 183B Labor Racketeering - Cases directed against criminal organizations principally involved in labor racketeering matters
- 195A Hobbs Act - Labor Related - LCN or LCN associate involvement
- 195B Hobbs Act - Labor Related - Non-LCN or Non-LCN associate involvement

- 231A Training Received - Organized Crime
- 231B Training Received - Drugs
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; MIOG, Part I, 231-1, 231-2; Correspondence Guide - Field, 1-17.)

- 270A Cooperative Witnesses - Organized Crime
- 270F Cooperative Witnesses - Drugs

- 273A Adoptive Forfeiture Matter - Drug - Appraised Value \$25,000 or more
- 273B Adoptive Forfeiture Matter - Drug - Appraised Value \$5,000 - \$24,999
- 273C Adoptive Forfeiture Matter - Drug - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)

- 274A Adoptive Forfeiture Matter - Organized Crime - Appraised Value \$25,000 or more
- 274B Adoptive Forfeiture Matter - Organized Crime - Appraised Value \$5,000 - \$24,999
- 274C Adoptive Forfeiture Matter - Organized Crime - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)

- 281A Organized Crime/Drug Investigations (OC/DI) - LCN and Italian Organizations -
Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations.
- 281B Organized Crime/Drug Investigations (OC/DI) -
Central/South American Organizations - Cases directed against Central American and South American criminal

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- organizations
- 281C Organized Crime/Drug Investigations (OC/DI) - Mexican Organizations - Cases directed against Mexican criminal groups
- 281E Organized Crime/Drug Investigations (OC/DI) - Asian Organizations - Cases directed against Asian criminal organizations
- 281F Organized Crime/Drug Investigations (OC/DI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 281G Organized Crime/Drug Investigations (OC/DI) - African Organizations - Cases directed against African criminal groups
- 281H Organized Crime/Drug Investigations (OC/DI) - Russian/Eastern European/Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 281I Organized Crime/Drug Investigations (OC/DI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- | 281J Organized Crime/Drug Investigations (OC/DI) - Alien Smuggling Investigations |
(See MIOG, Part I, 92-9 and 281-3.)
- | 289A Witness Security Program - Organized Crime
- 289F Witness Security Program - Drugs
- 289H Witness Security Program - Non-FBI Sponsored Past or Present Participants |

ORGANIZED CRIME/DRUG PROGRAM -
OCDE TASK FORCE

- 92A Racketeering Enterprise Investigations (REI) - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 92B Racketeering Enterprise Investigations (REI) - Central/South American Organizations - Cases directed against Central American and South American criminal organizations
- 92C Racketeering Enterprise Investigations (REI) - Mexican

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- Organizations - Cases directed against Mexican criminal groups
- 92E Racketeering Enterprise Investigations (REI) - Asian Organizations - Cases directed against Asian criminal organizations
- 92F Racketeering Enterprise Investigations (REI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 92G Racketeering Enterprise Investigations (REI) - African Organizations - Cases directed against African criminal groups
- 92H Racketeering Enterprise Investigations (REI) - Russian/Eastern European/Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 92I Racketeering Enterprise Investigations (REI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- 92J Racketeering Enterprise Investigations (REI) - Alien Smuggling Investigations | (See MIOG, Part I, 92-9.)
- 245A Organized Crime Drug Enforcement (OCDE) Task Force - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 245B Organized Crime Drug Enforcement (OCDE) Task Force - Central/South American Organizations - Cases directed against Central American and South American criminal organizations
- 245C Organized Crime Drug Enforcement (OCDE) Task Force - Mexican Organizations - Cases directed against Mexican criminal groups
- 245E Organized Crime Drug Enforcement (OCDE) Task Force - Asian Organizations - Cases directed against Asian criminal organizations
- 245F Organized Crime Drug Enforcement (OCDE) Task Force - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of

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national significance and influence. The characterization of these organizations must be fully documented and corroborated.

- 245G Organized Crime Drug Enforcement (OCDE) Task Force - African Organizations - Cases directed against African criminal groups
- 245H Organized Crime Drug Enforcement (OCDE) Task Force - Russian/Eastern European/Eurasian Organizations - Cases directed against Russian, Eastern European, Eurasian criminal organizations
- 245I Organized Crime Drug Enforcement (OCDE) Task Force - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- 245J Organized Crime Drug Enforcement (OCDE) Task Force - Alien Smuggling Investigations (See MIOG, Part I, 92-9 and 245-4.)

ORGANIZED CRIME/DRUG PROGRAM -
COMMUNITY OUTREACH

- 12 Drug Demand Reduction - Matters handled in furtherance of the FBI's goal to reduce the demand for illegal drugs in this country

- 188A Community Outreach/Crime Resistance

TRAINING PROGRAM -
FEDERAL

- 1A Training - FBI Personnel

TRAINING PROGRAM -
STATE AND LOCAL

- 1B Training of Other Federal, State, County and Local Law Enforcement Personnel
- 1D International Training and Assistance Matters

WHITE COLLAR CRIME PROGRAM

(See MIOG, Introduction, 2-1.5 through 2-1.5-3, & Part II, 20-3(3).)

WHITE COLLAR CRIME PROGRAM - FINANCIAL INSTITUTION FRAUD

- 29A Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured

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- bank
- 29B Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured bank
 - 29C Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured bank
 - 29D Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured savings association
 - 29E Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured savings association
 - 29F Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured savings association
 - 29G Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured credit union
 - 29H Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured credit union
 - 29I Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured credit union
 - 29J Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and handled via Fast Track
 - 29K Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and not handled via Fast Track
(See MIOG, Part I, 29-7.)

WHITE COLLAR CRIME PROGRAM - FRAUD AGAINST THE GOVERNMENT

- 46A Fraud Against the Government - Department of Defense (DOD)
- 46B Fraud Against the Government - Housing and Urban Development (HUD)
- 46C Fraud Against the Government - Small Business Administration (SBA)
- 46D Fraud Against the Government - Department of Labor (DOL)
- 46E Fraud Against the Government - Department of Transportation (DOT)
- 46F Fraud Against the Government - Department of Education (DOED)
- 46G Fraud Against the Government - Veterans Administration (VA)
- 46H Fraud Against the Government - Other
(See MIOG, Part I, 46-1.14.)

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WHITE COLLAR CRIME PROGRAM - BANKRUPTCY FRAUD

- 49A Bankruptcy Fraud - Involving \$50,000 or more and/or officers of the court or scam operations
- 49B Bankruptcy Fraud - All others

WHITE COLLAR CRIME PROGRAM - ANTITRUST

- 60A Antitrust - Full FBI Investigation
- 60B Antitrust - Limited FBI Investigation (Locating missing witnesses, reviewing records, checking arrest, etc.)

WHITE COLLAR CRIME PROGRAM - TELEMARKETING FRAUD

- 196A Telemarketing Fraud

WHITE COLLAR CRIME PROGRAM - INSURANCE FRAUD

- 196B Insurance Fraud

WHITE COLLAR CRIME PROGRAM - SECURITIES/COMMODITIES FRAUD

- 196C Securities/Commodities Fraud

WHITE COLLAR CRIME PROGRAM - HEALTH CARE FRAUD

- 209A Health Care Fraud - Government-Sponsored Program
- 209B Health Care Fraud - Private Insurance Program
(See MIOG, Part I, 46-1.14.)

WHITE COLLAR CRIME PROGRAM - ENVIRONMENTAL CRIME

- 249 Environmental Crimes - All investigations involving violations of Environmental Crimes statutes, with the exception of the mishandling of special nuclear materials and waste products which is provided for under the Atomic Energy Act

WHITE COLLAR CRIME PROGRAM -
COMPUTER INVESTIGATION AND THREAT ASSESSMENTS

- 288 Computer and Infrastructure Threat Assessments (CITA) Matters

WHITE COLLAR CRIME PROGRAM - MONEY LAUNDERING

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| 272 | Money Laundering - All Programs |
(See MIOG, Part I, 272-6.2.)

| WHITE COLLAR CRIME PROGRAM -
INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

- 295A Theft of Trade Secrets - Non-State Sponsored
- 295B Copyright Infringement - Computer Software Matters
- 295C Copyright Infringement - Other Matters
- 295D Trademark Infringement

WHITE COLLAR CRIME PROGRAM - PUBLIC CORRUPTION
(See MIOG, Part II, 20-3(3).)

- 56C Election Laws - Violations where federal official or federal candidate(s) is known subject
- 56D Election Laws - All other nonracially motivated violations
- 58A Corruption of Federal Public Officials - Executive Branch
- 58B Corruption of Federal Public Officials - Judicial Branch
- 58C Corruption of Federal Public Officials - Legislative Branch
- 58D Corruption of Federal Public Officials - Federal Bribery - Other
(See MIOG, Part I, 58-10.)

- 62B Census Matter
Contract Work Hours and Safety Standards Act
Soldiers and Sailors Relief Act of 1940
Wage and Hour Law
Kickback Racket Act
Tariff Act of 1930
Federal Cigarette Labeling and Advertising Act
Unreported Interstate Shipment of Cigarettes
Fair Credit Reporting Act
Miscellaneous - Criminal (for information fitting no other character)

- 62C Lands Division Matter
Miscellaneous - Civil Suit

- 139A Interception of Communications - Public Officials or

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Government Agencies

- 139B Interception of Communications - All others
(See MIOG, Part I, 139-9.)
- 194A Corruption of State and Local Public Officials - State
Level
- 194B Corruption of State and Local Public Officials - Local
Level
- 194C Corruption of State and Local Public Officials - Law
Enforcement
- 194D Corruption of State and Local Public Officials - Law
Enforcement - Drug-Related
- 211 Ethics in Government Act of 1978

WHITE COLLAR CRIME PROGRAM - OTHER MATTERS
(See MIOG, Part II, 20-3(3).)

- | 5 Income Tax **
- | 11 Tax (Other Than Income) **|
- 36 Mail Fraud
- 51 Jury Panel Investigations
- | 55 Counterfeiting **|
- 69 Contempt of Court
- 72 Obstruction of Justice
- 74 Perjury
- 75 Bondsmen and Sureties
- 83 Claims Court
- 93 Ascertaining Financial Ability
- 120 Federal Tort Claims Act - Civil Suits and Claims
(Non-FBI Programs)
- 131 Admiralty Matter

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- 137D Informant - White Collar Crime
- 139C Interception of Communications/Signal Theft -
Significant Commercial Gain
- 139D Interception of Communications/Signal Theft
(See MIOG, Part I, 139-9.)
- | 163H Foreign Police Cooperation - White Collar Crime |
- 181 Consumer Credit Protection Act
- 186 Real Estate Settlement Procedures Act of 1974
- 187 Privacy Act of 1974 - Criminal
- | 196D | Other Wire and Mail Fraud Schemes |
- 205 Foreign Corrupt Practices Act of 1977
- 232 Training Received - White-Collar Crime
(See MIOG, Part I, 232; MAOP, Part II,
3-3.2(3), 3-4.5, 10-23; Correspondence Guide - Field,
1-17.)
- 258A Credit and/or Debit Card Fraud - Loss in excess of
\$25,000
- 258B Credit and/or Debit Card Fraud - Loss of \$25,000 or
less
(See MIOG, Part I, 258-8.)
- 270D Cooperative Witnesses - White-Collar Crime
- 275A Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value \$25,000 or more
- 275B Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value \$5,000 - \$24,999
- 275C Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)
- | 289D Witness Security Program - White Collar Crime
- | 296 Integrity Committee Matters |

APPLICANT PROGRAM - RECRUITMENT AND PROCESSING

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- 67A Special Agent Recruitment and Processing
- 67C Support Applicant Recruitment and Processing
- 67G Targeted Recruitment Matters (TRM) - Special Agent - African Americans
- 67H Targeted Recruitment Matters (TRM) - Special Agent - Asian Americans
- 67I Targeted Recruitment Matters (TRM) - Special Agent - Hispanic Americans
- 67J Targeted Recruitment Matters (TRM) - Special Agent - Native Americans
- 67K Targeted Recruitment Matters (TRM) - Special Agent - Females
- 67L Targeted Recruitment Matters (TRM) - Support - African Americans
- 67M Targeted Recruitment Matters (TRM) - Support - Asian Americans
- 67N Targeted Recruitment Matters (TRM) - Support - Hispanic Americans
- 67O Targeted Recruitment Matters (TRM) - Support - Native Americans
- 67P Targeted Recruitment Matters (TRM) - Support - Females

APPLICANT PROGRAM - BACKGROUND INVESTIGATIONS

- 1C National Academy Matters (See MAOP, Part II, 3-3.2(2).)
- 67B Special Agent Applicant Investigations
- 67D Support Applicant Investigations
- 67F Other Personnel Matters

APPLICANT PROGRAM - OTHER NONREIMBURSABLE

- 73 Background Investigation - Pardon Attorney's Office (See MIOG, Part II, 17-2.)
- 77A Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable
- 77E Background Investigation - Department of Justice - Nonreimbursable (See MIOG, Part I, 77-1.1 through 77-1.13; Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)
- 140A Office of Personnel Management - Referral
- 140C Office of Personnel Management - Other

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(See MIOG, Part I, 140-3, Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)

- 161A Level I-Presidential Appointment
Level I-Presidential Appointment,
Senate Confirmation
- 161C Level III-Presidential Appointment
Level III-Presidential Appointment,
Senate Confirmation
- 161D Level I-White House Staff
- 161E Level II-White House Staff
Level II-White House Access
Level II-National Security Council
- 161F Level II-White House Staff
(Five-Year Reinvestigation)
Level II-White House Access
(Five-Year Reinvestigation)
Level II-National Security Council
(Five-Year Reinvestigation)
- 161G Level III-White House Staff
Level III-White House Access
- 161H Level III-White House Staff

(Five-Year Reinvestigation)
- 161I Level III-Congressional Committee
- 161J Level III-Congressional Committee
(Five-Year Reinvestigation)
- 161K Expanded Name Check
- 161L Level II-Presidential Appointment
Level II-Presidential Appointment,
Senate Confirmation (White House)
(See MIOG, Part I, 161-4(2), 161-5, 161-6(2),
Part II, 17-2; MAOP, Part II, 10-23; Correspondence
Guide - Field, 1-17.)

APPLICANT PROGRAM - OTHER REIMBURSABLE

- 77B Background Investigation - U.S. Courts - 15 Year -
Reimbursable
- 77C Background Investigation - U.S. Courts - 10 Year -
Reimbursable
- 77F Background Investigation - U.S. Attorney's Office
(Staff) - Reimbursable
- 77H Background Investigation - U.S. Attorney's

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- Office (Attorney) - Reimbursable
- 77I Background Investigation - DOJ - Reimbursable
 - 77J Background Reinvestigation - Department of Justice -
10 Year - Reimbursable
 - 77K Background Reinvestigation - Department of Justice -
7 Year - Reimbursable
 - 77L Background Reinvestigation - Department of Justice -
5 Year - Reimbursable
 - 77M Background Reinvestigation - Department of Justice -
3 Year - Reimbursable
(See MIOG, Part I, 77-1.1 through 77-1.13, Part II, 17-2,
MAOP, Part II, 10-23, and Correspondence Guide -
Field, 1-17.)
- 116A Department of Energy - Applicant
- 116B Department of Energy - Five-Year Reinvestigation
- 116C Nuclear Regulatory Commission - Applicant
- 116D Nuclear Regulatory Commission - Five-Year
Reinvestigation
(See MIOG, Part II, 17-2; MAOP, Part II, 10-23;
Correspondence Guide - Field, 1-17.)
- 140B Office of Personnel Management - Employees
(See MIOG, Part I, 140-3, Part II, 17-2; MAOP, Part II,
10-23; Correspondence Guide-Field, 1-17.)
- 161B Level II-Presidential Appointment, Senate Confirmation (Non-
White House)

MISCELLANEOUS PROGRAM

- 32 Identification (Fingerprint Matters)
- 33 Uniform Crime Reporting
- 35 Civil Service **

62A Administrative Inquiry (Non-OPR)

63B FBIHQ Use Only - TURK Not Recorded

- 66A Administrative Matters - Bureau automobile accidents
- 66C Administrative Matters - Night, Weekend, Holiday
Supervisors and Duty Agents
- 66D Administrative Matters - Physical Examinations
- 66E Administrative Matters - Physical Fitness Program

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Officers

267C Drug-Related Homicide - Non-Law Enforcement Victims
(See MIOG, Part I, 267-7.)

268 Engineering Technical Matters - FCI Matters

269 Engineering Technical Matters - Non-FCI Matters

270A Cooperative Witnesses - Organized Crime

270B Cooperative Witnesses - General Criminal

270C Cooperative Witnesses - Domestic Terrorism

270D Cooperative Witnesses - White-Collar Crime

270F Cooperative Witnesses - Drugs

270G Extraterritorial International Terrorism (IT) -
Cooperative Witnesses

271A See NFIP Manual

271B See NFIP Manual

271C See NFIP Manual

271D See NFIP Manual

271E See NFIP Manual

271F See NFIP Manual

271H See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.6, 6-6.4 & Appendix,
7-1.2.)

272 Money Laundering - All Programs
(See MIOG, Introduction, 2-1.6.4, Part I,
272-6.2, Part II, 20-3(3).)

273A Adoptive Forfeiture Matter - Drug - Appraised Value
\$25,000 or more

273B Adoptive Forfeiture Matter - Drug - Appraised Value
\$5,000 - \$24,999

273C Adoptive Forfeiture Matter - Drug - Appraised Value
Under \$5,000

(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1,
277-1.)

274A Adoptive Forfeiture Matter - Organized Crime -
Appraised Value \$25,000 or more

274B Adoptive Forfeiture Matter - Organized Crime -
Appraised Value \$5,000 - \$24,999

274C Adoptive Forfeiture Matter - Organized Crime -
Appraised Value Under \$5,000

(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1.)

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277-1.)

- 275A Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value \$25,000 or more
- 275B Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value \$5,000 - \$24,999
- 275C Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1,
277-1, Part II, 20-3(3).)

- 276A Adoptive Forfeiture Matter - Violent Crimes and Major
Offenders - Appraised Value \$25,000 or more
- 276B Adoptive Forfeiture Matter - Violent Crimes and Major
Offenders - Appraised Value \$5,000 - \$24,999
- 276C Adoptive Forfeiture Matter - Violent Crimes and Major
Offenders - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1,
277-1.)

- 277A Adoptive Forfeiture Matter - Counterterrorism -
Appraised Value \$25,000 or more
- 277B Adoptive Forfeiture Matter - Counterterrorism -
Appraised Value \$5,000 - \$24,999
- 277C Adoptive Forfeiture Matter - Counterterrorism -
Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1,
277-1.)

- 278 President's Intelligence Oversight Board (PIOB)
Matters

- 279A Weapons of Mass Destruction - Use, Possession,
Transfer, Production, Transport - Domestic
Terrorism
- 279B Weapons of Mass Destruction - Attempt to Use,
Possess, Obtain, Manufacture or Transport - Domestic
Terrorism
- 279C Weapons of Mass Destruction - Threats and All Other
Cases Relating to Weapons of Mass Destruction -
Domestic Terrorism
- 279D Weapons of Mass Destruction - Use, Possession,
Transfer, Production, Transport - International
Terrorism
- 279E Weapons of Mass Destruction - Attempt to Use,
Possess, Obtain, Manufacture or Transport -

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- International Terrorism
- 279F Weapons of Mass Destruction - Threats and All Other Cases Relating to Weapons of Mass Destruction - International Terrorism
- 280A EEO Investigations (FBIHQ Use Only Except for TURK)
- 280B EEO Counseling (TURK Use Only)
- 280C EEO Conferences (TURK Use Only)
- 280D EEO Administrative
(See MAOP, Part I, 4-5.3; MIOG, Part I, 280-1.)
- 281A Organized Crime/Drug Investigations (OC/DI) - LCN and Italian Organizations -
Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 281B Organized Crime/Drug Investigations (OC/DI) - Central/South American Organizations -
Cases directed against Central American and South American criminal organizations
- 281C Organized Crime/Drug Investigations (OC/DI) - Mexican Organizations - Cases directed against Mexican criminal groups
- 281E Organized Crime/Drug Investigations (OC/DI) - Asian Organizations - Cases directed against Asian criminal organizations
- 281F Organized Crime/Drug Investigations (OC/DI) - Other Major Criminal Organizations -
Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 281G Organized Crime/Drug Investigations (OC/DI) - African Organizations - Cases directed against African criminal groups
- 281H Organized Crime/Drug Investigations (OC/DI) - Russian/Eastern European/Eurasian Organization -
Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 281I Organized Crime/Drug Investigations (OC/DI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- 281J Organized Crime/Drug Investigations (OC/DI) - Alien Smuggling Investigations
(See MIOG, Part I, 92-9 and 281-3.)

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- 282A Color of Law - Force and/or Violence
- 282B Color of Law - Nonbrutality
(See MIOG, Part I, 282-2.1, 282-2.2, 282-4, 282-5,
282-5.2, 282-6, 282-7, 282-7.2.)

- 283A See NFIP Manual
- 283Q See NFIP Manual

- 284A See NFIP Manual
- 284B See NFIP Manual
- 284C See NFIP Manual
- 284D See NFIP Manual
- 284E See NFIP Manual
- 284F See NFIP Manual
- 284G See NFIP Manual
- 284H See NFIP Manual
- 284I See NFIP Manual
- 284J See NFIP Manual
- 284K See NFIP Manual
- 284X See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.10, 4-3.4.3, and
Appendix, 7-1.2.)

- 285A See NFIP Manual
- 285B See NFIP Manual
- 285C See NFIP Manual

(See NFIP Manual, Part I, 1-5.2.11, 4-3.5,
and Appendix, 7-1.2.)

- 286A Freedom of Access to Clinic Entrances Act of 1994
(FACE) - Force or violence against person(s)
- 286B FACE - Threat of force or intimidation against
person(s)
- 286C FACE - Property damage or destruction only
- 286D FACE - Religious freedom at a place of worship
- 286E FACE - Civil Action

- 288 Computer and Infrastructure Threat Assessments (CITA)
Matters

- 289A Witness Security Program - Organized Crime
- 289B Witness Security Program - General Criminal
- 289C Witness Security Program - Domestic Terrorism
- 289D Witness Security Program - White Collar Crime
- 289F Witness Security Program - Drugs

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- 289G Witness Security Program - International Terrorism
- 289H Witness Security Program - Non-FBI Sponsored Past or Present Participants
- 290 Alien Terrorist Removal Court (ATRC)
- 291 Animal Enterprise Protection (AEP)
- 292 Domestic Emergency Security Team (DEST)
- 293 Foreign Emergency Security Team (FEST)
- 294A Infrastructure Protection (IP) - Telecommunication
- 294B IP - Energy
- 294C IP - Oil, Gas Storage
- 294D IP - Banking and Finance
- 294E IP - Transportation
- 294F IP - Water
- 294G IP - Emergency Services
- 294H IP - Continuity of Government Operations
- 295A Theft of Trade Secrets - Non-State Sponsored
- 295B Copyright Infringement - Computer Software Matters
- 295C Copyright Infringement - Other Matters
- 295D Trademark Infringement
- 296 Integrity Committee Matters

** Another federal agency has the primary investigative responsibility in these classifications.

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3-1.2 FBI Classifications and Subdivided Classifications by
Program

NATIONAL FOREIGN INTELLIGENCE PROGRAM -
FOREIGN COUNTERINTELLIGENCE

(See National Foreign Intelligence Program (NFIP) Manual, Appendix,
7-1.2 and 7-1.3.)

- 64A SEE NFIP MANUAL
- 64B SEE NFIP MANUAL
- 64C SEE NFIP MANUAL
- 64D SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.5, 6-1.8, 7-9.8, 7-9.9 &
7-12.4.)

- 65A SEE NFIP MANUAL
- 65J SEE NFIP MANUAL
- 65M SEE NFIP MANUAL
- 65N SEE NFIP MANUAL
- 65O SEE NFIP MANUAL
- 65P SEE NFIP MANUAL
- 65W SEE NFIP MANUAL
- 65X SEE NFIP MANUAL
- 65Y SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-2, 6-2.8 & 6-2.10.)

- 97A SEE NFIP MANUAL
- 97B SEE NFIP MANUAL
- 97C SEE NFIP MANUAL
- 97D SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-3.)

- 102A SEE NFIP MANUAL
- 102B SEE NFIP MANUAL
- 102C SEE NFIP MANUAL
- 102D SEE NFIP MANUAL

- 105A SEE NFIP MANUAL
- 105B SEE NFIP MANUAL
- 105C SEE NFIP MANUAL
- 105D SEE NFIP MANUAL
- 105E SEE NFIP MANUAL
- 105F SEE NFIP MANUAL
- 105G SEE NFIP MANUAL
- 105H SEE NFIP MANUAL

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105I SEE NFIP MANUAL

105J SEE NFIP MANUAL

105Q SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.7.)

108A SEE NFIP MANUAL

108B SEE NFIP MANUAL

108C SEE NFIP MANUAL

108D SEE NFIP MANUAL

109A SEE NFIP MANUAL

109B SEE NFIP MANUAL

109C SEE NFIP MANUAL

109D SEE NFIP MANUAL

110A SEE NFIP MANUAL

110B SEE NFIP MANUAL

110C SEE NFIP MANUAL

110D SEE NFIP MANUAL

111A SEE NFIP MANUAL

111B SEE NFIP MANUAL

111C SEE NFIP MANUAL

111D SEE NFIP MANUAL

112A SEE NFIP MANUAL

112B SEE NFIP MANUAL

112C SEE NFIP MANUAL

112D SEE NFIP MANUAL

113A SEE NFIP MANUAL

113B SEE NFIP MANUAL

113C SEE NFIP MANUAL

113D SEE NFIP MANUAL

134A SEE NFIP MANUAL

134B SEE NFIP MANUAL

134C SEE NFIP MANUAL

134I SEE NFIP MANUAL

134J SEE NFIP MANUAL

134M SEE NFIP MANUAL

134N SEE NFIP MANUAL

134O SEE NFIP MANUAL

134P SEE NFIP MANUAL

134Q SEE NFIP MANUAL

134R SEE NFIP MANUAL

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134S SEE NFIP MANUAL

134U SEE NFIP MANUAL

134W SEE NFIP MANUAL

134X SEE NFIP MANUAL

134Z SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.8, 5-1.4.)

200A SEE NFIP MANUAL

200B SEE NFIP MANUAL

200C SEE NFIP MANUAL

200D SEE NFIP MANUAL

| 200Q SEE NFIP MANUAL |

202A SEE NFIP MANUAL

202B SEE NFIP MANUAL

202C SEE NFIP MANUAL

202D SEE NFIP MANUAL

203A SEE NFIP MANUAL

203B SEE NFIP MANUAL

203C SEE NFIP MANUAL

203D SEE NFIP MANUAL

| 203Q SEE NFIP MANUAL |

203X SEE NFIP MANUAL

212A SEE NFIP MANUAL

212B SEE NFIP MANUAL

212C SEE NFIP MANUAL

212D SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-4.)

220A SEE NFIP MANUAL

220B SEE NFIP MANUAL

220C SEE NFIP MANUAL

220D SEE NFIP MANUAL

| 220Q SEE NFIP MANUAL |

221A SEE NFIP MANUAL

221B SEE NFIP MANUAL

221C SEE NFIP MANUAL

221D SEE NFIP MANUAL

| 221Q SEE NFIP MANUAL |

222A SEE NFIP MANUAL

222B SEE NFIP MANUAL

222C SEE NFIP MANUAL

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222D SEE NFIP MANUAL

| 222Q SEE NFIP MANUAL |

223A SEE NFIP MANUAL

223B SEE NFIP MANUAL

223C SEE NFIP MANUAL

223D SEE NFIP MANUAL

| 223Q SEE NFIP MANUAL |

224A SEE NFIP MANUAL

224B SEE NFIP MANUAL

224C SEE NFIP MANUAL

224D SEE NFIP MANUAL

225A SEE NFIP MANUAL

225B SEE NFIP MANUAL

225C SEE NFIP MANUAL

225D SEE NFIP MANUAL

| 225Q SEE NFIP MANUAL |

227A SEE NFIP MANUAL

227B SEE NFIP MANUAL

227C SEE NFIP MANUAL

227D SEE NFIP MANUAL

| 227Q SEE NFIP MANUAL |

230 TRAINING RECEIVED-FCI (See MAOP, Part II, 3-3.2(3),
3-4.5(5).)

243 SEE NFIP MANUAL
(See NFIP Manual, Part I, 6-5.)

248A SEE NFIP MANUAL

248B SEE NFIP MANUAL

248C SEE NFIP MANUAL

248D SEE NFIP MANUAL

| 248Q SEE NFIP MANUAL |

271A SEE NFIP MANUAL

271B SEE NFIP MANUAL

271C SEE NFIP MANUAL

271D SEE NFIP MANUAL

271E SEE NFIP MANUAL

271F SEE NFIP MANUAL

271H SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.6 & 6-6.4.)

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283A SEE NFIP MANUAL
283Q SEE NFIP MANUAL

284A SEE NFIP MANUAL
284B SEE NFIP MANUAL
284C SEE NFIP MANUAL
284D SEE NFIP MANUAL
284E SEE NFIP MANUAL
284F SEE NFIP MANUAL
284G SEE NFIP MANUAL
284H SEE NFIP MANUAL
284I SEE NFIP MANUAL
284J SEE NFIP MANUAL
284K SEE NFIP MANUAL
284X SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.10, 4-3.4.3.)

285A SEE NFIP MANUAL
285B SEE NFIP MANUAL
285C SEE NFIP MANUAL

(See NFIP Manual, Part I, 1-5.2.11 & 4-3.5.)

NATIONAL FOREIGN INTELLIGENCE PROGRAM -
INTERNATIONAL TERRORISM

(See NFIP Manual, Appendix, 7-1.3.)

65D SEE NFIP MANUAL
65E SEE NFIP MANUAL
65G SEE NFIP MANUAL
65H SEE NFIP MANUAL
65K SEE NFIP MANUAL

(See NFIP Manual, Part I, 6-1, 6-2.8, 6-2.10; Appendix,
7-1.3.)

100B Domestic Security Investigation - Special Events (e.g.,
world fairs, exhibitions, olympics, etc.)

100C Infrastructure Vulnerability/Key Asset

134D SEE NFIP MANUAL
134E SEE NFIP MANUAL
134F SEE NFIP MANUAL
134G SEE NFIP MANUAL
134H SEE NFIP MANUAL
134K SEE NFIP MANUAL
134Y SEE NFIP MANUAL

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(See NFIP Manual, Part I, 1-5.2.8, 5-1.4; Appendix, 7-1.3.)

- 137G Extraterritorial International Terrorism (IT) - Informant
- 185B Protection of Foreign Officials and Guests - Special Events
(e.g., world fairs, exhibitions, olympics, etc.)
- 199A SEE NFIP MANUAL
- 199B SEE NFIP MANUAL
- 199C SEE NFIP MANUAL
- 199D SEE NFIP MANUAL
- 199E SEE NFIP MANUAL
- 199F SEE NFIP MANUAL
- 199G SEE NFIP MANUAL
- 199H SEE NFIP MANUAL
- 199I SEE NFIP MANUAL
- 199J SEE NFIP MANUAL
- 199K SEE NFIP MANUAL
- 199L SEE NFIP MANUAL
- 199M SEE NFIP MANUAL
(See NFIP Manual, Part I, 1-5.2.9, 2-2.7; Appendix,
7-1.3.)
- 256A Hostage Taking by International Terrorists (See MIOG,
Part I, 256-10.)
- 262 Overseas Homicide/Attempted Homicide - International
Terrorism
- 265A Acts of Terrorism - International Terrorists - Violent
Crimes - Predicate Offense
- 265B Acts of Terrorism - International Terrorists - Organized
Crime - Predicate Offense
- 265C Acts of Terrorism - International Terrorists - White Collar
Crime - Predicate Offense
- 265D Acts of Terrorism - International Terrorists - Government
Reservation Crimes - Predicate Offense
- 265E Acts of Terrorism - International Terrorists - Fugitive -
Predicate Offense
- 265F Acts of Terrorism - International Terrorists - Interstate
Theft - Predicate Offense
- 265G Acts of Terrorism - International Terrorists - Drug
Trafficking
(See MIOG, Part I, 265-2.)
- 270G Extraterritorial International Terrorism (IT) - Cooperative

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Witnesses

- 279D Weapons of Mass Destruction - Use, Possession, Transfer, Production, Transport - International Terrorism
- 279E Weapons of Mass Destruction - Attempt to Use, Possess, Obtain, Manufacture or Transport - International Terrorism
- 279F Weapons of Mass Destruction - Threats and All Other Cases Relating to Weapons of Mass Destruction - International Terrorism

| 289G Witness Security Program - International Terrorism |

290 Alien Terrorism Removal Court (ATRC)

- | 294A Infrastructure Protection (IP) - Telecommunication
- 294B IP - Energy
- 294C IP - Oil, Gas Storage
- 294D IP - Banking and Finance
- 294E IP - Transportation
- 294F IP - Water
- 294G IP - Emergency Services
- 294H IP - Continuity of Government Operations |

NATIONAL FOREIGN INTELLIGENCE PROGRAM -
FBI SECURITY

67E Reinvestigation of FBI Personnel
(See MIOG, Part I, 67-18, 67-18.1.1, 67-18.1.2, 259-1, 261-2.)

259A Security Clearance Investigative Program - Classified Information Procedures Act

259B Security Clearance Investigative Program - Foreign Intelligence Surveillance Act

259C Security Clearance Investigative Program - Joint Task Forces

259D Security Clearance Investigative Program - Others

259E Security Clearance Investigative Program - Periodic Reinvestigations/Security Clearances
(See MIOG, Introduction, 2-2.4.3, Part I, 259-2, 259-3, 259-4, 259-6, 259-7 and 259-8, Part II, 17-2; Correspondence Guide - Field, 1-17.)

260A Industrial Security Program - Personnel Clearance

260B Industrial Security Program - Facility Clearance

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- 260C Industrial Security Program - Nonclassified Personnel/
Access
- 260D Industrial Security Program - Other
- 260E Industrial Security Program - Personnel Clearance -
Reinvestigations
(See MIOG, Introduction, 2-2.4.3, Part I, 260-1,
260-2, 260-3, 260-4, 260-5, Part II, 17-2;
Correspondence Guide - Field, 1-17.)
- 261A Security Officer Matters - ADP/Telecommunication Security
- 261B Security Officer Matters - Security Education, Training, and
Awareness
- 261C Security Officer Matters - Information Security
- 261D Security Officer Matters - Physical Security
- 261E Security Officer Matters - Operations Security (OPSEC)
- 261F Security Officer Matters - Emergency Plans
- 261G Security Officer Matters - Other
(See MIOG, Introduction, 2-2.4.3, Part I, 261-2;
Correspondence Guide - Field, 1-17; NFIP Manual, Part I,
8-1.1.)

DOMESTIC TERRORISM PROGRAM

- 2 Neutrality Matters
- 3 Overthrow or Destruction of the Government
- 14 Sedition
- 40 Passport and Visa Matter
- 61 Treason; Misprision of Treason
- 98 Sabotage
- 100A Domestic Security Investigations (See MIOG, Part I,
100-1.2.3(2) (e).)
- 117 Atomic Energy Act
- 137C Informants - Domestic Terrorism
- 155 National Aeronautics and Space Act of 1958
- 157 Civil Unrest (Civil Disorders and Demonstrators)

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- 163C Foreign Police Cooperation - Domestic Security Matters
(See MIOG, Part I, 163-6(1); MAOP, Part II, 10-23;
Correspondence Guide - Field, 1-17.)
- 174A Actual & Attempted Bombings and Explosive Violations -
Terrorism
- 174B Other Attempted or Actual Bombings
- 174C All Other Cases including Threats

- 176 Anti-Riot Laws

- 183C Racketeer Influenced and Corrupt Organizations - Terrorism

- 185A Protection of Foreign Officials and Guests - PFO Violations

- 239 Training Received - Terrorism
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)

- 253A Fraud and Related Activity in Connection with Identification
Documents (FRAID) - Terrorism Program
(See MIOG, Part I, 253-2.11.)

- 256B Hostage Taking by Domestic Terrorists
(See MIOG, Part I, 256-10.)

- 266A Acts of Terrorism - Domestic Terrorists - Violent
Crimes - Predicate Offense
- 266B Acts of Terrorism - Domestic Terrorists - Organized Crime
- Predicate Offense
- 266C Acts of Terrorism - Domestic Terrorists - White Collar
Crime - Predicate Offense
- 266D Acts of Terrorism - Domestic Terrorists - Government
Reservation Crimes - Predicate Offense
- 266E Acts of Terrorism - Domestic Terrorists - Fugitive -
Predicate Offense
- 266F Acts of Terrorism - Domestic Terrorists - Interstate
Theft - Predicate Offense
- 266G Acts of Terrorism - Domestic Terrorists - Drug Trafficking
(See MIOG, Part I, 266-2.)

- 270C Cooperative Witness - Domestic Terrorism

- 277A Adoptive Forfeiture Matter - Counterterrorism - Appraised
Value \$25,000 or more
- 277B Adoptive Forfeiture Matter - Counterterrorism - Appraised

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- Value \$5,000 - \$24,999
277C Adoptive Forfeiture Matter - Counterterrorism - Appraised
Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)
- 279A Weapons of Mass Destruction - Use, Possession,
Transfer, Production, Transport - Domestic
Terrorism
- 279B Weapons of Mass Destruction - Attempt to Use,
Possess, Obtain, Manufacture or Transport - Domestic
Terrorism
- 279C Weapons of Mass Destruction - Threats and All Other
Cases Relating to Weapons of Mass Destruction -
Domestic Terrorism
- | 289C Witness Security Program - Domestic Terrorism |
- 291 Animal Enterprise Protection (AEP)
- | 292 Domestic Emergency Security Team (DEST)
- | 293 Foreign Emergency Security Team (FEST) |

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
FUGITIVE

- 42A Deserter - A subject wanted for a crime of violence
against the person such as murder, manslaughter,
forcible rape, robbery and aggravated assault; one
convicted of such a crime within the past five years
or one who has been incarcerated after conviction for
a crime of violence and escapes from custody or
supervision (parole, probation) prior to completion
of his/her sentence or term of supervision
- 42B Deserter - A subject wanted for a crime involving the
loss or destruction of property valued in excess of
\$25,000; one being sought for criminal charges
involving in excess of two ounces of heroin or
cocaine, 1,000 pounds of marijuana or 10,000 dosage
units of clandestinely manufactured dangerous or
hallucinogenic drugs; one convicted of the above
crimes within the past five years or one who has been
incarcerated after conviction for such offenses and
escapes from custody or supervision (parole,
probation) prior to completion of his/her sentence or
term of supervision

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- 42C Deserter - All others
- 62D Domestic Police Cooperation (See MIOG, Part I, 62-3.3(7).)
- 62E Fugitive Investigations for Other Federal Agencies
- 76A Escaped Federal Prisoner, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 76B Escaped Federal Prisoner, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 76C Escaped Federal Prisoner, etc. - All others
- 88A Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 88B Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after

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- conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 88C Unlawful Flight to Avoid Prosecution, etc. - All others
- 88D Unlawful Flight to Avoid Prosecution, etc. - Parental Kidnapping
- 88E Child Support Recovery Act (CSRA) Matters
- 115A Bond Default - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 115B Bond Default - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision
- 115C Bond Default - All others
- 235 Training Received - Fugitives
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; Correspondence Guide - Field, 1-17.)
- 253B Fraud and Related Activity in Connection with Identification Documents (FRAID) - Fugitive Subprogram
- 253D Mailing Private Identification Documents Without a Disclaimer (PIDWD)
(See MIOG, Part I, 253-3.8.)

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
GOVERNMENT RESERVATIONS CRIME

4 Firearms Acts

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- 10 Red Cross Act
- 18 May Act
- 21 Food and Drugs **
- 23 Prohibition **
- 25A Selective Service Act - Failure to Register
- 25B Selective Service Act - Fraud Against the Government

- 43 False Advertising or Misuse of Names to Indicate Federal Agency
- 43 Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia
- 43 Illegal Manufacture, Sale or Use of Military Cremation Urn
- 43 Illegal Manufacture, Use, Possession, or Sale of Emblems or Insignia
- 43 Illegal Wearing of Uniform
- 43 Miscellaneous - Falsely Making or Forging Naval, Military, or Official Pass
- 43 Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the United States
- 43 Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service
- 43 Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States
- 43 Misuse of the name "Federal Home Loan Mortgage Corporation"
- 43 Unauthorized use of "Johnny Horizon" Symbol
- 43 Unauthorized use of "Smokey Bear" Symbol
- 43 Unauthorized use of "Woodsy Owl" Symbol

- 47A Impersonation - Act of Violence
- 47B Impersonation - Property Crimes in excess of \$25,000
- 47C Impersonation - All Others

- 48 Postal Violations (Except Mail Frauds) **

- 52A Theft of Government Property - Crime of Violence
- 52B Theft of Government Property - Property Valued in Excess of \$5,000; Weapons, Explosives
- 52C Theft of Government Property - All others

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- 54 Customs Laws and Smuggling **
- 70A Crime on Government Reservation - Crime of Violence
- 70B Crime on Government Reservation - Property Crimes over \$5,000
- 70C Crime on Government Reservation - All Other Property Crimes
- 70D Crime on Government Reservation - Controlled Substance Act
- 70E Crime on Government Reservation - Sexual/Physical Abuse - Minor Child
- 78 Illegal Use of Government Transportation Requests
- 90A Irregularities in Federal Penal Institutions - Crime of Violence
- 90B Irregularities in Federal Penal Institutions - Controlled Substance Act
- 90C Irregularities in Federal Penal Institutions - All others
- 146 Interstate Transportation of Prison-Made Goods
- 152 Switchblade Knife Act
- 198A Crime on Indian Reservation - Crime of Violence
- 198B Crime on Indian Reservation - Property Crimes over \$5,000, including Embezzlement and Fraud
- 198C Crime on Indian Reservation - All Other Property Crimes
- 198D Crime on Indian Reservation - Gambling
- 198E Crime on Indian Reservation - Controlled Substance Act
- 198F Crime on Indian Reservation - Sexual/Physical Abuse of a Minor Child in Indian Country
- 198G Crime on Indian Reservation - Assaulting or Killing of a Federal Officer (AFO/KFO) in Indian Country
- 198H Crime on Indian Reservation - Failure to Report Child Abuse
- 198I Crime on Indian Reservation - Interstate Domestic Violence
- 198J Crime on Indian Reservation - Interstate Violation of a Protection Order
(See MIOG, Part I, 198-6.7(3), 198-7; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)
- 236 Training Received - Government Reservation Crimes
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; Correspondence Guide - Field, 1-17.)

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- 253C Fraud and Related Activity in Connection with Identification Documents (FRAID) - All other FRAID Matters
(See MIOG, Part I, 253-2.11.)

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
INTERSTATE THEFT

- 15A Theft from Interstate Shipment - Crime of Violence
15B Theft from Interstate Shipment - Loss of \$25,000 or more; weapons; explosives
15C Theft from Interstate Shipment - All others
- 26A Interstate Transportation of Stolen Motor Vehicle - Crimes of Violence/Carjacking
26B Interstate Transportation of Motor Vehicle - Commercialized Theft or Chop Shops
26C Interstate Transportation of Stolen Aircraft (ITSA)
26D Interstate Transportation of Stolen Motor Vehicle - All other
- 45A Crime on the High Seas - Crime of Violence
45B Crime on the High Seas - Theft of \$25,000 or more
45C Crime on the High Seas - All others
- 71A Bills of Lading Act - Violations involving the transportation of goods valued at \$50,000 or more
71B Bills of Lading Act - Violations involving the transportation of goods valued at less than \$50,000
- 87A Interstate Transportation of Stolen Property (ITSP) - Crime of Violence
87B Interstate Transportation of Stolen Property (ITSP) - \$25,000 or more
87C Interstate Transportation of Stolen Property (ITSP) - Less than \$25,000
87F Interstate Transportation of Stolen Property - Heavy Equipment
87G Interstate Transportation of Stolen Property (ITSP) - Top Thief Target
(See MIOG, Part I, 87-4.2.9, 87-4.9.2, 87-4.9.3.)
- 103A Interstate Transportation of Stolen Livestock - Crime of Violence
103B Interstate Transportation of Stolen Livestock - over

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- \$25,000
- 103C Interstate Transportation of Stolen Livestock - under \$25,000
- 137B Informants - General Criminal
- 137E Informants - Confidential Source
- 142 Illegal Use of Railroad Pass
- 148 Interstate Transportation of Fireworks
- 149A Destruction of Aircraft or Motor Vehicles (DAMV)
- 149B Destruction of Aircraft or Motor Vehicles (DAMV) - False Report
- 153 Automobile Information Disclosure Act
- 154 Interstate Transportation of Unsafe Refrigerators
- 160A Federal Train Wreck Statute - Crime of Violence
- 160B Federal Train Wreck Statute - Major incidents
- 160C Federal Train Wreck Statute - All others
- 166D Interstate Transportation in Aid of Racketeering - Arson (non-LCN)
- 167 Destruction of Interstate Property
- 183E Racketeer Influenced and Corrupt Organizations - Property Crime of Violence
- 237 Training Received - Interstate Theft
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; Correspondence Guide - Field, 1-17.)
- 254A Destruction of Energy Facilities - Crime of Violence
- 254B Destruction of Energy Facilities - Major Incident
- 254C Destruction of Energy Facilities - All others
- 254D Hazardous Liquid Pipeline Safety Act (HLPSA) - Crime of Violence
- 254E Hazardous Liquid Pipeline Safety Act (HLPSA) - Major Incident
- 254F Hazardous Liquid Pipeline Safety Act (HLPSA) - All others
(See MIOG, Part I, 254-7, 254-11.)

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- 270B Cooperative Witnesses - General Criminal
- 276A Adoptive Forfeiture Matter - Violent Crime and Major Offenders - Appraised Value \$25,000 or more
- 276B Adoptive Forfeiture Matter - Violent Crime and Major Offenders - Appraised Value \$5,000 - \$24,999
- 276C Adoptive Forfeiture Matter - Violent Crime and Major Offenders - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)

- | 289B Witness Security Program - General Criminal

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
VICTIM-WITNESS ASSISTANCE PROGRAM

- | 188B Victim-Witness Assistance Program |

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
VIOLENT CRIMES

(See MIOG, Introduction, 2-1.6.4.)

- 7A Kidnapping
- 7B Kidnapping - International Parental Kidnaping Crime Act (IPKCA)
- | 7C Child Abductions - No Ransom |
(See MIOG, Part I, 7-19.)
- 9A Extortion - All aggravated and/or specific threats, extortion, or ransom demands involving domestic and foreign mail or interstate communications
- 9B Extortion - All others, including nonaggravated and/or nonspecific mail and telephone threats
- 9C Extortion - Interstate Domestic Violence
- 9D Extortion - Interstate Violation of a Protection Order
- 31B White Slave Traffic Act - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 31C White Slave Traffic Act - Sexual Exploitation of Children
- 31D White Slave Traffic Act - All Other Cases

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- 56A Election Laws - Threats against or personal injury to named persons, federal, state or local level - (Violation of Title 18, USC, Section 245 (b) (1) (A).)
- 89A Assassination, Kidnapping or Assaulting a Member of Congress
- 89B Assaulting, Killing or Attempting to Kill a Federal Officer
- 89C Assassination, Kidnapping or Assaulting an Executive Department Head or Director of CIA
- 89D Assassination, Kidnapping or Assaulting a Supreme Court Justice
- 89E Conspiracy to Impede or Injure a Federal Officer
- 89F Crime Against Family Members - Federal Officials (See MIOG, Part I, 89-2.22, 89-3.20, 89-4.10, 89-5.4, 89-5.7.)

- 91A Bank Robbery
- 91B Bank Burglary, Larceny, \$10,000 and over
- 91C Bank Burglary, Larceny Under \$10,000
- 91D Bank Robbery, Burglary, Larceny Suspect Program
- 91E Bank Robbery Clinics, Conferences and Seminars
- 91F Bank Extortion - Bank extortion offenses occur when a subject demands bank funds from a bank official through the means of a threat of physical injury to himself/herself or a member of his/her family by telephone, written communication or person (See MIOG, Part I, 91-33.)

- 145B Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN law enforcement corruption matters
- 145C Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Sexual Exploitation of Children
- 145D Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - All other cases

- | 163G Foreign Police Cooperation - Violent Crimes |

- 164A Crime Aboard Aircraft - Confirmed aircraft hijacking
- 164B Crime Aboard Aircraft - Interference and Threats

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- 164C Crime Aboard Aircraft - All others, including false statements or unaggravated weapon violations detected through airport security screening process
(See MIOG, Part I, 164-18.)
- 166C Interstate Transportation in Aid of Racketeering
(Murder for Hire) - Other than organized crime
- 166E Interstate Transportation in Aid of Racketeering (Violent Crimes/Street Gangs) - Other than organized crime
- 175A Assassination, Kidnapping or Assaulting the President or Vice President
- 175B Assassination, Kidnapping or Assaulting Presidential or Vice Presidential Staff Members
- 175C Threats Against the President; Protection of the President
(See MIOG, Part I, 175-24.)
- 178 Interstate Obscene or Harassing Telephone Calls
- 184A Police Killings - Investigation Requested
- 184B Police Killings - Other
(See MIOG, Part I, 184-10.)
- 192B Hobbs Act - Commercial Institutions
- 192C Hobbs Act - Armored Carrier
(See MIOG, Part I, 91-12, 192-22.)
- 238 Training Received - Violent Crimes
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)
- 244 Hostage Rescue Team
- 250 Tampering with Consumer Products
- 251A Controlled Substances - Robbery
- 251B Controlled Substances - Burglary
(See MIOG, Part I, 251-9.)
- 252A National Center for the Analysis of Violent Crime
(NCAVC) - Violent Criminal Apprehension Program
- 252B NCAVC - Criminal Investigative Analysis Program
- 252C NCAVC - Research and Development Program
- 252D NCAVC - Training Program
- 252E NCAVC - Arson and Bombing Investigative Services Program

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252F NCAVC - Crisis Management Program
(See MIOG, Part I, 252-12, 252-13.)

256C Hostage Taking - Nonterrorism Related
(See MIOG, Part I, 256-10.)

VIOLENT CRIMES AND MAJOR OFFENDERS PROGRAM -
ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE

- 92D Racketeering Enterprise Investigations (REI) - Gangs - Cases directed against major violent drug gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence
- 245D Organized Crime Drug Enforcement Task Force - Gangs - Cases directed against major violent drug gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence
- 267A Drug-Related Homicide - Federal Officers
- 267B Drug-Related Homicide - State/Local Law Enforcement Officers
- 267C Drug-Related Homicide - Non-Law Enforcement Victims (See MIOG, Part I, 267-7.)

CIVIL RIGHTS PROGRAM

- 44A Racial Violence - Use of Force
- 44B Racial Discrimination - No Violence
- 44C Voting Laws - Racial
- 44D Religious Violence - Use of Force
- 44E Religious Discrimination - No Violence
(See MIOG, Part I, 44-2.1, 44-2.2, 44-2.3, 44-2.4, 44-2.5, 44-4, 44-5, 44-6, 44-7.2, 44-11.)
- 50 Involuntary Servitude and Slavery
- 173A Civil Rights Act of 1964 - Criminal Interference
- 173B Civil Rights Act of 1964 - Civil Discrimination

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- 177A Discrimination in Housing - Criminal Interference
- 177B Discrimination in Housing - All other
(See MIOG, Part I, 177-3.1, 177-3.2, 177-5,
177-5.1, 177-6, 177-6.2, 177-7, 177-8, 177-8.2,
177-9.)
- 189 Equal Credit Opportunity Act
- 204 Federal Revenue Sharing (FRS)
- 214 Civil Rights of Institutionalized Persons Act
- 234 Training Received - Civil Rights
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)
- 282A Color of Law - Force and/or Violence
- 282B Color of Law - Nonbrutality
(See MIOG, Part I, 282-2.1, 282-2.2, 282-4, 282-5, 282-5.2,
282-6, 282-7, 282-7.2.)
- 286A Freedom of Access to Clinic Entrances Act of 1994 (FACE) -
Force or violence against person(s)
- 286B FACE - Threat of force or intimidation against person(s)
- 286C FACE - Property damage or destruction only
- 286D FACE - Religious freedom at a place of worship
- 286E FACE - Civil Action

ORGANIZED CRIME/DRUG PROGRAM

- 6 Interstate Transportation of Strikebreakers
- 31A White Slave Traffic Act - Cases targeted against
La Cosa Nostra (LCN) members and/or associates where
the moving force behind the activity is the LCN
- 119 Federal Regulation of Lobbying Act
- 122A Labor Management Relations Act, 1947 - LCN associate
involvement
- 122B Labor Management Relations Act, 1947 - Non-LCN or
Non-LCN associate involvement
- 125 Railway Labor Act;
Railway Labor Act - Employers' Liability Act

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- 137A Organized Crime Informant - Top Echelon Criminal Informant
- 137F Informants - Drugs
- 141 False Entries in Records of Interstate Carriers
- 143A Interstate Transportation of Gambling Devices - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 143B Interstate Transportation of Gambling Devices - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 143C Interstate Transportation of Gambling Devices - All other organized crime program cases (See MIOG, Part I, 143-8.)
- 144A Interstate Transportation of Lottery Tickets - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 144B Interstate Transportation of Lottery Tickets - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 144C Interstate Transportation of Lottery Tickets - All organized crime program cases (See MIOG, Part I, 144-7.)
- 145A Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 156A Employee Retirement Income Security Act - LCN or LCN associate involvement
- 156B Employee Retirement Income Security Act - Non-LCN or Non-LCN associate involvement
- 159A Labor Management Reporting and Disclosure Act of 1959 -

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- LCN or LCN associate involvement
- 159B Labor Management Reporting and Disclosure Act of 1959 -
Non-LCN or Non-LCN associate involvement
- 162A Interstate Gambling Activities - Cases targeted against
La Cosa Nostra (LCN) members and/or associates where
the moving force behind the activity is the LCN
- 162B Interstate Gambling Activities - Cases targeted against
non-LCN major organized crime groups where the
criminal activity is that usually associated with
organized crime, such as gambling, loansharking,
etc.; and all non-LCN related law enforcement
corruption matters
- 162C Interstate Gambling Activities - All other organized
crime program cases
- 163F Foreign Police Cooperation - Organized Crime/Drug
- 165A Interstate Transmission of Wagering Information - Cases
targeted against La Cosa Nostra (LCN) members and/or
associates where the moving force behind the activity
is the LCN
- 165B Interstate Transmission of Wagering Information - Cases
targeted against non-LCN major organized crime groups
where the criminal activity is that usually
associated with organized crime, such as gambling,
loansharking, etc.; and all non-LCN related law
enforcement corruption matters
- 165C Interstate Transmission of Wagering Information - All
other organized crime program cases
- 166A Interstate Transportation in Aid of Racketeering
(Arson; Bribery; Extortion; Gambling; Prostitution;
Murder; and Violent Crimes) - Cases targeted against
La Cosa Nostra (LCN) members and/or associates where
the moving force behind the activity is the LCN
- 166B Interstate Transportation in Aid of Racketeering
(Bribery; Extortion; Gambling; Prostitution; Murder;
and Violent Crimes) - Cases targeted against non-LCN
major organized crime groups where the criminal
activity is that usually associated with organized
crime, such as gambling, loansharking, etc.; and all
non-LCN related law enforcement corruption matters
- 168A Interstate Transportation of Wagering Paraphernalia -
Cases targeted against La Cosa Nostra (LCN) members

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- and/or associates where the moving force behind the activity is the LCN
- 168B Interstate Transportation of Wagering Paraphernalia - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 168C Interstate Transportation of Wagering Paraphernalia - All other organized crime program cases
- 172A Sports Bribery - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 172B Sports Bribery - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 172C Sports Bribery - All other organized crime program cases
- 179A Extortionate Credit Transactions - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 179B Extortionate Credit Transactions - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 179C Extortionate Credit Transactions - All other organized crime program cases
- 182A Illegal Gambling Business - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 182B Illegal Gambling Business - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 182C Illegal Gambling Business - All other organized crime program cases

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- 183A Civil RICO - Civil investigations of criminal enterprises
- 183B Labor Racketeering - Cases directed against criminal organizations principally involved in labor racketeering matters

- 195A Hobbs Act - Labor Related - LCN or LCN associate involvement
- 195B Hobbs Act - Labor Related - Non-LCN or Non-LCN associate involvement

- 231A Training Received - Organized Crime
- 231B Training Received - Drugs
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23; MIOG, Part I, 231-1, 231-2; Correspondence Guide - Field, 1-17.)

- 270A Cooperative Witnesses - Organized Crime
- 270F Cooperative Witnesses - Drugs

- 273A Adoptive Forfeiture Matter - Drug - Appraised Value \$25,000 or more
- 273B Adoptive Forfeiture Matter - Drug - Appraised Value \$5,000 - \$24,999
- 273C Adoptive Forfeiture Matter - Drug - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)

- 274A Adoptive Forfeiture Matter - Organized Crime - Appraised Value \$25,000 or more
- 274B Adoptive Forfeiture Matter - Organized Crime - Appraised Value \$5,000 - \$24,999
- 274C Adoptive Forfeiture Matter - Organized Crime - Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)

- 281A Organized Crime/Drug Investigations (OC/DI) - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 281B Organized Crime/Drug Investigations (OC/DI) - Central/South American Organizations - Cases directed against Central American and South American criminal

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- organizations
- 281C Organized Crime/Drug Investigations (OC/DI) - Mexican Organizations - Cases directed against Mexican criminal groups
- 281E Organized Crime/Drug Investigations (OC/DI) - Asian Organizations - Cases directed against Asian criminal organizations
- 281F Organized Crime/Drug Investigations (OC/DI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 281G Organized Crime/Drug Investigations (OC/DI) - African Organizations - Cases directed against African criminal groups
- 281H Organized Crime/Drug Investigations (OC/DI) - Russian/Eastern European/Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 281I Organized Crime/Drug Investigations (OC/DI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- | 281J Organized Crime/Drug Investigations (OC/DI) - Alien Smuggling Investigations|
(See MIOG, Part I, 92-9 and 281-3.)
- | 289A Witness Security Program - Organized Crime
- 289F Witness Security Program - Drugs
- 289H Witness Security Program - Non-FBI Sponsored Past or Present Participants|

ORGANIZED CRIME/DRUG PROGRAM -
OCDE TASK FORCE

- 92A Racketeering Enterprise Investigations (REI) - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and Ndrangheta criminal organizations
- 92B Racketeering Enterprise Investigations (REI) - Central/South American Organizations - Cases directed against Central American and South American criminal organizations
- 92C Racketeering Enterprise Investigations (REI) - Mexican

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- Organizations - Cases directed against Mexican criminal groups
- 92E Racketeering Enterprise Investigations (REI) - Asian Organizations - Cases directed against Asian criminal organizations
- 92F Racketeering Enterprise Investigations (REI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 92G Racketeering Enterprise Investigations (REI) - African Organizations - Cases directed against African criminal groups
- 92H Racketeering Enterprise Investigations (REI) - Russian/Eastern European/Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 92I Racketeering Enterprise Investigations (REI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- 92J Racketeering Enterprise Investigations (REI) - Alien Smuggling Investigations |
(See MIOG, Part I, 92-9.)
- 245A Organized Crime Drug Enforcement (OCDE) Task Force - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 245B Organized Crime Drug Enforcement (OCDE) Task Force - Central/South American Organizations - Cases directed against Central American and South American criminal organizations
- 245C Organized Crime Drug Enforcement (OCDE) Task Force - Mexican Organizations - Cases directed against Mexican criminal groups
- 245E Organized Crime Drug Enforcement (OCDE) Task Force - Asian Organizations - Cases directed against Asian criminal organizations
- 245F Organized Crime Drug Enforcement (OCDE) Task Force - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of

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national significance and influence. The characterization of these organizations must be fully documented and corroborated.

- 245G Organized Crime Drug Enforcement (OCDE) Task Force - African Organizations - Cases directed against African criminal groups
- 245H Organized Crime Drug Enforcement (OCDE) Task Force - Russian/Eastern European/Eurasian Organizations - Cases directed against Russian, Eastern European, Eurasian criminal organizations
- 245I Organized Crime Drug Enforcement (OCDE) Task Force - Caribbean Organizations - Cases directed against Caribbean criminal organizations
- | 245J Organized Crime Drug Enforcement (OCDE) Task Force - Alien Smuggling Investigations |
(See MIOG, Part I, 92-9 and 245-4.)

ORGANIZED CRIME/DRUG PROGRAM -
| COMMUNITY OUTREACH |

- 12 Drug Demand Reduction - Matters handled in furtherance of the FBI's goal to reduce the demand for illegal drugs in this country

- | 188A Community Outreach/Crime Resistance |

TRAINING PROGRAM -
FEDERAL

- 1A Training - FBI Personnel

TRAINING PROGRAM -
STATE AND LOCAL

- 1B Training of Other Federal, State, County and Local Law Enforcement Personnel
- 1D International Training and Assistance Matters

WHITE COLLAR CRIME PROGRAM

(See MIOG, Introduction, 2-1.5 through 2-1.5.3, & Part II, 20-3(3).)

WHITE COLLAR CRIME PROGRAM - FINANCIAL INSTITUTION FRAUD

- 29A Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured

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- bank
- 29B Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured bank
 - 29C Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured bank
 - 29D Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured savings association
 - 29E Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured savings association
 - 29F Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured savings association
 - 29G Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured credit union
 - 29H Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured credit union
 - 29I Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured credit union
 - 29J Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and handled via Fast Track
 - 29K Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and not handled via Fast Track
(See MIOG, Part I, 29-7.)

WHITE COLLAR CRIME PROGRAM - FRAUD AGAINST THE GOVERNMENT

- 46A Fraud Against the Government - Department of Defense (DOD)
- 46B Fraud Against the Government - Housing and Urban Development (HUD)
- 46C Fraud Against the Government - Small Business Administration (SBA)
- 46D Fraud Against the Government - Department of Labor (DOL)
- 46E Fraud Against the Government - Department of Transportation (DOT)
- 46F Fraud Against the Government - Department of Education (DOED)
- 46G Fraud Against the Government - Veterans Administration (VA)
- 46H Fraud Against the Government - Other
(See MIOG, Part I, 46-1.14.)

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WHITE COLLAR CRIME PROGRAM - BANKRUPTCY FRAUD

- 49A Bankruptcy Fraud - Involving \$50,000 or more and/or officers of the court or scam operations
- 49B Bankruptcy Fraud - All others

WHITE COLLAR CRIME PROGRAM - ANTITRUST

- 60A Antitrust - Full FBI Investigation
- 60B Antitrust - Limited FBI Investigation (Locating missing witnesses, reviewing records, checking arrest, etc.)

WHITE COLLAR CRIME PROGRAM - TELEMARKETING FRAUD

- 196A Telemarketing Fraud

WHITE COLLAR CRIME PROGRAM - INSURANCE FRAUD

- 196B Insurance Fraud

WHITE COLLAR CRIME PROGRAM - SECURITIES/COMMODITIES FRAUD

- 196C Securities/Commodities Fraud

WHITE COLLAR CRIME PROGRAM - HEALTH CARE FRAUD

- 209A Health Care Fraud - Government-Sponsored Program
- 209B Health Care Fraud - Private Insurance Program
(See MIOG, Part I, 46-1.14.)

WHITE COLLAR CRIME PROGRAM - ENVIRONMENTAL CRIME

- 249 Environmental Crimes - All investigations involving violations of Environmental Crimes statutes, with the exception of the mishandling of special nuclear materials and waste products which is provided for under the Atomic Energy Act

WHITE COLLAR CRIME PROGRAM -
COMPUTER INVESTIGATION AND THREAT ASSESSMENTS

- 288 Computer and Infrastructure Threat Assessments (CITA) Matters

WHITE COLLAR CRIME PROGRAM - MONEY LAUNDERING

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| 272 | Money Laundering - All Programs |
(See MIOG, Part I, 272-6.2.)

| WHITE COLLAR CRIME PROGRAM -
INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

- 295A Theft of Trade Secrets - Non-State Sponsored
- 295B Copyright Infringement - Computer Software Matters
- 295C Copyright Infringement - Other Matters
- 295D Trademark Infringement

WHITE COLLAR CRIME PROGRAM - PUBLIC CORRUPTION
(See MIOG, Part II, 20-3(3).)

56C Election Laws - Violations where federal official or
federal candidate(s) is known subject

56D Election Laws - All other nonracially motivated
violations

58A Corruption of Federal Public Officials - Executive
Branch

58B Corruption of Federal Public Officials - Judicial
Branch

58C Corruption of Federal Public Officials - Legislative
Branch

58D Corruption of Federal Public Officials - Federal
Bribery - Other
(See MIOG, Part I, 58-10.)

| 62B Census Matter

Contract Work Hours and Safety Standards Act

Soldiers and Sailors Relief Act of 1940

Wage and Hour Law

Kickback Racket Act

Tariff Act of 1930

Federal Cigarette Labeling and Advertising Act

Unreported Interstate Shipment of Cigarettes

Fair Credit Reporting Act

Miscellaneous - Criminal (for information fitting no
other character)

62C Lands Division Matter

Miscellaneous - Civil Suit

139A Interception of Communications - Public Officials or

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Government Agencies

- 139B Interception of Communications - All others
(See MIOG, Part I, 139-9.)
- 194A Corruption of State and Local Public Officials - State
Level
- 194B Corruption of State and Local Public Officials - Local
Level
- 194C Corruption of State and Local Public Officials - Law
Enforcement
- 194D Corruption of State and Local Public Officials - Law
Enforcement - Drug-Related

211 Ethics in Government Act of 1978

WHITE COLLAR CRIME PROGRAM - OTHER MATTERS
(See MIOG, Part II, 20-3(3).)

- | 5 Income Tax **
- | 11 Tax (Other Than Income) **|
- 36 Mail Fraud
- 51 Jury Panel Investigations
- | 55 Counterfeiting **|
- 69 Contempt of Court
- 72 Obstruction of Justice
- 74 Perjury
- 75 Bondsmen and Sureties
- 83 Claims Court
- 93 Ascertaining Financial Ability
- 120 Federal Tort Claims Act - Civil Suits and Claims
(Non-FBI Programs)
- 131 Admiralty Matter

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- 137D Informant - White Collar Crime
- 139C Interception of Communications/Signal Theft -
Significant Commercial Gain
- 139D Interception of Communications/Signal Theft
(See MIOG, Part I, 139-9.)
- | 163H Foreign Police Cooperation - White Collar Crime |
- 181 Consumer Credit Protection Act
- 186 Real Estate Settlement Procedures Act of 1974
- 187 Privacy Act of 1974 - Criminal
- | 196D | Other Wire and Mail Fraud Schemes |
- 205 Foreign Corrupt Practices Act of 1977
- 232 Training Received - White-Collar Crime
(See MIOG, Part I, 232; MAOP, Part II,
3-3.2(3), 3-4.5, 10-23; Correspondence Guide - Field,
1-17.)
- 258A Credit and/or Debit Card Fraud - Loss in excess of
\$25,000
- 258B Credit and/or Debit Card Fraud - Loss of \$25,000 or
less
(See MIOG, Part I, 258-8.)
- 270D Cooperative Witnesses - White-Collar Crime
- 275A Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value \$25,000 or more
- 275B Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value \$5,000 - \$24,999
- 275C Adoptive Forfeiture Matter - White-Collar Crime -
Appraised Value Under \$5,000
(See MIOG, Part I, 273-1, 274-1, 275-1, 276-1, 277-1.)
- | 289D Witness Security Program - White Collar Crime
- | 296 Integrity Committee Matters |

APPLICANT PROGRAM - RECRUITMENT AND PROCESSING

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- 67A Special Agent Recruitment and Processing
- 67C Support Applicant Recruitment and Processing
- 67G Targeted Recruitment Matters (TRM) - Special Agent - African Americans
- 67H Targeted Recruitment Matters (TRM) - Special Agent - Asian Americans
- 67I Targeted Recruitment Matters (TRM) - Special Agent - Hispanic Americans
- 67J Targeted Recruitment Matters (TRM) - Special Agent - Native Americans
- 67K Targeted Recruitment Matters (TRM) - Special Agent - Females
- 67L Targeted Recruitment Matters (TRM) - Support - African Americans
- 67M Targeted Recruitment Matters (TRM) - Support - Asian Americans
- 67N Targeted Recruitment Matters (TRM) - Support - Hispanic Americans
- 67O Targeted Recruitment Matters (TRM) - Support - Native Americans
- 67P Targeted Recruitment Matters (TRM) - Support - Females

APPLICANT PROGRAM - BACKGROUND INVESTIGATIONS

- 1C National Academy Matters (See MAOP, Part II, 3-3.2(2).)
- 67B Special Agent Applicant Investigations
- 67D Support Applicant Investigations
- 67F Other Personnel Matters

APPLICANT PROGRAM - OTHER NONREIMBURSABLE

- 73 Background Investigation - Pardon Attorney's Office (See MIOG, Part II, 17-2.)
- 77A Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable
- 77E Background Investigation - Department of Justice - Nonreimbursable (See MIOG, Part I, 77-1.1 through 77-1.13, Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)
- 140A Office of Personnel Management - Referral
- 140C Office of Personnel Management - Other

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(See MIOG, Part I, 140-3, Part II, 17-2; MAOP, Part II, 10-23; Correspondence Guide - Field, 1-17.)

- 161A Level I-Presidential Appointment
Level I-Presidential Appointment,
Senate Confirmation
- 161C Level III-Presidential Appointment
Level III-Presidential Appointment,
Senate Confirmation
- 161D Level I-White House Staff
- 161E Level II-White House Staff
Level II-White House Access
Level II-National Security Council
- 161F Level II-White House Staff
(Five-Year Reinvestigation)
Level II-White House Access
(Five-Year Reinvestigation)
Level II-National Security Council
(Five-Year Reinvestigation)
- 161G Level III-White House Staff
Level III-White House Access
- 161H Level III-White House Staff

(Five-Year Reinvestigation)

- 161I Level III-Congressional Committee
- 161J Level III-Congressional Committee
(Five-Year Reinvestigation)
- 161K Expanded Name Check
- 161L Level II-Presidential Appointment
Level II-Presidential Appointment,
Senate Confirmation (White House)
(See MIOG, Part I, 161-4(2), 161-5, 161-6(2),
Part II, 17-2; MAOP, Part II, 10-23; Correspondence
Guide - Field, 1-17.)

APPLICANT PROGRAM - OTHER REIMBURSABLE

- 77B Background Investigation - U.S. Courts - 15 Year -
Reimbursable
- 77C Background Investigation - U.S. Courts - 10 Year -
Reimbursable
- 77F Background Investigation - U.S. Attorney's Office
(Staff) - Reimbursable
- 77H Background Investigation - U.S. Attorney's

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- Office (Attorney) - Reimbursable
- 77I Background Investigation - DOJ - Reimbursable
 - 77J Background Reinvestigation - Department of Justice -
10 Year - Reimbursable
 - 77K Background Reinvestigation - Department of Justice -
7 Year - Reimbursable
 - 77L Background Reinvestigation - Department of Justice -
5 Year - Reimbursable
 - 77M Background Reinvestigation - Department of Justice -
3 Year - Reimbursable
(See MIOG, Part I, 77-1.1 through 77-1.13, Part II, 17-2,
MAOP, Part II, 10-23, and Correspondence Guide -
Field, 1-17.)
- 116A Department of Energy - Applicant
- 116B Department of Energy - Five-Year Reinvestigation
- 116C Nuclear Regulatory Commission - Applicant
- 116D Nuclear Regulatory Commission - Five-Year
Reinvestigation
(See MIOG, Part II, 17-2; MAOP, Part II, 10-23;
Correspondence Guide - Field, 1-17.)
- 140B Office of Personnel Management - Employees
(See MIOG, Part I, 140-3, Part II, 17-2; MAOP, Part II,
10-23; Correspondence Guide-Field, 1-17.)
- 161B Level II-Presidential Appointment, Senate Confirmation (Non-
White House)

MISCELLANEOUS PROGRAM

- 32 Identification (Fingerprint Matters)
- 33 Uniform Crime Reporting
- 35 Civil Service **
- 62A Administrative Inquiry (Non-OPR)
- 63B FBIHQ Use Only - TURK Not Recorded
- 66A Administrative Matters - Bureau automobile accidents
- 66C Administrative Matters - Night, Weekend, Holiday
Supervisors and Duty Agents
- 66D Administrative Matters - Physical Examinations
- 66E Administrative Matters - Physical Fitness Program

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- 66F Administrative Matters - Other
- 66G Administrative Matters - Bureau Aircraft Accidents
- 66H Administrative Matters - Bureau Aircraft Operations
- 66I Administrative Matters - Special Operations Groups
- 66J Administrative Matters - Off-Premise Sites
- 66K Employee Assistance Program (EAP) Activities
- 66L Administrative Matters - Evidence Response Team
- 66M Background Investigation Contract Service (BICS) Matters
(See MAOP, Part II, 3-3.2(8)(a), 3-4.5(5).)

- 79 Missing Persons

- 80 Public Relations Matters

- 94 Research Matters

- 95A Laboratory Investigative Services - Crimes Against Persons
(CAPS)
- 95B Laboratory Investigative Services - Crimes Against Property
(CAPR)
- 95C Laboratory Investigative Services - Crimes Against Society
(CASO)
- 95D Laboratory Investigative Services - Civil Cases (CC)
(See MIOG, Part I, 95-1.)

- 163A Foreign Police Cooperation - General Criminal Matters
- 163B Foreign Police Cooperation - Interpol
- 163E Foreign Police Cooperation - Bureau Files and Ident
Requests
(See MIOG, Part I, 163-6(1); MAOP, Part II, 10-23;
Correspondence Guide - Field, 1-17.)

- 190 Freedom of Information/Privacy Acts

- 197 Civil Actions, Claims Against the Government or
Subpoena Matters - Civil Suits and Claims (FBI
Programs)

- 240 Training Received - Other - All training received not
relating to any specific investigative program (e.g.,
firearms, SWAT, general police schools, legal
training, etc.)
(See MAOP, Part II, 3-3.2(3), 3-4.5(5), 10-23;
Correspondence Guide - Field, 1-17.)

- 242 Automation Matters

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- 263 Office of Professional Responsibility (OPR) Matters
- 268 Engineering Technical Matters - FCI Matters
- 269 Engineering Technical Matters - Non-FCI Matters
- 278 President's Intelligence Oversight Board (PIOB) Matters

- 280A EEO Investigations (FBIHQ Use Only Except for TURK)
- 280B EEO Counseling (TURK Use Only)
- 280C EEO Conferences (TURK Use Only)
- 280D EEO Administrative
(See MAOP, Part I, 4-5.3; MIOG, Part I, 280-1.)

** Another federal agency has the primary investigative responsibility in these classifications.

EFFECTIVE: 10/01/97

3-2 RESOURCE MANAGEMENT INFORMATION SYSTEM (RMIS)

The RMIS is a vehicle to collect information from each field division pertaining to caseloads, investigative workhours and accomplishments. Caseload information is derived from the Monthly Administrative Reports (MARs), investigative workhours from the Time Utilization Recordkeeping (TURK) system, and accomplishments from the Statistical Accomplishment Reports (FD-515s). Internally, the information collected under the RMIS provides a basis for performance evaluation, manpower distribution, program management, and budget formulation. This information is provided outside the FBI to reviewing authorities to justify the FBI's budget, support new or revised legislation, and respond to inquiries (Department of Justice, Office of Management and Budget, Congress and the media). It is, therefore, imperative that the information submitted by the field divisions be as accurate, timely, and complete as possible.

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3-3 TIME UTILIZATION RECORDKEEPING (TURK) SYSTEM - GENERAL INFORMATION

(1) The TURK System records time spent by investigative personnel in accordance with FBI classifications appearing in Section 3-1 above. The TURK System is uniformly operational in all field divisions.

(2) The TURK System was designed to provide time usage pertaining to FBI investigative efforts. The TURK System provides data which measures the areas in which investigative efforts are expended, identifies trends, and provides quantitative data used in the budgetary process.

(3) Personnel who are required to submit TURK data are those listed below:

(a) Special Agents below the GS-14 grade and who are not Supervisory Special Agents. Special Agent GS-14 Chief Division Counsels and Special Agent GS-14 Assistant Division Counsels are required to TURK. New Agent trainees do not TURK prior to graduation.

(b) Investigative support personnel as listed below:
(See (4) below & MAOP, Part II, 1-2.5 (4).)

1. Deleted
2. Financial Assistants/Financial Analysts
3. Investigative Specialists
4. Investigative Specialists (Aviation)
5. Language Specialists
6. Special Operation Assistants
7. Deleted

(4) TURK data is recorded daily on the FD-420a (Attendance Register/TURK), by those in the System identified in 3-3(3) above. The data is collected daily in percentages, i.e., the percentage of time spent on each classification (maximum of six classifications per day), itemized on the FD-420a. TURK percentages are based on actual time worked, disregarding leave time. For example, a person who works only four hours would still be required to

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allocate these hours by percentage to available classifications. The percentages recorded for each working day must equal 100 percent.

Following is a table which converts hours to percentages for those employees who use the TURK System:

IF HOURS WORKED TOTAL	* THEN ONE HOUR EQUALS	IF HOURS WORKED TOTAL	* THEN ONE HOUR EQUALS
1 HOUR . . .	100 %	13 HOURS . . .	8 %
2 HOURS . . .	50 %	14 HOURS . . .	7 %
3 HOURS . . .	33 %	15 HOURS . . .	7 %
4 HOURS . . .	25 %	16 HOURS . . .	6 %
5 HOURS . . .	20 %	17 HOURS . . .	6 %
6 HOURS . . .	17 %	18 HOURS . . .	6 %
7 HOURS . . .	14 %	19 HOURS . . .	5 %
8 HOURS . . .	12 %	20 HOURS . . .	5 %
9 HOURS . . .	11 %	21 HOURS . . .	5 %
10 HOURS . . .	10 %	22 HOURS . . .	5 %
11 HOURS . . .	9 %	23 HOURS . . .	4 %
12 HOURS . . .	8 %	24 HOURS . . .	4 %

* Round the percentage, if necessary, to ensure that the time worked during the day is equal to 100 percent.
(See MAOP, Part II, 3-3.1.)

(5) TURK data is entered into the FBI's computers by field personnel through the Administrative Time Capture (ATC) System. The ATC System is a system used to record Time and Attendance (T&A) data for both the Payroll AND TURK Systems. There is a separate payroll manual entitled ADMINISTRATIVE TIME CAPTURE SYSTEM - ON-LINE USER GUIDE for ATC System data entry procedures. A separate computer terminal screen has been designed specifically for the recording of TURK data. Support personnel who enter T&A data are usually those who enter TURK data. All TURK data should be entered and verified NO LATER than five (5) days after the close of the pay period.

(6) To enhance the credibility of the TURK System, a comparison of T&A information with TURK data is performed by the Financial Analysis Unit, Budget Section, Finance Division, five work days after the close of each pay period. On the sixth work day following the close of each pay period, a list containing the names and dates when TURK data was not entered for Agents or investigative support personnel is forwarded to field office Administrative Officers by facsimile for possible adjustments. Field offices then have one additional work day to enter and verify all TURK data before the

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database is permanently closed. The following circumstances may cause individuals' names to appear on the comparison (default) listing. Recommended actions for resolving these situations are provided.

(a) GRADUATION FROM QUANTICO IN THE MIDDLE OF A PAY PERIOD: Since new Agent trainees do not TURK while at Quantico, the field office to which he or she is reporting will record their TURK for only the second week. The field office will receive a default list stating "no TURK with T&A info for (name of new Agent)." The field office should indicate on the default list, "new Agent at Quantico" by the dates no TURK was entered and return the list to the Financial Analysis Unit, Room 1427C, Budget Section, Finance Division (FD).

(b) TRANSFER TO ANOTHER FIELD OFFICE ON TEMPORARY DUTY (TDY) IN THE MIDDLE OF A PAY PERIOD: The Special Agent Transfer Unit at Headquarters will enter the Agent's or support employee's TDY office prior to his/her arrival. If the Agent or support employee reports to that TDY office in the middle of a pay period, his/her TDY office will receive a default list indicating the first week without any TURK with T&A information for him/her. Since TURK cannot be divided between two field offices during a pay period, the office that the Agent or support employee is reporting to at the end of the pay period should enter his/her TURK time. The field office should indicate on the default list, "Agent/support employee assigned to TDY office in the middle of pay period; TURK time will be entered" and return the list to the Financial Analysis Unit, Budget Section, FD. The office should then contact the permanent office for the Agent's or support employee's TURK data and enter it into the ATC System.

(c) TRANSFER FROM HEADQUARTERS TO A FIELD OFFICE IN THE MIDDLE OF A PAY PERIOD: The field office should indicate on the default list, "Agent or support employee transferred from HQ" by the dates no TURK data was entered and return the list to the Financial Analysis Unit, Budget Section, FD.

(d) TURK INFORMATION WAS NOT LOADED FOR THE DAY(S) WHEN T&A INFORMATION WAS ENTERED: The field office should immediately enter the Agent's or support employee's TURK data for the day(s) indicated and return the list to the Financial Analysis Unit, Budget Section, FD, noting that the TURK data has been loaded in along with the date on which entry was made.

(7) The TURK System is programmed to credit time worked to the miscellaneous classification 63B if TURK information is not entered for Agents or investigative support staff for any period of

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time. These hours are then apportioned to programs based on the individual's recent work history, i.e., past 12 weeks. The purpose for this automatic default of data is to ensure all work hours are captured in the TURK system.

(8) After all edit procedures have been made at Headquarters to ensure that all information has been loaded by the field, TURK reports are generated and forwarded to Headquarters Program Managers. In light of this procedure, amended TURK information cannot be entered into the System after these reports have been generated.

(9) Field offices should be aware that up-to-date TURK data can be obtained directly from the ATC System by squad, resident agency, program, classification, or division.

(10) The SAC will annually conduct an audit to determine the degree of accuracy, timeliness, and completeness of information that is being captured in the TURK System. The SAC will take appropriate action to remedy any deficiencies identified.

EFFECTIVE: 10/16/96

3-3.1 General TURK Recording Procedures - Attendance Register/TURK (FD-420a)

The Agent or support employee will sign in and out on the FD-420a. Upon signing out, he/she will record the FBI classification(s) that were worked during the day in the "class" column and the percentage of time worked on each classification in the "TURK percent" column. The sum of the individual percentages entered for each work day must total 100 percent (see MAOP, Part II, 1-2.5(4) & 3-3 (4)).

(1) "Class" column - Time utilized by field investigative personnel is recorded within FBI classifications. Many FBI classifications are subdivided by alpha characters to identify more specific types of work within the numeric classification. Refer to Part II, 3-1.1 of this manual for a complete listing of all FBI classifications. A maximum of six classifications can be entered daily. If more than six classifications were worked during

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the day, list only the highest priority investigative activities and include the percentage with the classification(s).

(2) "R/T" column - This special designator column should be utilized to record "Relief/Technical" time.

(a) The "R" designator should be utilized only by approved relief supervisors. The "R" should be indicated in the column for all classifications supervised/reviewed while acting in the absence of the supervisor. Relief supervisors should not utilize the "R" designator while handling their daily assigned cases. All time spent by relief supervisors should be recorded on the FD-420a.

(b) The "T" indicator should be utilized only by a Technically Trained Agent. The "T" designator should be indicated in the column to record time spent by Technically Trained Agents while acting in a technical investigative capacity.

(3) "TURK %" column - As stated in 3-3(4), all percentages for a particular day must equal 100 percent. The percentages should include travel time on the case, dictating, preparing for or conducting interviews, testifying, conducting surveillance, lecturing police schools, etc. Lunch periods and leave (all types) are ignored when computing percentages for a day.

EFFECTIVE: 10/13/95

3-3.2 Special TURK Recording Procedures

(1) Major cases

(a) The TURK System provides for capturing time spent on investigative matters which, at their outset, are of national importance and/or indicate the potential for a massive commitment of manpower throughout the field. An example of a major case is the April 1995 Oklahoma City Bombing (OKBOMB - major case #117).

(b) When a case has been designated a major case, the Finance Division will assign a unique number to the case. The major case number must be carried on the last line of the case title in all communications relating to the case.

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(c) The field office(s) involved will be immediately notified of the major case number and case title by the FBIHQ investigative division supervising the case.

(d) Utilization of the major case number enables the capturing of man hours expended on a particular matter while at the same time continuing to identify investigative time by classification, subclassification, and program.

(e) The Agent's or support employee's time is recorded on the FD-420a in accordance with the appropriate investigative classification of the major case. After recording the percentage of time worked, the major case identifying number is recorded in the column entitled "Major Case #."

(f) This recording enables capturing the time expended by investigative personnel on particular major cases while at the same time continuing to identify investigative time by FBI classifications. The data for a major case will continue to be identified with the major case identifying number until advised otherwise by FBIHQ through a communication to all field offices.

(2) National Academy applicant investigations

Time spent investigating National Academy Applicants is recorded to subclassification 1C - Training National Academy Matters.

(3) Training received

(a) Time spent in receipt of training, whether in the field or at the FBI Academy, will be recorded to one of the following classifications: (See MAOP, Part I, 4-5.3, Part II, 3-1.1, 3-1.2, 3-4.5(5), 10-23; MIOG, Part I, 280-1, and Correspondence Guide-Field, 1-17.)

TYPE OF TRAINING RECEIVED	CLASSIFICATION TO USE
Foreign Counterintelligence	230
Organized Crime	231A
Drugs	231B
White-Collar Crime	232
Civil Rights	234
Violent Crimes and Major Offenders (VCMO)-Fugitives	235

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VCMO-Government Reservation Crimes	236
VCMO-Interstate Theft	237
VCMO-Violent Crimes	238
Terrorism	239
Other	240
Equal Employment Opportunity Investigation	280C

(b) All training received not relating to any specific investigative program (e.g., firearms, SWAT, general police schools, legal training, etc.) should be recorded to classification 240, except that, as noted above, training involving Equal Employment Opportunity (EEO) matters should be recorded under classification 280C. The classification 280C also includes time spent by SAs and appropriate support employees involved in EEO training, seminars and conferences. (See MAOP, Part I, 4-5.3.)

(c) When attending in-services or any other form of training away from the field office territory, the Agent or support employee must indicate on the FD-420a the classification and percentage (100 percent) for the dates of the training course.

(d) Full training days are EXCLUDED from the total days worked for the AVP computation period. A full training day is from 8:15 a.m. to 5:00 p.m. regardless of the length of time actually in training. AVP cannot be earned when in training even if homework or night classes are required.

(e) AVP may be earned on a training day in the field, only if an Agent is REQUIRED to work on an INVESTIGATIVE MATTER before 8:15 a.m. or after 5:00 p.m. An example of this might be a situation when an Agent is called at home to make an apprehension after spending all day at firearms training. In computing TURK percentages, training time should always be considered eight hours (8:15 a.m. to 5:00 p.m.) and the investigative time should be the actual overtime spent on the investigative matter before or after these hours. The day would NOT be counted toward the AVP computation period when eight hours are spent in training even when AVP is worked as in the aforementioned example.

(f) AVP is computed automatically when starting and ending times are entered into the ATC system. Therefore, it is not a requirement for the Agent to record AVP on the FD-420a. However, a column for AVP is included on the FD-420a which can be used by the Agent for his/her personal records.

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(g) Total time accounted for on the FD-420a includes regular duty hours, AVP, and if applicable, authorized overtime. Time qualifying for AVP is governed under established policy and procedure for the payment of premium pay for AVP duty under Section 5545a of Title 5, United States Code and Part 550 of the Code of Federal Regulations.

(4) Temporary assignment

(a) If an Agent or support employee is temporarily assigned to another field office in excess of two weeks, the temporary office of assignment should record the Agent's or support employee's T&A and TURK time starting with the day of arrival. Because the attendance registers are produced four weeks in advance, there may be an occasion that the attendance register does not indicate the correct office. Therefore, upon arrival, an attendance register can be produced at the temporary office by performing the following steps in the ATC System:

1. Select function #8 entitled, "Time and Attendance Reports Menu."
2. Select function #12 entitled, "Menu for Additional Time and Attendance Reports."
3. Select function #13 entitled, "Attendance Registers for Legats/Individuals."
4. Select function #2 entitled, "Individual."
5. Enter the individual's SSN, the year, and the pay period for the requested FD-420a.

(b) If an Agent or support employee spends less than two weeks in the temporary office, his/her office of permanent assignment will record the T&A and TURK data in the ATC system. The Agent or support employee may carry their FD-420a with them to the temporary office, or his/her squad supervisor may designate a contact person to prepare the FD-420a based on the information furnished by the Agent or support employee. The individual who prepares the FD-420a must note in the "Remarks" block "prepared by" followed by the preparer's name. However, whatever option is used, one should ensure that it does not jeopardize or delay entry of data into the ATC system.

(c) When an Agent or support employee is on special

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assignment at FBIHQ in excess of two weeks, no TURK data will be required. The TURK portion can be marked through and a statement, "TDY to FBIHQ" can be indicated on the FD-420a.

(d) When a Headquarters' Agent or support employee is transferred permanently to a field office and is required to TURK, an Attendance Register/TURK form should be produced upon arrival. This can be accomplished by performing the above steps (see 3-3.2(4)(a)).

(5) Undercover and Surveillance (See MAOP, Part II, 1-2(9).)

(a) Agents or support employees working in an undercover or surveillance capacity must complete the FD-420a on a daily basis whenever it is practical to do so.

(b) When it is not practical for an Agent or support employee to complete the FD-420a, the Agent's or support employee's supervisor may designate a contact person to prepare the FD-420a based on the information furnished by the Agent or support employee. The individual who prepares the FD-420a must note in the "Remarks" block "prepared by" followed by the preparer's name.

(6) Night duty

Night shifts or night duty could detain an Agent or support employee an hour or two past midnight. If the period past midnight does not exceed two hours, the Agent or support employee will indicate his/her TURK data for the day with the maximum hours. A similar situation occurs when the shift begins at midnight and conditions make it necessary for an employee to report an hour or two early. Leeway of two hours on either side of midnight may be granted without requiring the employee to record information for two separate work days. Any amount of time greater than two hours will require recording time for two separate work days. (See also MAOP, Part II, 1-2.5.)

(7) Travel time

(a) Agents or support employees traveling within their field office territory, but away from headquarters city, must complete the FD-420a (Attendance Register/TURK). The time spent commuting from the field office to a resident agency should be recorded under the classification by which the trip was necessitated. If a trip from a resident agency to a field office is for reason of a

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file review, the travel time expended during normal working hours should be recorded in an equitable manner to the classifications of cases assigned to the Agent or support employee. In connection with file reviews, TRAVEL TIME OUTSIDE NORMAL WORKING HOURS CANNOT BE CLAIMED AS AVP OR AUTHORIZED OVERTIME and is not chargeable for TURK purposes.

(b) The FD-420a must be prepared for travel en route to a new office of assignment, indicating OL - Other Leave in the "Remarks" block, leaving the TURK portion blank. All time, including travel time, in connection with travel to seek new residence quarters upon transfer should be charged to OL - Other Leave. Employees engaged in such househunting trips are in an administrative leave status. If an employee does not request a househunting trip, five days of administrative leave may be granted upon arrival at the new official duty station to seek permanent quarters. (Note: Employees transferring to San Juan, Puerto Rico, and other United States possessions and territories may be granted up to seven days of administrative leave to locate suitable housing.) In addition, all permanently transferred employees are entitled to five days of administrative leave in connection with relocation. All such administrative leave time should similarly be recorded as OL - Other Leave for TURK purposes. (See "Leave Administration Guide" and MAOP, Part I, 16-1.5, & Part II, 6-2.4.3.)

(c) Agent or support employee travel time outside of regular duty hours which is not considered regular work hours, AVP, or authorized overtime should NOT be recorded on the FD-420a. An example would be time traveling on a weekend, instead of the planned Monday travel day, to visit relatives or friends at a distant city.

(d) Agent or support employee travel time which results from an event which could not be scheduled or controlled administratively, such as time spent traveling to appear as a government witness in a trial, qualifies for AVP or authorized overtime and, therefore, should be recorded on the FD-420a and included in the TURK System.

(8) Administrative matters (See MAOP, Part II, 3-1.1, 3-1.2, & 3-4.5(5).)

(a) Time Agents or support employees spend on Administrative Matters is recorded under the appropriate category as listed below:

66A - Administrative Matters - Bureau Automobile Accidents

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- 66C - Administrative Matters - Night, Weekend, Holiday Supervisors and Duty Agents
- 66D - Administrative Matters - Physical Exams
- 66E - Administrative Matters - Physical Fitness Program
- 66F - Administrative Matters - Other (including Complaint Duty)
- 66G - Administrative Matters - Bureau Aircraft Accidents
- 66H - Administrative Matters - Bureau Aircraft Operations
- 66I - Administrative Matters - Special Operations Groups
- 66J - Administrative Matters - Off-Premise Sites
- 66K - Employee Assistance Program (EAP) Activities
- 66L - Administrative Matters - Evidence Response Team
- 66M - Administrative Matters - BICS Matters

(b) With regard to classifications 66C and 66F (complaint duty), assignments are basically administrative in nature and should be charged accordingly. However, if the Agent or support employee is able to devote official time to pending matters already assigned, it would be proper to record TURK percentages to the classification of the cases worked.

(9) Review and retention of FD-420a (Attendance Register/TURK).

(a) The FD-420a must be inspected weekly and signed by the supervisor. The supervisor should visually check the computations to ensure the total percentages equal 100 for each work day. (See MAOP, Part II, 1-2.5(4).)

(b) FD-420a's must be maintained for a period of six years and destroyed at the end of the leave year, or when administrative needs have been met, whichever is later. (See MAOP, Part II, 2-4.5.10.)

EFFECTIVE: 02/25/97

3-4 MONTHLY ADMINISTRATIVE REPORT (MAR)

EFFECTIVE: 11/27/90

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3-4.1 General

(1) The MAR is required to be printed by each field division and Legal Attache (Legat) and its accuracy verified.

(2) The MAR must be considered a classified document and marked "SECRET" in accordance with instructions set forth in the Manual of Investigative Operations and Guidelines (MIOG), Part II, Section 26.

EFFECTIVE: 11/27/90

3-4.2 Preparation and/or Submission

(1) All field offices and Legats are to electronically generate an MAR each month no later than the fifth workday of the month following the month being reported.

(2) The counts required on the MAR should be as of the close of business on the last day of each month. The MAR should not be electronically generated before the close of business on the last day of the month except when required by FBIHQ.

(3) The field offices and Legats are not required to mail the MAR to FBIHQ.

EFFECTIVE: 11/27/90

3-4.3 Forms

(1) The MAR is composed of two automated forms: one Form FD-29 and multiple Forms FD-29a.

(2) The automated FD-29 and FD-29a reflect current requirements and are to be used by all field offices and Legats equipped with FOIMS. FOIMS will generate the FD-29 and FD-29a upon request as a result of the appropriate commands executed from the case application. The FOIMS Users Guide Administrative Reports application, Section 2.0, provides detailed instructions on executing an MAR.

(3) The automated printed MAR is to be filed, after

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verification of its accuracy, in the appropriate office or Legat file.

EFFECTIVE: 11/27/90

3-4.4 FD-29 - Title (Cover) Page

(1) The FD-29 is the first page of the MAR and should be classified "Secret." This page should contain the statement - "This report is unclassified except those pages marked secret." The "classified by" statement should also appear at the bottom of this page.

(2) The FD-29 must be electronically approved by the Office Services Manager in field offices and Legal Attache in the Legats.

(3) The automated FD-29 will contain the locality of the field office or Legal Attache submitting the report, the name of the Assistant Director In Charge, the Special Agent In Charge and/or the Legal Attache. These items will be generated on the printed output as a result of the information entered on the MAR request screen.

EFFECTIVE: 11/27/90

3-4.5 FD-29a - Case Count Information

(1) Deleted

(2) The Foreign Counterintelligence and Counterterrorism Programs should be printed on separate FD-29a's and should be classified "Secret." The last FD-29a's containing the grand total figures should also be classified "Secret."

(3) Source of Case Counts

(a) The cases recorded daily in the case application of FOIMS form the basis of the automated MAR.

(b) Deleted

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(4) Totals

(a) Each line entered on the MAR should cross total - that is, the beginning pending matters, plus the matters received, minus the matters closed must equal the matters pending at end of the period.

(b) Only classifications with investigative activity should be entered on the MAR. If a classification does not have counts in the beginning pending column, in the matters received columns or in the matters closed columns, the classification should not appear on the MAR.

(c) The case count totals for each program should be entered at the end of the program. Grand total counts for all programs should appear as the last line of the MAR.

(5) Time Utilization Recordkeeping (TURK) - The following classifications were established for TURK purposes only and should not be used for case assignment: (See MAOP, Part II, 3-1.1, 3-1.2 & 3-3.2(3) & (8).)

66C Administrative Matters - Night, Weekend, Holiday
Supervisor and Duty Agents

66D Administrative Matters - Physical Examinations

66E Administrative Matters - Physical Fitness Program

230 Training Received - Foreign Counterintelligence

231A Training Received - Organized Crime

231B Training Received - Drugs

232 Training Received - White-Collar Crime

234 Training Received - Civil Rights

235 Training Received - Fugitives

236 Training Received - Government Reservation Crimes

237 Training Received - Interstate Theft

238 Training Received - Violent Crimes

239 Training Received - Terrorism

240 Training Received - Other

Conference | 280C Training Received - EEO Training, Seminar or

(FD-29a)

(6) Total Matters Pending Beginning of Period - Column 1

(a) The matters, or cases, pending at the beginning of the period for each classification entered must equal the matters pending at the end of the period on the previous month's MAR.

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Computer edits have been established to ensure these balances are in agreement.

(b) Multiple changes are usually made to classifications at the beginning of a fiscal year. Therefore, the computer edits are removed for the October MAR to facilitate shifting of cases to new or revised classifications from those discontinued or combined. The only edit check made on the October MAR is to ensure the grand total at the beginning of October is in agreement with the grand total at the end of September.

(7) Matters Received During Period - Column 2 (FD-29a)

(a) Origin matters are those that usually originate within and are investigated primarily within the territory of the field office. Origin also denotes the control and direction of the investigation.

(b) Auxiliary matters are those received from other offices where another office is the office of origin.

(8) Grand Total During Period - Column 3 (FD-29a) - This is the sum total of the matters pending at the beginning of the period, plus origin and auxiliary matters received during the period.

(9) Case Closings - Columns 4, 5 and 6 (FD-29a)

(a) Squad Supervisors must approve all case closings. The Squad Supervisor should note on the closing serial "C" or "RUC" (i.e., referred upon completion to the office of origin), the closing date and the closing type - either 4, 5 or 6. The closing type numbers correspond to columns 4, 5 and 6 of the FD-29a.

(b) Type 4 closings are administrative closings. These are generally cases where all leads have been exhausted and the SAC authorizes closing because, in the SAC's opinion, further investigation would not be warranted. Other administrative closings would be when the priority alpha designator changes or if the case is assigned a new file number.

(c) Type 5 closings are cases where the United States Attorney declines prosecution.

(d) Type 6 closings are all other type closings including RUC closings and closings when final prosecution has been completed. Part II, 2-5.2.3 and 2-5.2.4, of this manual cover case

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closings:

(e) The Supervisor must route cases being closed to the support employee who maintains and records the closing in FOIMS.

(10) Total Matters Closed During Period - Column 7 (FD-29a) - This is the sum total of case counts entered in columns 4, 5 and 6.

(11) Matters Pending at End of Period - Column 8 (FD-29a) - These counts are determined by adding the total matters pending at beginning of period (column 1), to the total matters received during period (column 3), and subtracting total matters closed during period (column 7).

EFFECTIVE: 09/27/93

3-4.6 Reclassifying Cases and Error Correction

When it becomes necessary to reclassify a matter, the case should be closed and counted as a type 4 administrative closing in the existing classification and opened as a new matter received (either origin or auxiliary) in the new classification. Errors must be corrected in the same manner so the MAR remains in balance.

EFFECTIVE: 11/27/90

3-4.7 Record Checks

(1) Requests to check a record at a central record repository are considered investigative matters. However, they should be reported on the FD-29a on a single line noted "RC" rather than in an actual classification. The line should appear at the end of the appropriate program just before the program totals. The count of RCs should be included on the total program count.

(2) As record check requests are received from other field offices, the case number of the office of origin will be assigned with a Case Type of "R." If a record check request is received for a case which had previously been opened as an AO case under the Universal Case File Number format, and has since been RUC'd, it will be reopened under the

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same case number with a Case Type "R." Likewise, if a case had previously been handled as a record check and now must be reopened as an AO investigative case, it will be reopened under the same case number with a Case Type "blank."

Currently, different field offices have different methods of filing record checks on the pending rotor and in closed files. Each field office will file their record checks by whatever method allows them the ability to retrieve the record check when necessary. As is currently practiced, this may be done in alphabetical order, by date, by file number or other sequence. Again, the important thing is that the record check is retrievable when necessary.

EFFECTIVE: 11/27/90

3-4.8 Criminal Preliminary Inquiries

(1) A preliminary inquiry (PI) may be opened in a criminal matter for a period of 90 days.

(2) For reporting purposes, PI cases should be counted and reported with all other cases in the appropriate classification. However, PI matters should also be shown by themselves in total (as "Total PI's") below the corresponding program totals. Of course, PI's should only be counted once in the program totals.

(3) A "Y" should be inserted in the PI field of the case record if a preliminary inquiry is opened in a criminal matter. Inserting a "Y," for yes in the PI field notifies FOIMS that the case is a preliminary inquiry and will report the counts of these cases not only within the appropriate classification, but also again by themselves in total (as "Total PI's") below the corresponding program totals. It should be noted that PI's are counted only once in the program totals.

EFFECTIVE: 11/27/90

3-4.9 Pending Inactive Matters

Pending inactive matters, whether assigned or unassigned, should be counted with all other matters in their appropriate classification and program on the MAR.

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EFFECTIVE: 08/25/89

3-4.10 Spin-Off Cases

(1) As the term indicates, a spin-off case originates from an existing case. The spin-off case should have all the elements required to establish it as a separate case within its investigative classification.

(2) If an SAC decides a spin-off matter can stand on its own merit as an individual case, and wants it recorded and counted as a separate case, a new case should be opened and a new file number should be assigned. The case will then be counted as a new office of origin matter received on the MAR.

(3) The title of the spin-off case should not be dual captioned with the original case. The communication indicating the origination of a spin-off investigation should reveal in the body of the communication that the matter is a spin-off of another case, and should identify the title of the original case. Care should also be taken to ensure that the proper investigative character/violation code is assigned to the spin-off matter.

(4) Copies of spin-off case serials that are to be filed in the original case file (or vice versa), should be so indicated in the copy count section.

(5) | Deleted |

EFFECTIVE: 08/27/93

3-4.11 Control Files | (See MAOP, Part II, 2-4.1.5; Legal Attache Manual, 6-17.4 (3).) |

(1) Control files (except for record check and declination files) are separate files established for the purpose of administering specific phases of an investigative matter or program. The institution of a control file in an investigative matter or program is left to the discretion of the individual with the administrative responsibility for the particular investigative matter

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or program or by SAC authorization. A control file is an administrative tool for managing a particular investigative matter or program. For this reason, control files are not created in each and every investigative matter or program. Control files should not be counted on the Monthly Administrative Report.

(2) Leads on occasion may be assigned out of control files. In circumstances where neither an investigation nor an inquiry is warranted, the FBI may ascertain the general scope and nature of criminal activity in a particular location or sector of the economy. Activity in these control files must be reviewed periodically.

(3) In order to facilitate a periodic review, a "CONTROL FILE REPORT" has been made available to all automated offices. It lists all control files and lead activity for each file for the most recent quarter. This report has been created for use by field office management. It provides a monitoring capability to ensure that lead activity within control files is acceptable and within the Attorney General and other FBI investigative guidelines. Control files are captured in the case application by entering "C" in the "CASE TYPE" field of the "OPEN A CASE" menu. This report may be accessed through the "MISCELLANEOUS CASE LISTS" menu. The Administrative Officer/Office Services Manager is required to produce this report on a quarterly basis and provide this report to the SAC for SAC's management review. In order to avoid impacting the response time during normal working hours, the request for this report should be scheduled after 6 p.m. and before 6 a.m. near the 15th of the month following the end of each quarter.

(4) When referring to the file number of a control file in communications, the file number must include the letter "C" as part of the case number to indicate the file is a control file. The letter "C" is considered part of the file number and must be used on all communications concerning control files. (Example: 105A-CE-C0012345)

EFFECTIVE: 05/18/94

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STATISTICAL ACCOMPLISHMENTS (See MIOG, Part I, 192-11.1.)

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EFFECTIVE: 11/30/93

3-5.1 Submission (See MIOG, Part I, 91-28 & 252-14.)

(1) Statistical accomplishments are to be reported on the "Accomplishment Report," form number FD-515. All statistical accomplishments must be reasonable and justifiable. The case file MUST contain adequate support for the accomplishment being claimed. A brief narrative explanation is required for all recoveries over \$1,000,000 and/or Potential Economic Loss Prevented (PELPs) over \$5,000,000. The explanation must be entered in the Integrated Statistical Reporting and Analysis Application (ISRAA) narrative screen. (See MAOP, Part II, 3-5.2.7(2)(f) and 3-5.2.7(4)(h).) The original FD-515 is required to be serialized and retained in the case file within the office of origin. A duplicate copy should be retained in the control file within the field office claiming the accomplishment for auditing purposes. (See MAOP, Part II, 3-5.2(4).)

(2) The accomplishments described on the FD-515 should be reported and loaded in the ISRAA within 30 days from the date of occurrence. Convictions should be reported at the time the subject enters a guilty plea or is found guilty by a jury.

(a) Deleted

(b) Deleted

(c) Deleted

(3) A conviction can be credited by the office of origin to other field offices under the category of "substantial investigative assistance by FO(s)" only with the approval of the substantive desk at FBIHQ.

(4) Deleted

(5) Deleted

(6) Deleted

(7) Deleted

(8) The SAC will annually conduct an audit to determine

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the degree of accuracy, timeliness, and completeness of information that is being captured in the ISRAA System. The SAC will take appropriate action to remedy any deficiencies identified.

EFFECTIVE: 07/07/97

3-5.2 Preparation of the Accomplishment Report (FD-515) (See MIOG, Part I, 252-14.)

(1) One copy of the FD-515 should be prepared by the Agent claiming the accomplishment. The date the FD-515 was prepared should be indicated on the "Date Prepared" line, located on the upper right-hand corner of the FD-515. The FD-515 should be written clearly (the FD-515 does NOT require typing). Upon completion of the FD-515, it should be forwarded to the squad supervisor for approval. Upon approval, the FD-515 can be routed to:

(a) the rotor clerk for serialization and, if needed, indexed and then forwarded to the appropriate person for data entry into ISRAA; or

(b) the appropriate person responsible for its data entry into the ISRAA accomplishment application and then forwarded to the rotor clerk for serialization.

(2) It is NOT mandatory that the FD-515 be serialized before it is entered into ISRAA. Serialization of the FD-515 was made available to allow data entry personnel to enter the serial number, which would then be printed on the Accomplishment Report form and be used for cross-referencing purposes.

(3) After the accomplishment has been entered into ISRAA, the date when it was loaded and the initials of the individual that loaded the data should be indicated on the upper right-hand corner of the FD-515. A printed copy should be generated from ISRAA and attached to the FD-515 prepared by the Agent. A printed copy will:

(a) ensure that the FD-515 has been loaded;

(b) ensure that the FD-515 has been loaded correctly;

(c) ensure that quality data is entered into ISRAA;

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and

(d) enable the field office to audit the FD-515 with the printed copy for validity.

(4) Both the FD-515 prepared by the Agent and the printed copy, should be placed in the case file within the office of origin (OO). A duplicate copy of both should be retained in the control file within the field office claiming the accomplishment for auditing purposes. It is at the field office's discretion whether a copy is placed in the Agent's personnel folder, etc. (See MAOP, Part II, 3-5.1 (1).)

(5) In the event the OO is claiming an accomplishment and has credited a lead office with providing substantial investigative assistance, a copy of the FD-515 can be forwarded to the lead office for information. In the event the lead office is claiming an accomplishment and has credited another lead office with providing substantial investigative assistance, a copy of the FD-515 can be forwarded to the lead office for information and the original must be forwarded to the OO. Each field office has the capability to review accomplishments claimed by the lead offices by using the #21 function, "Browse All for OO Cases," within the Accomplishment Application in ISRAA.

(6) If the subject indicted or convicted is related to an LCN, Asian Organized Crime (AOC), or Italian Organized Crime (IOC) Group, an additional form entitled "Supplemental Page to the Accomplishment Report (FD-515) for Organized Crime/Drug Program (OC/DP) Matters Only" (FD-515a, Side 1) must be completed. A separate FD-515a is required for EACH subject indicted and/or convicted. The completion of Sections A-D on the FD-515a, Side 1 is mandatory (See MAOP, Part II, 3-5.2.4 (1).)

(a) The FD-515a data must correspond to the information contained in the Criminal Law Enforcement Application (CLEA). If the information related to the statistic being claimed is not identical, the accomplishment will be denied in ISRAA by the Criminal Investigative Division (CID), FBIHQ. The user will see the letter "D" under the Division 6 approval field in ISRAA. An explanation for the denial will be provided in the ISRAA narrative input screen.

(b) Based on CID's explanation for the denial, the correct information must be entered into the CLEA and the ISRAA. This process requires coordination among the ISRAA data entry

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personnel, the Intelligence Research Specialist assigned to Organized Crime/Drug matters, and the Agent claiming the accomplishment.

(c) Once the discrepancies have been corrected, the field office must modify the ISRAA record, which in effect will change the approval status from a "D" (denied) to a "U" (unapproved) and enable CID to review/approve the accomplishment. To modify the indictment/conviction record, select #20 "Browse within FO" in ISRAA. Enter the accomplishment date and the file number of the corrected accomplishment and press "enter." Place an "M" (Modify) on the action line of the corrected case and press "enter" twice. The approval status will be changed from a "D" to a "U," which will enable FBIHQ to review/approve the corrected accomplishment.

(7) The FD-515a form, Side 2 entitled "Supplemental Page to the Accomplishment Report (FD-515) for Organized Crime/Drug (OC/Drug) Program Matters or Violent Crimes/Major Offenders (VCMO) Program Matters relating to Street Gangs Involved in Drugs" must be completed with the FD-515 WHEN THE INVESTIGATION HAS EITHER DISRUPTED OR DISMANTLED AN ORGANIZATION. The FD-515a, Side 2 should be completed at the time an indictment and/or conviction is claimed. (See MAOP, Part II, 3-5.2.4(1), 3-5.2.15.)

(a) Disruption or Dismantlement: One of the two boxes must be checked to identify if this indictment/conviction resulted in a disruption or dismantlement of an organization.

1. Disruption occurs when the normal and effective operation of a specific enterprise is significantly impacted as a result of an affirmative law enforcement action, including (but not limited to) the indictment/conviction of the organization's leadership. A substantial seizure of the organization's assets may constitute a disruption if the organization's operations are significantly impacted by the event.

2. Dismantlement occurs when an organization's structure is removed to the extent that it no longer operates as a coordinated organized criminal enterprise, and that removal is a result of an affirmative law enforcement action as outlined above. Further, if any components of the organization remain, their ability to re-form into another such organized criminal enterprise is not possible for an extended period of time.

(b) The subject's role in the organization/enterprise must be identified by checking one of the three blocks which are: Leadership, Associate/Member or Other.

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(c) Section C describes the primary scope of operations and influence of the organization/enterprise. The scope of the Organization/Enterprise must be identified by checking one of the four blocks which are: International, National, Regional or Local. International and Local are self-explanatory. Regional are multistate (or multimetropolitan area in a large state). National are multiregion.

(d) The case file serial in which disruption or dismantlement is documented should be indicated on the line provided. The case file may be any communication or document which describes the events resulting in the reported disruption/dismantlement, and the nature of the organization/enterprise as contained in (b) and (c).

EFFECTIVE: 07/07/97

3-5.2.1 Required Information

(1) Required information on the top portion of the form is listed below:

(a) FILE NUMBER - The file number must be valid within the Automated Case Support (ACS) - Investigative Case Management (ICM) System.

(b) STAT AGENT SOCIAL SECURITY NUMBER (SSN) - The SSN must be valid within the Bureau Personnel Management System (BPMS) for that particular field office. In those situations where a statistical accomplishment is being claimed by an FBI-led task force participant who is not an FBI employee, 999-99-9999 should be listed. The BPMS should reflect 999-99-9999 as "Task Force Member." The arresting officer's name and agency should be included on the copy of the FD-515 that is maintained in the field office file.

(c) STAT AGENT NAME - The name of the Agent claiming the statistical accomplishment must be included. This will allow the squad supervisor to more easily identify the Agent claiming the accomplishment.

(d) RESIDENT AGENCY ALPHA ABBREVIATION AND SQUAD NUMBER - The RA alpha code and squad number in which the stat Agent is

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assigned should be indicated in the appropriate blocks. The RA/Squad code will be verified using the internal table maintained for ISRAA-Government Organization. However, if an Agent is assigned to Squad 7, but works temporarily on a case with another squad, i.e., Squad 8 and obtains an arrest, the squad number can be indicated as an 8 for that particular accomplishment.

(e) SQUAD SUPERVISOR APPROVAL - All FD-515s must be approved at the squad supervisor level. The squad supervisor must initial in the block provided before the accomplishment is entered in ISRAA.

(2) If available, the following should be included on the FD-515:

(a) TASK FORCE - If the accomplishment being claimed is the result of a task force, the task force should be indicated. This task force will be validated against a task force table maintained at each field office. The task force should not be included in the task force table until it is approved by a squad supervisor within that particular field office.

(b) ASSISTING JOINT AGENCIES - If the accomplishment being reported is the result of a joint investigation with the Drug Enforcement Administration (DEA) or with another federal, state or local law enforcement agency, the identity of this agency should be entered in the block provided. See the reverse side of the FD-515 for valid codes. Up to 10 assisting joint agencies can be indicated for a particular accomplishment. Additional joint agencies may be included by attaching a plain sheet of paper or another FD-515 for additional entries.

(c) ACCOMPLISHMENT INVOLVEMENT - "Does accomplishment involve, e.g., bankruptcy fraud, computer fraud/abuse." If drugs, bankruptcy fraud, computer fraud/abuse, etc., was observed during the course of the investigation and is subsequently charged, the appropriate blocks should be checked. If another field office provided substantial investigative assistance to this investigation, e.g., electronic surveillance, evidence purchases, undercover operations, etc., the box for "Sub Invest Asst by FO(s)" should be checked.

(d) ASSISTING FIELD OFFICE - If another field office provided substantial investigative assistance for the accomplishment being claimed, the field office(s) two-letter abbreviation (i.e., BA for Baltimore) should be indicated on the lines marked "A, B, C, D."

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Four field offices can be credited as an assisting field office for a given accomplishment. For further instructions see MAOP, Part II, 3-5.2.3(1).

(e) ASSISTING AGENTS SOCIAL SECURITY NUMBER (SSN) -

If the accomplishment being reported is the result of assistance from another Agent(s) within the field office, the SSN(s) of the assisting Agent(s) should be indicated. Up to 12 assisting Agents' SSNs can be claimed for a particular accomplishment. The additional SSNs can be added by attaching another form or a plain sheet of paper for additional entries. The SSNs will be verified against the BPMS within that particular field office. Therefore, if an Agent from another field office assisted in the accomplishment, the Agent's name can be included in the narrative. A printed copy of the FD-515 may be forwarded to that particular Agent for placement in his/her personnel file.

(f) ASSISTING AGENT(S)' NAME(S) - The name(s) of the assisting Agent(s) must be included. This will allow the squad supervisor to more easily identify the Agent(s) that assisted in the accomplishment.

(g) SERIAL NUMBER OF THE FD-515 - The serial number of the FD-515 can be indicated in the block provided at the lower right-hand corner of the FD-515. It is NOT mandatory for the FD-515 to be serialized before it is entered into ISRAA. ISRAA will allow the operator to enter the serial number, which will be printed on the accomplishment form and be used for cross-referencing purposes.

EFFECTIVE: 07/07/97

3-5.2.2 Types of Accomplishments

(1) There are basically 19 types of accomplishments. The types of accomplishments are listed below:

- (a) Complaint/Information/Indictment
- (b) Arrest/Locate/Summons
- (c) Hostage(s) Released/Child Located
- (d) Recovery/Restitution/Potential Economic Loss

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Prevented (PELP)

- (e) Civil/RICO Matters
- (f) Other Civil Matters
- (g) Administrative Sanctions

(h) Final Judicial Process, i.e.,
|| Conviction/Sentence/Acquittal/Dismissal/Pretrial | Diversion

(2) Each of the above accomplishment types will be discussed in detail in the following sections.

(3) As stated above, the accomplishment should be reported and loaded into ISRAA within 30 days from the date it occurred. If the accomplishment does not meet the 30-day requirement, an explanation for the delay can be recorded on the narrative screen provided in ISRAA.

(4) Because ISRAA is subject driven, only one subject can be claimed on an FD-515. However, accomplishments can be reported singularly or in multiples for the same subject. For example, a complaint can be reported by itself. If the arrest is made shortly after obtaining the complaint, the complaint and the arrest can be reported on the same FD-515. Multiple accomplishments with different dates can be entered on the same FD-515 as long as:

(a) it does not jeopardize the 30-day reporting requirement,

(b) the accomplishment dates are identified by each specific accomplishment, and

(c) the top portion of the FD-515 (joint agencies, Investigative Assistance or Technique block, and assisting Agent's SSN) relates to ALL accomplishments being claimed.

(5) Separate FD-515s must be prepared if the Titles, Sections and Counts DIFFER when claiming a complaint, information, indictment, arrest and/or conviction.

(6) When an accomplishment has been reported once, that accomplishment should never be reported a second time. The only time an accomplishment can be submitted a second time is if a modification is necessary (see 3-5.3).

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3-5.2.3 Investigative Assistance or Techniques Used

(1) A section of the FD-515 has been included to help evaluate the effectiveness of certain investigative assistance and techniques. If any of the 36 types of assistance or techniques listed in the upper right-hand block of the FD-515 were used in connection with the accomplishment being claimed, the case Agent will rate each one used on a scale of 1 to 4 as follows:

- 1 = Used, but did not help
- 2 = Helped, but only minimally
- 3 = Helped substantially
- 4 = Absolutely essential

When credit is being given to other field office(s) for substantial investigative assistance, the field office(s) should be identified by their two-letter abbreviation in the box for "Assisting FO(s)," and listed on lines marked "A, B, C, and D." (See MAOP, Part II, 3-5.2.1 (2)(d).) Identify the type of "Substantial Investigative Assistance" provided by each of the identified field offices by inserting the A, B, C, etc., for the corresponding field office next to the type of assistance provided. Types of Investigative Assistance or Techniques used which have the "FO(s)" box shaded CANNOT be claimed for Substantial Investigative Assistance provided.

(2) The rating value, as determined by the case Agent, should be entered in the appropriate block. It is possible that more than one special assistance or technique contributed to the accomplishment, and in these situations, each used should be rated. It is also possible that the same assistance or technique contributed to more than one accomplishment in the same case. In these situations, the assistance or technique should be rated each time an accomplishment is claimed. For example:

(a) Based on information received from an informant it was possible to obtain a complaint. The "Informant/Cooperative Witness Information" block should be rated on the FD-515 reporting the complaint accomplishment.

(b) Since the informant/cooperative witness

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information was the basis for the complaint, the "Informant/Cooperative Witness Information" block should also be rated when the arrest is reported (assuming the arrest is reported on a different FD-515 than the complaint).

(c) If the informant/cooperative witness information is instrumental in the indictment and subsequent conviction, the "Informant/Cooperative Witness Information" block should be rated when reporting each of these accomplishments.

(3) The investigative assistance or techniques appearing on the FD-515 are discussed below:

(a) Financial Analyst - This block should contain a rating if accounting technicians/financial analysts were used in the case and their work related to the accomplishment being claimed.

(b) Aircraft Assistance - This block should contain a rating if aircraft were used in connection with the accomplishment being claimed. This would include aircraft visual surveillance, photographic surveillance, ELSUR assistance, transportation of Agents, technicians, equipment, evidence, communications relay work, etc.

(c) Computer Assistance - This block should contain a rating if a computer assisted in the accomplishment being claimed. Computer assistance would include any work performed by the FBI's computer center (special sorts, comparisons, computations, lists, etc.), assistance from FBI computer experts, information from FBI data banks (NCIC, CLEA, ISIS, IIS, etc.), or information obtained from any state or local computer system.

(d) Consensual Monitoring - This block should contain a rating if any form of consensual monitoring was used in connection with the accomplishment being claimed. This would include consensually listening on a telephone extension as well as body recorders.

(e) ELSUR - FISC - This block should contain a rating if an ELSUR authorized by the Foreign Intelligence Surveillance Court (FISC) produced the information that contributed to the accomplishment being claimed.

(f) ELSUR - Title III - This block should contain a rating if information received from a court-ordered Title III ELSUR relates to the accomplishment being claimed.

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(g) |Eng. |Field Support - This block should contain a rating if the Engineering |Research Facility| of the Information Resources Division provided field support and such support contributed to the accomplishment being claimed.

(h) |Eng. |Tape Exams - This block should be rated if the Engineering |Research Facility| provided assistance in the form of forensic examination of recorded evidence, such as audio enhancement of magnetic recordings.

(i) |Legats Assistance - This block should contain a rating if Legat(s) assistance contributed to the accomplishment being claimed.

(j) Evidence Purchase - This block should contain a rating and/or field office identifier if purchases of evidence, e.g., drugs, stocks and bonds, etc., contributed to the accomplishment being claimed.

(k) Informant/Cooperative Witness Information - This block should contain a rating if information received from an informant/cooperative witness or an asset contributed to the accomplishment being claimed.

(l) Lab. Div Exams - This block should contain a rating if an examination conducted by the FBI Laboratory related to the accomplishment being claimed.

(m) |Lab|Field Support - This block should contain a rating if the FBI Laboratory provided field support in the case and such support related to the accomplishment being claimed. This should include work performed by the Special Projects Section of the Laboratory.

(n) Pen Registers - This block should contain a rating if information derived from a pen register relates to the accomplishment being claimed.

(o) Photographic Coverage - This block should contain a rating if photographic coverage contributed to the accomplishment being claimed.

(p) Polygraph Assistance - This block should contain a rating if a polygraph was used in connection with the accomplishment being claimed.

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(q) Search Warrants Executed - This block should contain a rating if a search warrant was executed and contributed to the accomplishment being claimed.

(r) Show Money Usage - This block should contain a rating if the use of show money contributed to the accomplishment being claimed.

(s) SOG Asst - This block should be rated each time a Special Operations Group (SOG) surveillance squad contributes, in any manner, to the accomplishment being claimed.

(t) SWAT Team Action - This block should contain a rating if action taken by the SWAT team contributed to the accomplishment being claimed.

(u) Tech. Agt. or Equip - This block should be rated if the field office's technical trained Agent or any technical equipment was used in connection with the accomplishment being claimed.

(v) Phone Toll Records - This block should contain a rating if information derived from telephone toll records relates to the accomplishment being claimed.

(w) UCO Group I - This block should be rated only if a Group I Undercover Operation (UCO) directly influenced the accomplishment being claimed.

(x) UCO Group II - This block should be rated only if a Group II UCO directly influenced the accomplishment being claimed.

(y) UCO-National Backstopping - This block should contain a rating when the resulting statistical accomplishment is from a case wherein the services of the National Backstopping System (NBS) were used.



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(z) NCAVC/VI-CAP - This block should be rated when the National Center for the Analysis of Violent Crime (NCAVC)/Violent Criminal Apprehension Program (VI-CAP) influenced the accomplishment being claimed. (See MIOG, Part I, Section 252-14.)

(aa) Criminal Intelligence Assistance - This block should contain a rating when any statistical accomplishment was achieved with the assistance of: a JDIG/RDIS/CIS or other intelligence squad; the FBI/DEA United States Customs Special Division (SOD); El Paso Intelligence Center (EPIC); Financial Crime Enforcement Network (FinCEN); FBIHQ Intelligence Sections (OIU/IDU); National Drug Intelligence Center (NDIC); Defense Intelligence Agency (DIA)/Dominant Chronicle; investigations conducted within a Racketeering Enterprise Investigation (REI); any case support provided by an Intelligence Research Specialist (IRS) and/or any referral or case support provided by an intelligence entity not previously listed.

(bb) Crisis Neg. - Fed. - This block should contain a rating for all situations where FBI crisis negotiators are deployed in cases where the Bureau has investigative jurisdiction. These incidents will include bank robberies, kidnappings, hijackings, barricaded fugitives, and other potential or actual hostage, barricade, suicide, and kidnap events.

(cc) Crisis Neg. - Local - This block should contain a rating for all other situations where FBI crisis negotiators are deployed in support of local, state, federal, or foreign agencies. Support included but is not limited to providing advice, consultations, equipment, strategy recommendations, and personality assessment.

(dd) ERT Assistance - This block should contain a rating if the Evidence Response Team (ERT) assistance was provided and contributed to the accomplishment being claimed.

(ee) Butte-ITC - This block should contain a rating for all instances where the Butte Information Technology Center provided assistance relating to the accomplishment being claimed.

(ff) Savannah-ITC - This block should contain a rating for all instances where the Savannah Information Technology Center provided assistance relating to the accomplishment being claimed.

(gg) Pocatello - Western Regional Computer Support

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Center (WRCSC) - This block should contain a rating for all instances where the Pocatello WRCSC provided assistance relating to the accomplishment being claimed.

(hh) Ft. Monmouth - Northern Regional Computer Support Center (NRCSC) - This block should contain a rating for all instances where the Ft. Monmouth NRCSC provided assistance relating to the accomplishment being claimed.

(ii) Foreign Language Assistance - This block should contain a rating if foreign language assistance was provided and contributed to the accomplishment being claimed.

(jj) Non-FBI Laboratory Examinations - This block should contain a rating if laboratory examinations outside the FBI were conducted and contributed to the accomplishment being claimed.

EFFECTIVE: 07/07/97

3-5.2.4 Complaint/Information/Indictment (Block A)

(1) One of the three blocks must be checked to identify if the complaint/information/indictment claimed was Federal, Local or International. The date of the complaint/information/indictment should be entered on the line by the appropriate accomplishment. If the complaint is a Civil/Rico complaint, the block must be checked. The subject's name and identifying data must be entered in block L. If the subject is related to an LCN, Asian Organized Crime (AOC), or Italian Organized Crime (IOC) Group when claiming an indictment, a check must be indicated in block L. If the subject is related to an OC/Drug Organization or a VCMO Program relating to street gangs involved in drugs which caused a disruption/dismantlement of an organization, a check must be indicated in block L. If either one of the blocks are checked, an FD-515a Side 1 and/or Side 2 must be completed and attached to the FD-515. (See also MAOP, Part II, 3-5.2 (6) and (7).) The U.S. Code Title, Section, and number of counts MUST be entered in block I for all federal complaints, informations, and/or indictments. (See 3-5.2.12 (1)(a).)

(2) If an indictment is returned or a complaint or information is filed as a result of a subsequent or unrelated investigation of the same subject, then a separate and new statistical accomplishment can be claimed for the subject.

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(3) Statistics on "No Bills" are not to be reported.

(4) Deleted

(5) A superseding indictment should not be claimed on a subject that was previously indicted, unless the prior indictment claimed was dismissed.

(6) Multiple accomplishments (i.e., an information and an indictment) can be claimed on the same form as long as the U.S. Code violations are the same. If the violations differ, separate FD-515s must be prepared for each accomplishment.

EFFECTIVE: 07/07/97

3-5.2.5 Locate/Arrest (Block B)

(1) When claiming a locate or an arrest, the block must be checked indicating if the accomplishment was federal, local, or international. See (2), (3), and (4) below for claiming federal/local/international arrest. The subject priority for an arrest/locate should also be checked. Each priority is classified into three categories or priorities - A, B, or C as explained in (a), (b), and (c). The date of the locate/arrest should be entered on the line provided by the appropriate accomplishment.

(a) Priority A is for subjects wanted for crimes of violence against the person (i.e., murder, manslaughter, forcible rape, robbery, and aggravated assault), or convicted of such crimes in the past five years.

(b) Priority B is for subjects wanted for crimes involving the loss or destruction of property valued in excess of \$25,000 or convicted of such crimes in the past five years.

(c) Priority C is for all other subjects.

(2) FEDERAL ARREST - The federal arrest block should be checked when a subject, regardless of fugitive status, is arrested in a BUREAU or NON-BUREAU case by FBI Agents either acting alone or in conjunction with other law enforcement officers. The subject's name

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and identifying data must be entered in block L. No arrest credit is allowed if a subject of a Bureau case is arrested by another law enforcement agency without any assistance from the FBI. In those situations where no FBI Special Agents are present and the subject of an FBI investigation is arrested by non-FBI personnel who are members of an FBI-led task force, the arrest should be claimed as a federal arrest.

(3) LOCAL ARRESTS - The local arrest block should be checked when a subject of a non-Bureau case is arrested without the participation of FBI Agents IF THE FBI SIGNIFICANTLY CONTRIBUTED to the probable cause supporting the arrest warrant. If there is no open case file pertaining to the subject of the local arrest, the accomplishment should be reported to the zero file of the most appropriate classification. An explanation of the circumstances can accompany the FD-515 and be entered in the ISRAA narrative screen; however, supporting documentation must be included in the case file. The subject's name and identifying data must be entered in block L.

(4) INTERNATIONAL ARRESTS - The international block should be checked when a subject of a Bureau or non-Bureau case is arrested without the participation of FBI Agents; however, the FBI must have "significantly contributed" to the probable cause supporting the arrest warrant. A brief explanation of the circumstance can accompany the FD-515 and be entered in the ISRAA narrative screen; however, supporting documentation must be included in the case file. An international arrest can also be claimed wherein FBI Agents participated in the arrest on foreign soil. In all circumstances, supporting documentation must be included in the case file.

(5) SUBJECT RESISTED - This block should be checked if the arrested subject physically resisted at the time of the arrest. It is when the Agent has to use MORE THAN NORMAL physical effort when making the apprehension that the subject should be considered as physically resisting arrest.

(6) SUBJECT WAS ARMED - This block should be checked if the arrested subject was armed with any type of firearm or knife that the Agent would consider to be a dangerous weapon. Other instruments such as an ice pick, a screwdriver, a lead pipe, etc., should also be considered dangerous weapons if the subject would not normally carry the item in his or her legitimate trade or business.

(7) LOCATE - FEDERAL, LOCAL, INTERNATIONAL

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(a) An accomplishment should be recorded in this category when the FBI obtains information concerning the EXACT location of a NON-BUREAU FUGITIVE and as a result of this information the fugitive is arrested by another federal, state/local or international law enforcement agency. The subject's name and identifying data must be entered in block L. A full explanation of the circumstances can accompany the FD-515.

(b) An accomplishment should be recorded when a Bureau fugitive is arrested by another law enforcement agency when the arrest was based on information received from the National Crime Information Center (NCIC) or from the FBI's Criminal Justice Information Services Division. In these situations, the field office that covers the area where the subject was apprehended should report the locate since that office would normally be responsible for interviewing and processing the subject. The subject's name and identifying data must be entered in block L. A full explanation on how arrestee was identified as a Bureau fugitive can accompany the FD-515.

(c) An accomplishment should be recorded in this category if, as a direct result of FBI investigation, a Bureau fugitive surrenders to another federal, state/local or international law enforcement agency. The subject's name and identifying data must be entered in block L. A full explanation of the circumstances can accompany the FD-515 and be entered in the ISRAA narrative screen.

(8) SUMMONS - (Block C)

(a) FEDERAL SUMMONS - This block should be checked when an FBI subject appears in response to a summons issued by a federal court. The date of the summons should be entered on the line provided. The subject's name and identifying data must be entered in block L.

(b) LOCAL SUMMONS - This block should be checked for local summons (i.e., state or local criminal summons) if the FBI significantly contributed to the probable cause supporting the issuance of the summons. If there is no open case file pertaining to the subject of the summons, the accomplishment should be reported to the zero file of the most appropriate classification. A full explanation of the circumstances should be included in the case file. The date of the local summons should be entered on the line provided. The subject's name and identifying data must be entered in block L.

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3-5.2.6 Hostage(s) Released or Child Located (Block|D|)

(1) HOSTAGE(S) RELEASED BY TERRORISTS - This block should be checked when the FBI played a substantial role in the release effort. The date when the hostages were released and the number of hostages released who were being held by terrorists should be entered on the appropriate lines.

(2) HOSTAGE(S) RELEASED BY OTHER - This block should be checked when the FBI played a substantial role in the release effort. The date when the hostages were released and the number of hostages released in all situations other than terrorist should be entered on the appropriate lines.

(3) CHILD LOCATED - The date when a missing or kidnapped child was located by the FBI should be entered on the appropriate line. The child's name must be entered in block|L|.

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3-5.2.7 Recovery/Restitution/Potential Economic Loss
Prevented (Block|E|)

(1) PROPERTY TYPE - A list of 11 different property categories for recoveries appears on the reverse side of the FD-515. The stat Agent is required to classify the item, or items, recovered as one of the following property types. Two blocks have been provided for multiple item recoveries (e.g., the recovery of a truck loaded with television sets--the value of the truck would be coded to property type 4, and the value of the televisions to type 3). If there are more than two categories of items recovered, an additional FD-515 or a plain sheet of paper can be attached for the third and subsequent categories.

(a) Cash (Property Type 1) - All U.S. or foreign currency or coin recovered should be classified as property type 1. Food stamps and military script recovered should also be included in

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this category. Rare currency or coin collections should be considered as property type 9 (Art, Antiques or Rare Collections).

(b) Stocks, Bonds or Negotiable Instruments

(Property Type 2) - All stocks, bonds or negotiable instruments should be classified as property type 2. These items must have a face, par, stated or market value. Negotiable instruments would include checks, travelers' checks, money orders, letters of credit, bills of lading, certificates of deposit, promissory notes, drafts, etc.

(c) General Retail Merchandise (Property Type 3) -

This is a broad category which encompasses any item, for which there is no other specific category, that has a retail value and is to be sold to the general public. A few examples of general retail merchandise would be clothing, food, liquor, cigarettes, television sets, refrigerators, washing machines, radios, china, general purpose tools, small appliances, furniture (see property type 9 for antiques), rugs and carpets, general purpose auto parts (e.g., tires, spark plugs, etc.), hardware items, lawn mowers, bicycles, sporting goods, general household items (e.g., vacuum cleaners, clocks, etc.), general purpose farm equipment and products, general purpose office equipment (e.g., typewriters, calculators, etc.), pharmaceuticals, etc.

(d) Vehicles (Property Type 4) - Any vehicle

recovery should be recorded as property type 4. Vehicles would include automobiles, trucks, tractors and trailers, campers, motorcycles, mopeds, road building vehicles, farm vehicles, military vehicles, aircraft, boats, etc.

(e) Heavy Machinery or Equipment (Property Type 5) -

The value of any heavy machinery or equipment recovered should be coded as property type 5. A few examples of heavy machinery or equipment might be large electric or diesel motors, generators, compressors, electronic and avionics equipment, heating and air conditioning equipment, boilers, construction machinery and equipment, farm machinery and equipment, heavy office machinery (e.g., large scale computers, large scale photocopying equipment, etc.), heavy medical machinery or equipment.

(f) Aircraft (Property Type 6) - Any aircraft

recovered should be coded as property type 6. Aircraft should include any structure or machine designed to travel through the air; airplane, airship, helicopter, jet, etc.

(g) Jewelry (Property Type 7) - All jewelry

recovered should be coded as property type 7. In addition to the

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normal items of jewelry, unset precious and semiprecious stones should be included in this category.

(h) Vessels (Property Type 8) - The recovery of any vessel should be coded as property type 8. Vessels should include small boats, yachts, ships, etc.

(i) Art, Antiques or Rare Collections (Property Type 9) - Recoveries of works of art, antiques or rare collections should be coded as property type 9. Art work would include any item that has value because of its artistic qualities. Antiques would include items that derive their value primarily from their age and scarcity. Rare collections would include coin and currency collections, stamp collections, gun collections and the like.

(j) Real Property (Property Type 11) - The recovery of real property should be coded as property type 11. Real property as distinguished from personal property should include land and whatever is erected, growing on, or affixed to land.

(k) All Other Recoveries (Property Type 20) - Property type 20 should be used for the recovery of all items that cannot be classified in property types 1 through 11 as explained above.

(2) FEDERAL/LOCAL/INTERNATIONAL RECOVERIES

(a) Federal Recoveries - General - When stolen or illegally possessed items with intrinsic value are recovered by Agents, the "Federal" block should be checked, the date of the recovery should be indicated, the appropriate property type codes should be classified as explained in the previous section and the value of the items should be recorded in the amount blocks. A succinct statement setting forth the basis for claiming the recovery can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(b) Joint Investigation Recoveries - When items are recovered during joint investigations with another law enforcement agency, the recovery can be claimed if (1) an FBI Agent actually takes part in the recovery, AND (2) the FBI has an investigative interest in the matter--meaning a case concerning the matter has been (or will be) opened. (See MIOG, Part I, 46-1.12(10) and 209-2.)

(c) Local Recoveries - In those instances when

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recoveries are made exclusively by local law enforcement (state, county, or city), the recovery may be claimed by the FBI as a "Local" recovery when information which led to the recovery was developed, in its entirety, from an FBI investigation and/or source/informant information. The date of the recovery should be indicated; the "Local" block should be checked, and the appropriate property type code with the value of the item should be recorded in the blocks provided. A succinct statement setting forth the basis for claiming a local recovery can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(d) International Recoveries - In those instances when recoveries are made exclusively by international law enforcement, the recovery may be claimed by the FBI as an "International" recovery when information which led to the recovery was developed, in its entirety, from an FBI investigation and/or source/informant information. The "International" block should be checked, the date of the recovery should be indicated, and the appropriate property type code with the value of the item should be recorded in the block(s) provided. A succinct statement setting forth the basis for claiming an international recovery may accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(e) Value of Items Recovered - An explanation of the valuation of the items recovered can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

1. Actual Value - New items just purchased and the value can be substantiated from price tags, invoices, or receipts. Items stolen from a merchant should be the cost of the item to the merchant (wholesale cost--not retail).

2. Fair Market Value - All depreciable or fluctuating items should be valued at their fair market value when the fair market value is readily obtainable. Sources of fair market might be the stock market quotation from the daily newspaper, from used car "blue" or "red" books, from dealers in comparable items, etc.

3. The value of drugs, including cannabis, should not be reported on an FD-515. Submission of the Drug Enforcement Administration's (DEA) Form 7 to the DEA is the only requirement for reporting the recovery or seizure of drugs.

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(f) Property Valued at \$1,000,000 or more - A concise explanation on plain paper should accompany the FD-515. An explanatory electronic communication IS NOT required. The explanation should include the circumstance of the recovery and the basis used for valuation. All values of \$1,000,000 or more will be evaluated and approved by the appropriate substantive division at FBIHQ. The FBIHQ program manager must ensure that the recovery claim is uniform in basis, fully justifiable and supportable. FBIHQ will approve/disapprove the recoveries by indicating an "A" for approval or "D" for disapproval in ISRAA. (See MAOP, Part II, 3-5.1 (1).)

(g) The value of property seized under a court-ordered forfeiture should not be reported on an FD-515. Submission of the "Record of Seized Property" Form (FD-635) is the only requirement for court-ordered forfeitures.

(3) RESTITUTION - FEDERAL/LOCAL/INTERNATIONAL - An accomplishment should be recorded in this category for each instance wherein restitution is imposed by the court at the time of sentencing of a subject. The "Federal," "Local," or "International" block should be checked; the date of the restitution should be entered; and the block checked distinguishing if the restitution was court ordered or a pretrial diversion agreement. All restitutions should be recorded as property type code 1 (cash) unless the sentence specifically states otherwise. No claim is allowed in this category reflecting indemnifications by a subject to a victim that has NOT been court ordered. Such claims may be considered as recoveries if it can be shown that such was made as a direct result of the investigation. An explanation can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(4) POTENTIAL ECONOMIC LOSS PREVENTED (PELP) - FEDERAL, LOCAL, OR INTERNATIONAL - The "Federal," "Local," or "International" block should be checked, the date of the PELP, the appropriate PELP code and the amount of the loss prevented should be indicated in the block. If there are more than one PELP-type categories to be claimed, an additional FD-515 or a plain sheet of paper can be attached for the second and subsequent categories. Seven different PELP-type codes appear on the reverse side of the FD-515. The case Agent is required to classify the loss prevented in one of the following categories:

(a) Counterfeit Stocks, Bonds, Currency or Negotiable Instruments (PELP Type 22) - The face value of recovered counterfeit stocks, bonds, currency or negotiable instruments should be recorded as a PELP. If a counterfeit stock or bond has no face

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value, or if a counterfeit negotiable instrument is recovered in blank, the PELP cannot be claimed.

(b) Counterfeit or Pirated Sound Recordings or Motion Pictures (PELP Type 23) - The recovery of counterfeit or pirated sound recordings or motion pictures should be classified as PELP type 23. The amount claimed should be the retail price established by the seller of the counterfeit tape.

(c) Bank Theft Scheme Aborted (PELP Type 24) - If a bank theft scheme is discovered and aborted prior to its fruition by actions of the FBI, and if the amount of the scheme is known, a PELP may be claimed as PELP type 24. If the amount of theft scheme is unknown, no PELP can be claimed.

(d) Ransom, Extortion or Bribe Demand Aborted (PELP Type 25) - The amount of ransom, extortion or bribe demand aborted prior to payment by actions of the FBI, can be claimed as a PELP and should be coded type 25. The amount of the PELP should be the amount of the demand.

(e) Theft From, or Fraud Against, Government Scheme Aborted (PELP Type 26) - Any theft from, or fraud against, the government scheme discovered and aborted by the FBI before the loss is actually realized, can be claimed as PELP type 26 if the amount of the potential loss is stated or is obvious.

(f) Commercial or Industrial Theft Scheme Aborted (PELP Type 27) - Any theft scheme against a commercial or industrial firm that is aborted by the FBI prior to its fruition should be claimed as a PELP type 27 only if the value of the loss is stated.

(g) All Other Potential Economic Loss Prevented (PELP Type 30) - Any PELP that cannot be classified in the above categories should be considered PELP type 30. These claims should be described briefly on a separate sheet of paper and attached to the FD-515. The value of these PELP claims should be reasonable and fully justifiable. The basis for the valuation of the claim should be clearly stated.

(h) All PELP accomplishments claimed should have supporting documentation included in the case file. PELP claims of \$5,000,000 or more WILL NOT require an electronic communication to FBIHQ; however, a statement justifying the amount claimed must be included in the narrative screen in ISRAA to explain the circumstances of the PELP and the value claimed. (See MAOP, Part II)

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3-5.1 (1.)

(i) PELP claims of \$5,000,000 and over will be evaluated and approved by the appropriate substantive division at FBIHQ. The FBIHQ program manager must ensure that the PELP claim is uniform in basis, fully justifiable and supportable. FBIHQ will approve/disapprove the PELP by indicating an "A" for approval or "D" for disapproval in ISRAA.

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3-5.2.8 Civil/RICO Matters or Other Civil Matters (Block F)

(1) In reporting Civil/RICO accomplishments, a Civil/RICO complaint must be claimed on the subject prior to completing this block.

(2) The date of the judgment, judicial outcome and/or fines or restitution should be entered in block F. The name and identifying data must be entered in block L.

(3) The judgment emanating from the Civil/RICO complaint should be entered on the judgment line using the appropriate code from the reverse side of the FD-515. Report the above data for every defendant including defendant entities.

(4) One or more judicial outcomes resulting from the various court judgments should be entered on the judicial outcome line (see reverse side of the FD-515 for the appropriate judicial outcome codes). Up to five judicial outcomes can be claimed for a particular accomplishment. The additional judicial outcomes can be entered on an additional FD-515 or on a plain sheet of paper for entries.

(5) Fines and/or restitution, pre-filing settlements or any other civil remedy should be entered on the appropriate line at imposition. The amount claimed should be entered in the appropriate space on the FD-515. When a fine, restitution or pre-filing settlement is claimed, ensure that the judicial outcome code of either FI for fine, PS for pre-filing settlement, or RN for restitution, is included as a judicial outcome.

(6) The amount of years/months suspended should be

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indicated in the appropriate block.

(7) The U.S. code violations must also be included in block I.

(8) A succinct narrative page describing the FBI's investigative efforts, which significantly contributed to the successful civil remedy, should be entered. The above justification narrative should be reviewed and approved by the appropriate substantive Supervisory Special Agent before the civil remedy is recorded in the Integrated Statistical Reporting and Analysis Application (ISRAA).

EFFECTIVE: 07/07/97

| 3-5.2.9 | Deleted |

EFFECTIVE: 11/17/94

| 3-5.2.10 Administrative Sanctions (Block G) |

(1) Administrative Sanctions - General

(a) Every subject, individual or corporation in an FBI investigation which involves a suspension, debarment, or injunction from doing business with a federal agency or agencies should be reported in the space provided in block G. The date of the sanction should be indicated and the type of sanction should be checked. The name and identifying data must be entered in block L.

(b) Suspensions, debarments, and injunction sanctions will be credited to the field offices where the action was initiated. In cases involving Rule 20 of the Federal Rules of Criminal Procedure, it is normally the office of origin that obtains the indictment and that office should report the sanction.

(2) Subject's Description Code - The subject's

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description code should be entered when reporting an administrative sanction. The eight general description codes are shown on the reverse side of the FD-515. The case Agent should select the most appropriate category which best describes the subject and the corresponding code should be entered on the front of the FD-515 for each subject where a sanction has resulted.

(3) Length - The length of time for the sanction should be reported on the FD-515 and expressed by either checking the block if the sanction is permanent or in years and months in the appropriate blocks.

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3-5.2.11 Conviction - Federal/Local/International (Block H)

(1) A conviction should be claimed at the time a subject enters a guilty plea or is found guilty by a jury. The Federal, Local, or International block must be checked when claiming a conviction. (See (e) below.)

(a) Every subject of an FBI investigation convicted in court should be reported in the space provided in block H. Only one conviction statistic should be reported when the conviction involves a single indictment, regardless of the number of counts. However, if a subject is charged and convicted as a result of a subsequent or unrelated investigation, a conviction statistic can be claimed for each. An explanation can be included with each FD-515 and be entered in the ISRAA narrative screen when claiming two or more convictions on the same subject.

Only one conviction statistic should be claimed for a single subject who has been charged and convicted in multiple offenses, in the course of the investigation, even though the United States Attorney's Office (USAO) might have filed separate and distinct indictments for each of these same offenses. (For example, if a single subject is charged and convicted for ten bank robberies, then one (ten-count) indictment statistic and one conviction statistic can be claimed for this subject even if the USAO has filed ten separate indictments for each of the ten counts of bank robbery.)

(b) Convictions will be credited to the field

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offices where the indictment was obtained. In cases involving Rule 20 of the Federal Rules of Criminal Procedure, it is normally the office of origin that obtains the indictment and that office (the office of origin) should report the conviction and not the office where the subject enters the plea. However, when reporting Rule 20 convictions, the office of origin should enter the judicial district where the subject is pleading guilty on the Judicial District line.

(c) Deleted

(d) A conviction can be reported on a business or corporation. The description code of 8B should be indicated as the "subject description code." At the time of the sentencing, the sentencing date and the letters "NS" should be indicated on the sentence type line, which will allow the data entry personnel to bypass the "In-jail" category. The fine/restitution should be included on the appropriate line.

(e) It is permissible to claim a "Local" (state, county or local) or "International" conviction if the FBI's investigation significantly contributed to the successful local/international prosecution. The local or international block should be checked when claiming a local/international conviction. A succinct statement setting forth the basis for claiming a local/international conviction can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file. The procedures for claiming local/international convictions will be the same as the procedures for claiming federal convictions except where so noted. The state abbreviation where the local conviction occurred should be entered on the Judicial State line. The state and district for international convictions should be left blank. (See MIOG, Part I, 91-28.)

(2) REPORTING CONVICTIONS ON MULTIPLE SUBJECTS - The FD-515 is designed to accommodate one conviction per subject. If there are convictions on multiple subjects on the same case, a separate FD-515 must be prepared on EACH subject.

(3) CONVICTION DATE - The date of the conviction should be entered on the conviction date line.

(4) SUBJECT'S DESCRIPTION CODE - The subject's description code should be entered only when reporting a conviction. The eight general description codes are shown on the reverse side of the FD-515. The case Agent should select the most appropriate category which best describes the subject convicted and the

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corresponding code should be entered on the front of the FD-515. If a subject can be classified in more than one of the categories, the case Agent must select the most appropriate category in the circumstance.

| For subject description codes of 6F, 6G, or 6H, the Agency code must be included to identify which federal law enforcement agency the FBI encountered in corruption investigations that result in a conviction. |

| (5) | FELONY OR MISDEMEANOR - The felony or misdemeanor block must be checked when claiming a conviction. If a subject is convicted of both a felony and a misdemeanor, only the felony block should be checked.

| (6) | PLEA OR TRIAL - Depending on the individual circumstances, the plea or trial block must be checked.

| (7) | JUDICIAL STATE - The official two-letter U.S. Postal Service state abbreviation should be indicated on this line. If the state has no judicial district, the district space should be left blank.

| (8) | JUDICIAL DISTRICT - The identity of the judicial district is required when reporting a final judicial process. The district should be abbreviated as follows:

ND - Northern District
SD - Southern District
ED - Eastern District
WD - Western District
CD - Central District
MD - Middle District
-- - No District

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3-5.2.12 U.S. Code Violations - Title, Section, Counts;
(Block I)

(1) The title, section, and counts of the U.S. Code must be included for the following accomplishments: Federal complaints, informations, indictments, arrests, and convictions.

(a) Four blocks have been provided for the title, section, and counts of the U.S. Code violations. If the complaint, information, indictment, arrest, or conviction for the subject exceeds four different violations, the Agent must determine the four most relevant in the circumstance and report those in the blocks. Any additional violations can be included in the narrative. The main section number of the U.S. Code (and, whenever applicable, the subsection letter) should be indicated in the "Section" block. (See MAOP, Part II, 3-5.2.4.)

(b) Local and International convictions - When a local or international conviction is claimed, the title, section, and count block should be LEFT BLANK.

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3-5.2.13 Sentence (Block J)

(1) The sentencing data for every subject convicted of an FBI investigation should be reported in the space provided in block J. The date of the sentence should be entered on the sentence date line.

(2) SENTENCE TYPE

(a) The seven sentence type codes are shown on the reverse side of the FD-515. The sentence type can be ignored if the sentence only involves Time in Jail, Time Suspended, and Probation because ISRAA will automatically put the appropriate codes in the sentence type if values are indicated in the appropriate sentence term blocks.

(b) Deleted

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(c) If the subject receives an undetermined sentence under the Youth Correction Act, the letters "YC" should be entered on the sentence type line.

(d) If the subject is sentenced to 99 years including life in prison, the letters "LS" should be entered on the sentence type line. The 99 years should NOT be indicated in the in-jail term, but left blank.

(e) If the subject is sentenced to capital punishment, the letters "CP" should be entered on the sentence type line.

| (3) | SENTENCE TERM - GENERAL

(a) All CONSECUTIVE sentences are to be added together, and the total should be entered in the appropriate block.

(b) If the sentences are to run CONCURRENTLY with each other, the LONGEST SINGLE TERM IS TO BE RECORDED. Concurrent sentences should NOT be added together.

| (4) | SENTENCE TERM - IN-JAIL

(a) | Federal, Local and International | Cases - The number of years and months the subject is sentenced to jail should be entered in these blocks. For example, if the subject is convicted and sentenced to five years with four years suspended, the In-Jail term will be ONE year. The "Months" block should be limited to 11 months. So, if a subject is sentenced to 15 months, it should be recorded as 1 year and 3 months.

(b) If a subject is sentenced to "house arrest" the number of years/months should be entered in the In-Jail blocks.

| (5) | SENTENCE TERM - SUSPENDED - The portion of the sentence that has been suspended should be entered in these blocks. The block for "Months" should be limited to 11 months. Therefore, if the portion suspended is 19 months, the entry should be 1 year and 7 months.

| (6) | SENTENCE TERM - PROBATION - The probationary period should be entered in these blocks. The 11-month limitation in the "Months" block also pertains to probations. Therefore, if a subject is placed on probation for 25 months, it should be reported as 2 years and 1 month.

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(7) FINES - The total amount of all fines should be entered on this line.

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3-5.2.14 Acquittal/Dismissal/Pretrial Diversion (Block K)

(1) ACQUITTAL - The date of the acquittal should be indicated on the appropriate line. The subject's name and identifying data must be included in block L. If a subject is acquitted of all counts of an indictment except one and is convicted of that one count, the conviction--not the acquittal--should be reported.

(2) DISMISSAL - The date of the dismissal should be indicated on the appropriate line. The subject's name and identifying data must be included in block L. There should be no recording of dismissals in Unlawful Flight to Avoid Prosecution (UFAP) cases. The UFAP process is generally obtained by a complaint which is dismissed prior to obtaining a formal indictment or information, and, therefore, the dismissal should not be claimed. If an indictment or information is obtained and subsequently dismissed, then a dismissal should be claimed (this applies to all matters and is not limited to the Fugitive Subprogram).

(3) PRETRIAL DIVERSION - A pretrial diversion should be claimed for each subject diverted by the U.S. Attorney under this plan. A pretrial diversion accomplishment should also be claimed for juveniles who are handled under the Brooklyn Plan. If the diversionary period is terminated at any time prior to its expiration by the U.S. Attorney for breach of conditions and prosecution initiated, the results of the prosecution should be reported separately and it will NOT be necessary to submit another FD-515 to delete the previous reported pretrial diversion accomplishment. The date of the pretrial diversion should be indicated on the appropriate line. The subject's name and identifying data must be included in block L. No record is being kept of the title, section, counts, or the probationary period on pretrial diversions, and this information should NOT be reported on the FD-515.

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3-5.2.15 Subject Information - (Block|L|)

(1) Block|L| must be completed for all accomplishments claimed except for the following three accomplishments: Hostage(s) released, Recoveries, and PELPs. The subject's name, race (see race codes on reverse side of the FD-515), sex and date of birth must be indicated in this block when claiming an accomplishment. If available, the social security number should also be indicated.

(2) The subject information must be indexed in indices prior to claiming an accomplishment.

(3) If the subject is related to an LCN, Asian Organized Crime (AOC), or Italian Organized Crime (IOC) Group the square should be checked. If this square is checked, an FD-515a (Side 1) must be included only when an indictment/conviction is being claimed within the Organized Crime/Drug Program.

(4) If an indictment/conviction is reported and the subject is related to an OC/Drug Organization or a VCMO Program relating to street gangs involved in drugs, i.e., classification 166E, and the investigation disrupted or dismantled an organization, the square should be checked and an FD-515a (Side 2) must be completed. For further instructions, see MAOP, Part II, 3-5.2(7).

EFFECTIVE: 07/21/97

3-5.3 | Modified FD-515s (See MAOP, Part II, 3-5.2.2 (6) & MIOG,
Part I, 252-14:)|

When it is discovered that a previously submitted FD-515 contained an error, the following steps should be followed:

(1) | A photocopy| of the FD-515 containing the error should be taken.

(2) The word|"MODIFIED"| should be written boldly, in red,

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across the top and bottom of the photocopy.

(3) The correct information (not the increase or decrease) should be written in red next to, beneath or above the erroneous information. If there is no room next to, beneath or above the erroneous information, then an asterisk (*) should be used footnoting the correct information.

(4) The photocopy should be given to the appropriate person for data entry in ISRAA. The data entry personnel should date and initial the modified FD-515 in the upper right hand corner with a red pen.

(5) The photocopy of the FD-515 with the printed copy from ISRAA should be attached to the original copy in the case file within the field office file.

(6) A modified FD-515 should be prepared when a sentence, upon appeal, is overturned in any way within the same fiscal year.

EFFECTIVE: 11/30/93

3-5.4 Submission of Final Disposition Reports (R-84s) with FD-515s (See MAOP, Part II, 4-6; MIOG, Part II, 14-15.1.1(7).)

In any case, where a field office takes credit on an FD-515 for the arrest or conviction of an FBI subject in connection with violations of a federal law, the Office of Origin of the case must ensure that the Criminal Justice Information Services Division (CJIS) is advised of the final disposition or any amended disposition. This can be accomplished by forwarding a Final Disposition Form (R-84) to the CJIS Division. If the Office of Origin has determined that another field office or other criminal justice agency has already submitted the disposition to the CJIS Division, it is not necessary to forward the R-84. However, the Office of Origin must document in the investigative file the identity of the agency or auxiliary office which submitted the R-84 and similarly note such information in the "Remarks" section of the FD-515.

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SECTION 4. — LEGAL MATTERS

4-1 RECORD OF LEGAL TRAINING

Each field office is to maintain records of all legal training provided to FBI investigative personnel during each fiscal year. The information should include the date of each training session, topic(s) covered, length of instruction, name(s) of the instructor(s) and the number of attendees at each session. Such records should reflect compliance with the 16-hour Uniform Course of Legal Instruction as well as steps taken to correct any delinquencies. These records should be maintained from inspection to inspection.

EFFECTIVE: 08/14/86

4-2 REPORT OF STATE LEGISLATION (See MAOP, Part II, 4-8.)

Field offices covering state capitals are to promptly advise FBIHQ, Attention: Office of the General Counsel of the enactment of any state legislation or the introduction of any bill in a state legislature that affects FBI interests. The report should be captioned "State Legislation - (name of state)." In the absence of such legislation, the Chief Division Counsel is to prepare, annually on December 31, a certification that he/she has reviewed state legislation for the preceding year, with negative results. The certification need not be submitted to FBIHQ, but is to be maintained in field office files.

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4-3 REPORT OF LEGAL PROBLEMS (See MAOP, Part II, 4-8.)

All field offices are to prepare a quarterly report addressed to FBIHQ, Attention: Office of the General Counsel, by letter captioned "Legal Problems - name of office" regarding the following matters:

(1) Court action in which a court, in any criminal, civil, or military case, rules adversely to the prosecution on defendant's motion to suppress evidence obtained or offered by the FBI. Advise if adverse ruling is to be appealed.

(2) Court action in any case in which the court rules that an FBI complaint or an arrest warrant or affidavit for a search warrant was defective. Enclose with the letter a copy of the court order or opinion and a copy of the complaint or affidavit. Advise if appeal is being taken.

(3) Any ruling prejudicial to the prosecution, any mistrial declared or reversal of conviction which is the result of FBI action in the case. Enclose a copy of the court order or opinion. Advise if any appeal is being taken.

(4) Any ruling or opinion in which a court criticizes, condemns, or otherwise adversely comments on an FBI practice or technique in a particular case or a general practice or procedure of the FBI, regardless of whether the court orders suppression of evidence or other sanctions for the conduct. Enclose a copy of the court order or opinion.

(5) A legal problem of a policy nature affecting Bureau cases generally (as distinguished from a specific problem arising in a particular case) which must be resolved but cannot be resolved with the USA, magistrate, marshal, or other official at that level should be reported promptly. However, these problems are not included in the quarterly report.

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4-3.1 Preparation of Report

The quarterly report should reach FBIHQ on 3/15, 6/15, 9/15, 12/15, and should be prepared by the Chief Division Counsel to ensure that all relevant ramifications are identified and explained in detail. Identify the case by title and character in the body of the letter. Submit a report promptly where court action deserves immediate notification. Refer to such reports in the following quarterly report. Where no court action, as described, has occurred during a particular quarter, a report does not need to be submitted.

EFFECTIVE: 02/11/97

4-4 NOTIFICATION TO FBIHQ OF SIGNIFICANT CIRCUIT COURT
OPINIONS

Each office of prosecution, by close liaison with the office of the U.S. Attorney, should assure that it is promptly advised of any Circuit Court decision which has a significant impact on the operations of the FBI. Since the attorney of record (Assistant U.S. Attorney, generally) will be promptly informed of the disposition of his/her case by the appellate court, arrangements should be made for timely notification of these important decisions, either directly or through the case Agent, to the Chief Division Counsel. The Chief Division Counsel in turn should advise FBIHQ, Attention: Office of the General Counsel, of such cases. Communication of these decisions should be made by expeditious means (teletype, telephone), if deemed necessary by the Chief Division Counsel. A copy of the Circuit Court opinion should be obtained as quickly as possible and forwarded to the Office of the General Counsel, FBIHQ.

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4-5 PENDING CASES BEFORE UNITED STATES SUPREME COURT

The Legal Instruction Unit, Office of the General Counsel, will follow in the "Criminal Law Reporter" and/or "United States Law Week" all FBI cases appealed to the Supreme Court, and will advise the office of origin of the disposition of such cases in the Court.

EFFECTIVE: 09/09/94

4-6 SUBMISSION OF DISPOSITION FORM (R-84) TO FBIHQ (See MAOP, Part II, 3-5.4; MIOG, Part II, 14-15.1.1(7).)

In any case, where a field office takes credit on an FD-515 for the arrest or conviction of an FBI subject in connection with violations of a federal law, the Office of Origin of the case must ensure that the Criminal Justice Information Services Division (CJIS) is advised of the final disposition or any amended disposition. This can be accomplished by forwarding a Final Disposition Form (R-84) to the CJIS Division. If the Office of Origin has determined that another field office or other criminal justice agency has already submitted the disposition to the CJIS Division, it is not necessary to forward the R-84. However, the Office of Origin must document in the investigative file the identity of the agency or auxiliary office which submitted the R-84 and similarly note such information in the "Remarks" section of the FD-515.

EFFECTIVE: 07/19/95

4-7 CHIEF DIVISION COUNSEL, ASSOCIATE DIVISION COUNSEL, AND LEGAL ADVISORS (See MAOP, Part I, 3-2.21.)

(1) Chief Division Counsel - A Chief Division Counsel (CDC) shall be selected for each field office. In those offices where the CDC position has been upgraded to a term or permanent GS-14 or GS-15, the selection shall be in the following manner:

(a) Vacancies shall be advertised through the Executive Development and Selection Program (EDSP);

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(b) Candidates wishing to compete shall submit FD-638s to the Special Agents' Mid-Level Management Selection (SAMMS) Board and to the candidate's division head;

(c) Following review of the FD-638s, and consultation with the division head where the vacancy is located, the General Counsel will recommend a candidate to the SAMMS Board which is responsible for final selection.

Candidates for the above-described CDC position must: be Special Agent attorneys with at least three years of investigative experience; be members of the bar; and have completed the Basic Legal Advisors' In-Service.

Selection of CDCs for those positions not yet upgraded to a term or permanent GS-14 or higher grade shall be by the General Counsel, following consultation with the division head of the office where the vacancy exists. Such vacancies will be advertised through the EDSP; and candidates shall have the same qualifications as other CDCs described above.

(2) Associate Division Counsel (ADC) - Where justified by the nature, volume, and complexity of legal work, a field office is permitted one full-time, term GS-14 ADC, in addition to the CDC, for each 200 Special Agents represented by the Target Staffing Level of that office. Upon the recommendation of the Assistant Director in Charge (ADIC) or Special Agent in Charge (SAC), the General Counsel may approve the creation of the appropriate number of positions.

An ADIC/SAC may consider staffing the position of ADC with either an Agent or non-Agent attorney. The selection process will depend on the decision to use Agents or non-Agents. If competition is limited to Agents, selection and qualifications shall be the same as for CDCs as described above. If competition is opened to non-Agents, such applications will be considered along with the FD-638s submitted by Agent-attorneys as the result of a fieldwide posting through the EDSP.

(3) Legal Advisor - The term "Legal Advisor" shall continue to be used to describe an Agent-attorney who has completed the Basic Legal Advisors' In-Service, and is available to provide legal instruction or legal advice/assistance to FBI or other law enforcement personnel. Selection of Agent-attorneys to attend the Basic Legal In-Service shall be at the discretion of ADIC/SAC.

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EFFECTIVE: 05/19/97

4-8 DUTIES OF CHIEF DIVISION COUNSEL (CDC) AND ASSOCIATE
DIVISION COUNSEL (ADC) (See MAOP, Part II, 4-2, 4-3 and
4-9.)

(1) The CDC is the chief legal officer in an FBI field office. As such, the CDC is responsible to ensure the appropriate handling of all legal programs within the office, as well as to ensure that all legal problems that arise are appropriately addressed. The primary duties of the CDC include providing legal counsel and advice to office management, supervisors and investigators on administrative and operational matters; providing or assisting in the defense of litigation filed against the FBI and its employees; monitoring and reporting legal problems or matters of interest arising in the division; conducting necessary research; providing legal training to FBI and other law enforcement personnel; and establishing and maintaining liaison with the U.S. Attorney's office, state and local prosecutors, and other government attorneys involved in law enforcement. CDCs are also responsible for other legal duties that may be assigned or specifically approved by the Office of the General Counsel.

(2) The ADC shall work under the supervision of the CDC and shall perform those duties delegated or assigned by the CDC.

EFFECTIVE: 02/11/97

4-9 LEGAL ADVISORS (LA)

The LA is to assist the CDC and/or ADC in the duties described in 4-8.

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4-10 APPOINTMENT OF CHIEF DIVISION COUNSEL, ASSOCIATE DIVISION
COUNSEL AND LEGAL ADVISORS AS SPECIAL ASSISTANT UNITED
STATES ATTORNEYS

(1) Prior to the appointment of any Chief Division Counsel, Associate Division Counsel or Legal Advisor (LA) as a Special Assistant United States Attorney (SAUSA) by the applicable United States Attorney (USA), the affected field office, through its Chief Division Counsel, must first obtain Office of the General Counsel (OGC) approval. The requesting electronic communication should contain the following information:

(a) The name and background of the proposed appointee. This should include the appointee's EOD date, legal education, bar membership, status in the Bureau's Legal Program and present investigative caseload.

(b) Information concerning the responsibilities of the proposed SAUSA position. This should include the name of the requesting USA and those responsibilities the USA proposes be assumed by the SAUSA.

(c) The reason the USA has made this request, i.e., the burden now carried by the USA which could be relieved by appointment of an SAUSA.

(d) The term and expiration date of the proposed appointment.

(e) SAC approval. This should include the SAC's assessment of the effectiveness of the SAUSA proposal and its benefit to the FBI. It should also include an opinion concerning any impact upon that office's ability to perform its investigative functions and the ability of the proposed SAUSA to fulfill his/her assigned duties as a Special Agent.

(2) If OGC approves the request it will include in its notification the following:

(a) Any limitations placed upon the responsibilities of the SAUSA. The proposed appointee will also be reminded that he/she is not to broaden these responsibilities without OGC approval and of any applicable restrictions found in Title 28, Code of Federal Regulations, Section 50.15 concerning representation matters or in Rule 6(e), Federal Rules of Criminal Procedure, regarding federal

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grand jury matters.

(b) That the proposed SAUSA is not to assume the additional SAUSA functions unless and until the requesting USA has received the appropriate DOJ approval pursuant to UNITED STATES ATTORNEYS' MANUAL, Sections 1-3.540, 10-2.230 and 9-11.352, and the SAUSA has executed the required oath of office.

(c) That the SAUSA is to serve without any compensation other than that which he/she is presently receiving under his/her appointment as a Special Agent of the FBI.

(3) When an appointment as an SAUSA is set to expire, an electronic communication must be sent to FBIHQ, Attention: Office of the General Counsel, advising whether the appointment will expire or be renewed. If the appointment is renewed under the same terms and conditions as previously approved, a request for continued authority should be submitted UACB. If a change in the duties, responsibilities or conditions is sought, the information identified in paragraph (1), above, must be provided.

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SECTION 5. PRESS - PUBLICITY

5-1 POLICY AND GUIDELINES FOR RELATIONS WITH NEWS MEDIA

EFFECTIVE: 02/28/78

5-1.1 Confidential Nature of FBI Operations

Instructions set forth in this section are not to be construed as contradictory of any other stated Bureau policy enunciated elsewhere governing the confidentiality of information encountered by FBI employees within the scope of their official duties.

EFFECTIVE: 02/28/78

5-1.2 Statutory Guidelines Covering News Media Relations

(1) The FBI's press policy is in strict conformance with instructions issued by the Department of Justice concerning the release of information by employees of that Department relating to criminal and civil proceedings.

(2) Those Departmental instructions are contained in Title 28, Section 50.2, of the Code of Federal Regulations, a verbatim restatement of which follows:

"(a) General. (1) The availability to news media of information in criminal and civil cases is a matter which has become increasingly a subject of concern in the administration of justice. The purpose of this statement is to formulate specific guidelines for the release of such information by personnel of Department of Justice. "(2) While the release of information for the purpose of influencing a trial is, of course, always improper, there are valid reasons for making available to the public information about the administration of the law. The task of striking a balance between the protection of individuals accused of crime or involved in civil proceedings with the Government and public understandings of the problems of controlling crime and administering government depends largely on the exercise of sound judgment

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by those responsible for administering the law and by representatives of the press and other media. "(3) Inasmuch as the Department of Justice has generally fulfilled its responsibilities with awareness and understanding of the competing needs in this area, this statement, to a considerable extent, reflects and formalizes the standards to which representatives of the Department have adhered in the past. Nonetheless, it will be helpful in ensuring uniformity of practice to set forth the following guidelines for all personnel of the Department of Justice. "(4) Because of the difficulty and importance of questions they raise, it is felt that some portions of the matters covered by this statement, such as the authorization to make available Federal conviction records and a description of items seized at the time of arrest, should be the subject of continuing review and consideration by the Department on the basis of experience and suggestions from those within and outside the Department.

"(b) Guidelines to criminal actions. (1) These guidelines shall apply to the release of information to news media from the time a person is the subject of a criminal investigation until any proceeding resulting from such an investigation has been terminated by trial or otherwise. "(2) At no time shall personnel of the Department of Justice furnish any statement or information for the purpose of influencing the outcome of a defendant's trial, nor shall personnel of the Department furnish any statement or information, which could reasonably be expected to be disseminated by means of public communication, if such a statement or information may reasonably be expected to influence the outcome of a pending or future trial. "(3) Personnel of the Department of Justice, subject to specific limitations imposed by law or court rule or order, may make public the following information:

"(i) The defendant's name, age, residence, employment, marital status, and similar background information.

"(ii) The substance or text of the charge, such as a complaint, indictment, or information.

"(iii) The identity of the investigating and/or arresting agency and the length or scope of any investigation.

"(iv) The circumstances immediately surrounding an arrest, including the time and place of arrest, resistance, pursuit, possession and use of weapons, and a description of physical items seized at the time of arrest.

"Disclosures should include only incontrovertible, factual matters, and should not include subjective observations. In addition, where background information or information relating to the circumstances of an arrest or investigation would be highly prejudicial or where the

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release thereof would serve no law enforcement function, such information should not be made public.

"(4) Personnel of the Department shall not disseminate any information concerning a defendant's prior criminal record. "(5) Because of the particular danger of prejudice resulting from statements in the period approaching and during trial, they ought strenuously to be avoided during that period. Any such statement or release shall be made only on the infrequent occasion when circumstances absolutely demand a disclosure of information and shall include only information which is clearly not prejudicial. "(6) The release of certain types of information generally tends to create dangers of prejudice without serving a significant law enforcement function. Therefore, personnel of the Department should refrain from making available the following:

"(i) Observations about a defendant's character.

"(ii) Statements, admissions, confessions, or alibis attributable to a defendant, or the refusal or failure of the accused to make a statement.

"(iii) Reference to investigative procedures such as fingerprints, polygraph examinations, ballistic tests, or laboratory tests, or to the refusal by the defendant to submit to such tests or examinations.

"(iv) Statements concerning the identity, testimony, or credibility of prospective witnesses.

"(v) Statements concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at trial.

"(vi) Any opinion as to the accused's guilt, or the possibility of a plea of guilty to the offense charged, or the possibility of a plea to a lesser offense.

"(7) Personnel of the Department of Justice should take no action to encourage or assist news media in photographing or televising a defendant or accused person being held or transported in Federal custody. Departmental representatives should not make available photographs of a defendant unless a law enforcement function is served thereby. "(8) This statement of policy is not intended to restrict the release of information concerning a defendant who is a fugitive from justice. "(9) Since the purpose of this statement is to set forth generally applicable guidelines, there will, of course, be situations in which it will limit the release of information which would not be prejudicial under the particular

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circumstances. If a representative of the Department believes that in the interest of the fair administration of justice and the law enforcement process information beyond these guidelines should be released, in a particular case, he shall request the permission of the Attorney General or the Deputy Attorney General to do so. "(c) Guidelines to civil actions. Personnel of the Department of Justice associated with a civil action shall not during its investigation or litigation make or participate in making an extrajudicial statement, other than a quotation from or reference to public records, which a reasonable person would expect to be disseminated by means of public communication if there is a reasonable likelihood that such dissemination will interfere with a fair trial and which relates to:

"(1) Evidence regarding the occurrence or transaction involved.

"(2) The character, credibility, or criminal records of a party, witness, or prospective witness.

"(3) The performance or results of any examinations or tests or the refusal or failure of a party to submit to such.

"(4) An opinion as to the merits of the claims or defenses of a party, except as required by law or administrative rule.

"(5) Any other matter reasonably likely to interfere with a fair trial of the action."

EFFECTIVE: 02/22/82

5-1.3 Department of Justice Policy on Public Comments by
Department of Justice Employees to the News Media
Regarding Investigations, Indictments and Arrests

In addition to the statutory guidelines contained in Title 28, Section 50.2, of the Code of Federal Regulations, the following directive was issued by the Attorney General as sweeping new Department policy on January 14, 1993:

"I. PURPOSE - The purpose of this policy statement is to establish specific guidelines consistent with the provisions of 28 CFR 50.2 governing the release of information relating to criminal and civil cases and matters by all components (FBI, DEA, INS, BOP, USMS, USAO, and DOJ divisions) and personnel of the Department of Justice. These

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guidelines are: 1) fully consistent with the underlying standards set forth in this statement and with 28 CFR 50.2; 2) in addition to any other general requirements relating to this issue; 3) intended for internal guidance only; and 4) do not create any rights enforceable in law or otherwise in any party.

"II. GENERAL PRINCIPLES

"(A) INTERESTS MUST BE BALANCED - These guidelines recognize three principle interests that must be balanced: the right of the public to know; an individual's right to a fair trial; and, the government's ability to effectively enforce the administration of justice.

"1. NEED FOR CONFIDENTIALITY - Careful weight must be given in each case to protecting the rights of victims and litigants as well as the protection of the life and safety of other parties and witnesses. To this end, the Courts and Congress have recognized the need for limited confidentiality in:

"a. Ongoing operations and investigations;

"b. Grand jury and tax matters;

"c. Certain investigative techniques; and,

"d. Other matters protected by the law.

"2. NEED FOR FREE PRESS AND PUBLIC TRIAL - Likewise, careful weight must be given in each case to the constitutional requirements of a free press and public trials as well as the right of the people in a constitutional democracy to have access to information about the conduct of law enforcement officers, prosecutors and courts, consistent with the individual rights of the accused. Further, recognition should be given to the needs of public safety, the apprehension of fugitives, and the rights of the public to be informed on matters that can affect enactment or enforcement of public laws or the development or change of public policy.

"These principles must be evaluated in each case and must involve a fair degree of discretion and the exercise of sound judgment, as every possibility cannot be predicted and covered by written policy statement.

"III. AUTHORITY FOR MEDIA RELATIONS

"A. GENERAL RESPONSIBILITY - Final responsibility for all matters

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involving the news media and the Department of Justice is vested in the Director of the Office of Policy and Communications (OPC) who will designate principal points of contact within the Office of Public Affairs, a component of OPC. The Attorney General is to be kept fully informed of appropriate matters at all times.

"Responsibility for all matters involving the local media is vested in the U.S. Attorney.

"B. DESIGNATION OF MEDIA REPRESENTATIVE - Each United States Attorney's Office and each field office of the various components of the Department shall designate one or more persons to act as a point of contact on matters pertaining to the media.

"In United States Attorneys' offices or field offices where available personnel resources do not permit the assignment of a full time point of contact for the media, these responsibilities should be assigned to a clearly identified individual. (This, of course, could be the United States Attorney or field office head.)

"IV. COORDINATION WITH THE OFFICE OF POLICY AND COMMUNICATIONS

"A. DEPARTMENT OF JUSTICE COMPONENTS - The public affairs officers at headquarters level of the Federal Bureau of Investigation, Drug Enforcement Administration, Immigration and Naturalization Service, Bureau of Prisons, United States Marshals Service, Office of Justice Programs, and Community Relations Service are responsible for coordinating their news media effort with the Director of OPC.

"B. UNITED STATES ATTORNEYS - Recognizing that each of the 93 United States Attorneys will exercise independent discretion as to matters affecting their own districts, the United States Attorneys are responsible for coordinating their news media efforts with the Director of OPC in cases that transcend their immediate district or are of national importance.

"C. PROCEDURES TO COORDINATE WITH OPC - In order to promote coordination with the OPC, all components of the Department shall take all reasonable steps to insure compliance with the following:

"1. International/National/Major Regional News

"As far in advance as possible, OPC should be informed about any issue that might attract international, national, or major regional media interest. However, the OPC should be alerted not to comment or disseminate any information to the media concerning such issues

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without first consulting with the United States Attorney.

"2. News Conferences

"Prior coordination with OPC is required of news conferences of national significance.

"3. Requests from National Media Representatives
(TV, Radio, Wire Service, Magazines, Newspapers)

"OPC should be informed immediately of all requests from national media organizations, including the television and radio programs (such as the nightly news, Good Morning America, Meet the Press and Sixty Minutes), national wire services, national news magazines and papers (such as the New York Times, U.S.A. Today, and the Wall Street Journal) regarding in-depth stories and matters affecting the Department of Justice, or matters of national significance.

"4. Media Coverage Affecting DOJ

"When available, press clippings and radio/television tapes involving matters of significance should be forwarded to OPC.

"5. Comments on Specific Issues (i.e., New Policies, Legislative Proposals, Budget)

"OPC should be consulted for guidance prior to commenting on new policies and initiatives, legislative proposals or budgetary issues of the Department. This should not be interpreted to preclude recitation of existing well-established Departmental policies or approved budgets.

"V. COORDINATION WITH THE UNITED STATES ATTORNEYS

"A. In instances where OPC or the headquarters of any division, component or agency of the Department issues a news release or conducts a news conference which may affect an office or the United States Attorney, such division, component, or agency will coordinate that effort with the appropriate United States Attorney.

"B. In instances where local field officers of any division or component plans to issue a news release, schedule a news conference or make contact with a member of the media relating to any case or matter which may be prosecuted by the United States Attorney's office, such release, scheduling of a news conference or other media contact shall be approved by the United States Attorney.

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"VI. RELEASE OF INFORMATION IN CRIMINAL AND CIVIL MATTERS

"The following policies shall apply to the release of information relating to all criminal and civil matters by components and personnel of the Department of Justice to the news media.

"1. Non-Disclosure of Information

"At no time shall any component or personnel of the Department of Justice furnish any statement or information that he or she knows or reasonably should know will have a substantial likelihood of materially prejudicing an adjudicative proceeding.

"2. Disclosable Information

"Department personnel, subject to specific limitations imposed by law or court rule or order and consistent with the provisions of these guidelines, may make public the following information in any criminal case in which charges have been brought:

"a. The defendant's name, age, residence, employment, marital status, and similar background information;

"b. The substance of the charge, limited to that contained in the complaint, indictment, information, or other public documents;

"c. The identity of the investigating and/or arresting agency and the length and scope of an investigation;

"d. The circumstances immediately surrounding an arrest, including the time and place of arrest, resistance, pursuit, possession and use of weapons, and a description of physical items seized at the time of arrest. Any such disclosures shall not include subjective observations; and

"e. In the interest of furthering law enforcement goals, the public policy significance of a case may be discussed by the appropriate United States Attorney or Assistant Attorney General.

"In civil cases, Department personnel may release similar identification material regarding defendants, the concerned government agency or program, a short statement of the claim, and the government's interest.

"3. Disclosure of Information Concerning Ongoing Investigations

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"a. Except as provided in subparagraph (b) of this paragraph, components and personnel of the Department shall not respond to questions about the existence of an ongoing investigation or comment on its nature or progress, including such things as the issuance or serving of a subpoena, prior to the public filing of the document.

"b. In matters that have already received substantial publicity, or about which the community needs to be reassured that the appropriate law enforcement agency is investigating the incident, or where release of information is necessary to protect the public interest, safety, or welfare, comments about or confirmation of an ongoing investigation may need to be made. In these unusual circumstances, the involved investigative agency will consult and obtain approval from the United States Attorney or Department Division handling the matter prior to disseminating any information to the media.

"4. Disclosure of Information Concerning Person's Prior Criminal Record

"Personnel of the Department shall not disseminate to the media any information concerning a defendant's or subject's prior criminal record either during an investigation or at a trial. However, in certain extraordinary situations such as fugitives or in extradition cases, departmental personnel may confirm the identity of defendants or subject and the offense or offenses. Where a prior conviction is an element of the current charge, such as in the case of a felon in possession of a firearm, departmental personnel may confirm the identity of the defendant and the general nature of the prior charge where such information is part of the public record in the case at issue.

"5. Concerns of Prejudice

"Because the release of certain types of information could tend to prejudice an adjudicative proceeding, Department personnel should refrain from making available the following:

"a. Observations about a defendant's character;

"b. Statements, admissions, confessions, or alibis attributable to a defendant, or the refusal or failure of the accused to make a statement;

"c. Reference to investigative procedures, such as fingerprints, polygraph examinations, ballistic tests, or forensic services, including DNA testing, or to the refusal by the defendant to submit to

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such tests or examinations;

"d. Statements concerning the identity, testimony, or credibility of prospective witnesses.

"e. Statements concerning evidence or argument in the case, whether or not it is anticipated that such evidence or argument will be used at trial;

"f. Any opinion as to the defendant's guilt, or the possibility of a plea of guilty to the offense charged, or the possibility of a plea of a lesser offense.

"VII. ASSISTING THE NEWS MEDIA

"A. Other than by reason of a Court order, Department personnel shall not prevent the lawful efforts of the news media to photograph, tape, record or televise a sealed crime scene from outside the sealed perimeter.

"B. In order to promote the aims of law enforcement, including the deterrence of criminal conduct and the enhancement of public confidence, Department personnel with the prior approval of the appropriate United States Attorney may assist the news media in photographing, taping, recording or televising a law enforcement activity. The United States Attorney shall consider whether such assistance would:

"1. unreasonably endanger any individual;

"2. prejudice the rights of any party or other person; and

"3. is not otherwise proscribed by law.

"C. A news release should contain a statement explaining that the charge is merely an accusation and that the defendant is presumed innocent until and unless proven guilty.

"D. In cases in which a search warrant or arrest warrant is to be executed, no advance information will be provided to the news media about actions to be taken by law enforcement personnel, nor shall media representatives be solicited or invited to be present. This prohibition will also apply to operations in preparation for the execution of warrants, and to any multi-agency action in which Department personnel participate.

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"If news media representatives are present, Justice Department personnel may request them to withdraw voluntarily if their presence puts the operation or the safety of individuals in jeopardy. If the news media declines to withdraw, Department personnel should consider canceling the action if that is a practical alternative.

"Exceptions to the above policy may be granted in extraordinary circumstances by the Office of Public Affairs.

"VIII. FREEDOM OF INFORMATION ACT (FOIA)

Nothing contained herein is intended to control access to Department of Justice records which are publicly available under provisions of the Freedom of Information Act (FOIA).

(28 U.S.C. 509 Order No. 469-71, 367 F.21028, No. 3, 1971, Amended by Order No. 602-75, 40 FR 22119, May 20, 1975)"

EFFECTIVE: 05/31/96

5-1.4 News Conferences

(1) For FBI purposes, a meeting with or interview by two or more competing representatives of the news media will be considered a "news conference." This definition also relates to news conferences in which the FBI might participate with other law enforcement agencies, groups, or other components of the criminal justice system.

(2) Under all circumstances, unusual or not, approval to hold or participate in any news conference must first be obtained from FBIHQ, Office of Public and Congressional Affairs.

(3) This policy is not to discourage field office contacts with the news media. Rather, it is to promote coordination between the field and FBIHQ to enable FBIHQ officials to advise and coordinate with the Department of Justice on matters of interest to the news media.

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5-2 CONTACTS WITH NEWS MEDIA (See MAOP, Part I, 1-26.2(3);
MIOG, Part I, 7-14.11(8), 7-18(2), 91-14(2), 256-9(1),
Part II, 32-4(2), 34-7.)

(1) Fairness, accuracy, and sensitivity to the rights of defendants, as well as to the public's right to know, must prevail in all dealings with the news media. Favoritism should not be shown toward any newsperson or news medium.

(2) All contacts with national news media outlets should be coordinated with the National Press Office, Office of Public and Congressional Affairs, as soon as possible.

(3) Information concerning the FBI, including information regarding arrests and other developments in cases investigated by the FBI, is disclosed to news media, including newspapers, news magazines, news services, and radio and television networks or stations, by one of the following means:

(a) News releases or announcements initiated by the FBI, and

(b) As responses to inquiries emanating from journalists.

(4) Names of Agents involved in shooting incidents should not be volunteered to news media; nor, except under the circumstances described in MIOG, Part II, 12-11.6, should their identities be verified in response to inquiries by news media.

EFFECTIVE: 05/31/96

5-2.1 News Releases

(1) News releases made by the FBI fall into three general categories, as follows:

(a) "One-Office" news release

(b) "Multioffice" news release

(c) National news release

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(2)

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(3) News Releases Involving Juveniles | (See MIOG, Part II, 4-2.2.4; LHBSA, 3-16.2(7).) |

(a) Title 18, USC, Section 5038(e), the Federal Juvenile Delinquency Act, as amended, provides in part: "Unless a juvenile who is taken into custody is prosecuted as an adult neither the name nor picture of any juvenile shall be made public in connection with a juvenile delinquency proceeding."

(b) The Department has advised that a news release concerning the arrest of a juvenile would not violate any restrictions of the Act if it were carefully worded to contain no identifying information.

EFFECTIVE: 09/09/94

5-2.1.1 "One-Office" News Release - Instructions

(1) COORDINATION WITH FBIHQ. Most news releases made by field offices are issued to announce arrests in FBI cases. The provisions of the Code of Federal Regulations (CFR), Section 50.2, clearly apply to all of these. If an SAC believes that an exception to those provisions should be made in any individual case, this view should be made known to BOTH the Assistant Director of the substantive division involved and the Office of Public and Congressional Affairs (OPCA). Exceptions to the instructions provided in Section 50.2, CFR, can be approved ONLY by the Attorney General or the Deputy Attorney General, NOT by any official of the FBI.

(2) ISSUANCE OF RELEASES IN THE NAME OF THE SAC. They should be issued to all interested news media in the field office territory as simultaneously as possible, and they should provide as full an account of the facts as can be disclosed within the provisions

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of Section 50.2, CFR.

(3) PERSONNEL AUTHORIZED TO MAKE NEWS RELEASES. Although news releases are now handled in many field offices by a designated media representative, SACs may authorize other experienced employees, including Resident Agents, to read or deliver news releases issued over the SAC's name to news media. However, these employees should not expand upon the information in the news releases. They should answer any inquiry or request for additional information by courteously telling the journalist involved that his/her inquiry or request will be brought to the attention of the SAC or the appropriate field office media representative as quickly as possible for their consideration and action. The reason for the policy of referring all such matters to the SAC or media representative is to assure both uniformity and accuracy of any supplemental information that is provided to news media.

(4) Deleted

(5) NEWS RELEASES ARISING FROM JOINT INVESTIGATIONS. In news releases announcing arrests or other developments attributable to the joint efforts of the FBI and other law enforcement agencies, appropriate recognition is to be given to those other agencies.

(6) RELEASES DEALING WITH NONINVESTIGATIVE MATTERS.

(a) On occasion, SACs issue news releases or make announcements dealing with administrative matters such as transfers of the SAC or ASAC of the field office or presentation of service awards to personnel of the field office. On such occasions, photographs and biographical sketches of the personnel involved may be made available to the news media. However, requests to interview these employees about their official duties and experiences should be tactfully declined.

(b) Field office publicity of Appointment of New Special Agents

1. Special Agent (SA) appointment letters (Form 3-302) specifically request that the appointment letter be considered strictly confidential by the appointee and given no publicity.

2. Since the new SA is to avoid publicity regarding his/her appointment, no promotional publicity is to be afforded any new SA entering on duty by field offices.

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3. The use of publicity regarding new SAs entering on duty as a recruitment technique is recognized; however, it should only be used after the new SA has successfully completed his/her training at the FBI Academy and only when the anticipated investigative assignments of the new SA have been evaluated. Assignments to sensitive criminal and/or security investigations would automatically preclude any type of publicity.

4. If a decision is made to afford publicity to a particular SA, the field office should consider corresponding with the Training Division regarding personal achievements of the SA during the training period.

EFFECTIVE: 05/31/96

5-2.1.2 "Multioffice" News Release

(1) Arrests or other important developments in wide-ranging investigations often require close coordination and simultaneous release to the press by two or more field offices.

(2) The OPCA should be consulted before any multioffice news release is made. Consideration should be given to the question of whether a national news release is merited.

EFFECTIVE: 05/19/94

5-2.1.3 National News Release

(1) As a general rule, national news releases announcing arrests or other investigative developments are issued only in exceptional cases such as the following:

(a) Prominent persons, including well-known business and civic leaders, entertainers, athletes, or officials of local, county, state, or Federal Government.

(b) Persons of national notoriety, such as members of the "Ten Most Wanted Fugitives."

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(c) Persons arrested for crimes that have attracted nationwide interest, such as prevailed in the 1950 robbery of Brink's Inc., at Boston, Massachusetts.

(d) Persons whose crimes have international ramifications, such as espionage agents or fugitives who have fled abroad.

(2) On a continuing basis, the OPCA should be kept advised by FBIHQ substantive divisions and by field offices of the essential facts of all such cases enumerated above, including anticipated developments therein.

(3) National news releases will generally be issued in Washington, D.C. Copies will be furnished to all interested field offices so that the SACs of those offices can make them available to local news media within minutes of their release in Washington.

(4) Neither SACs nor media representatives should expand upon the contents of national news releases without the approval of both the substantive FBIHQ division involved and the OPCA.

EFFECTIVE: 05/19/94

5-2.1.4 Field Office Filing of News Releases

(1) Each field office should maintain a control file containing all news releases issued by the office since the last inspection.

(2) On each occasion when a field office issues a news release, a copy of that release should be placed in the case file. A record should be made in the case file indicating the time, date, and identity of the person to whom the release was made. Such a record may be accomplished by a memorandum to the case file, or by making the appropriate notations on the file copy, or by other appropriate means which are adaptable to the field office.

(3) Field offices should immediately provide the National Press Office, OPCA, with a draft copy of news releases that may generate national news interest.

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EFFECTIVE: 05/31/96

5-2.2 Inquiries from News Media

EFFECTIVE: 05/30/89

5-2.2.1 Routine Media Inquiries

(1) Routine press inquiries received at the field office regarding either investigative or administrative matters should be answered by the SAC, ASAC, or media representative within the guidelines set forth in this section.

(2) In responding to such inquiries, SACs, ASACs, and media representatives should be courteous, factual, and as helpful as possible. They should refrain, however, from answering hypothetical questions or expressing personal opinions.

EFFECTIVE: 05/31/96

5-2.2.2 Media Inquiries Received in Emergency or Fast-Moving Situations

(1) Frequently, press inquiries will be received by Special Agents at the scenes of arrests, gun battles, or other fast-moving developments in investigations. Unless undercover assignments or similar overriding circumstances dictate otherwise, Special Agents who are approached by journalists at the scene of fast-moving developments in FBI cases may make the following responses:

(a) Identify themselves as "a Special Agent of the FBI,"

(b) Furnish the name of the field office to which they are assigned, and

(c) State the general nature of the investigative operation, such as "We are here to serve an arrest (or a search)

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warrant."

(2) Requests for additional information should be answered by courteously referring the journalist to the field office or to the temporary field office headquarters if such a temporary field office headquarters has been established in the area.

(3) Only SACs, ASACs, or media representatives should participate in question-and-answer interviews with representatives of any news medium at the scenes of fast-moving developments in FBI cases. In emergency situations, however, Special Agents can relay reporters' questions to the SAC by telephone or radio, and the SAC's responses thereto can be furnished to the reporters in the SAC's name by a Special Agent. In other than such emergency situations, Special Agents should courteously refer journalists to the SAC, ASAC, or media representative for answers to their questions.

(4) Special Agents' investigative responsibilities attendant to such fast-moving developments must take precedence over questions or inquiries of journalists.

EFFECTIVE: 05/31/96

5-2.2.3 Accuracy of Responses to News Media Inquiries

No FBI employee should knowingly furnish an erroneous, deceptive, or misleading answer to a news media inquiry.

EFFECTIVE: 05/30/89

5-2.2.4 News Media Inquiries - Kidnap-for-Ransom Cases

In kidnap-for-ransom cases and related crimes involving a threat against human life, neither the fact that the crime has occurred, nor the fact that the FBI is investigating it, should be disclosed or confirmed without the approval of the substantive investigative division and the OPCA.

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EFFECTIVE: 05/19/94

5-2.2.5 News Media Inquiries - Cases Involving Banking-Type Institutions

Due to the sensitivity of many banking-type institutions to publicity concerning the amount of loot obtained in robberies, burglaries, and larcenies of financial institutions, such information should not be disclosed to news media without the concurrence of the Criminal Investigative Division and the OPCA.

EFFECTIVE: 05/19/94

5-2.2.6 News Media Inquiries - Requests to Withhold Information

Under no circumstances should any employee of the FBI ask or suggest that a journalist withhold information from the public without the concurrence of the substantive investigative division and the OPCA.

EFFECTIVE: 05/31/96

5-2.2.7 Deleted

EFFECTIVE: 05/31/96

5-2.3 Liaison With News Media

EFFECTIVE: 05/30/89

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5-2.3.1 Use of Special Agents as Media Relations Representatives

SACs should use one or more experienced Special Agents or, in extraordinary cases where staffing limitations preclude the appointment of a Special Agent, other employees, to assist in facilitating prompt and effective liaison with the news media by functioning as media relations representatives. These employees should devote as much time as deemed necessary by the SAC to such news media liaison duties.

EFFECTIVE: 05/31/96

5-2.3.2 The FBI's Open Stance With News Media

(1) These instructions are intended to facilitate a more open stance and, thereby, a mutually beneficial relationship between FBI and news media representatives. SACs, as well as other employees acting for them in news media relations, should be as responsive as practical and possible to inquiries and requests made by news media representatives.

(2) The term "No comment" should be avoided except when its use is absolutely necessary. If an SAC does not know the answer to a news media representative's question, SAC should have no hesitancy in stating, "I don't know," and/or, depending upon the nature of the inquiry, telling the news media representative that the SAC will contact news media representative as soon as SAC has information that can be furnished news media representative.

EFFECTIVE: 05/30/89

5-2.4 Fugitive Publicity

EFFECTIVE: 05/30/89

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5-2.4.1 Coordination With FBIHQ

Field offices should coordinate all fugitive publicity with the Criminal Investigative Division and the OPCA and should not hesitate to consult the OPCA regarding questions or problems that arise in any area of news media relations.

EFFECTIVE: 05/19/94

5-2.4.2 Scope of News Releases Regarding Fugitives

News releases and other public disclosures designed to solicit public cooperation in the apprehension of FBI fugitives may contain more facts about the fugitive's criminal background than are permissible in news releases and announcements regarding arrests.

EFFECTIVE: 05/30/89

5-2.4.3 Avoidance of Prejudicial Statements

In publicity regarding FBI fugitives, extreme care should be taken to avoid statements that brand a fugitive as guilty of a crime for which he/she has not been convicted. Arrest numbers or other data that identify a photograph as having been made in connection with a past arrest or imprisonment should not appear in photographs of fugitives that are furnished to news media.

EFFECTIVE: 05/30/89

5-2.4.4 Radio and Television Broadcasts - Fugitive Matters

Radio and television broadcasts without advance FBIHQ approval may be made at the discretion of the SAC in hot-pursuit fugitive cases. Care must be exercised in broadcasting a license number believed used by a fugitive as it may be disposed of to an innocent third person.

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EFFECTIVE: 05/30/89

5-2.5 FBIHQ Instructions - Contacts with News Media

EFFECTIVE: 05/30/89

5-2.5.1 Handling of News Media Inquiries at FBIHQ

All inquiries from the press should be referred to the
National Press Office, of the OPCA.

EFFECTIVE: 05/19/94

5-2.5.2 Preparation of News Releases at FBIHQ

The National Press Office of the OPCA prepares all FBIHQ news releases. Supervisors should notify the National Press Office whenever it appears that a news release may be necessary. This notification must be given at the earliest practicable time, and necessary research, including detailed background data, should be furnished. Background material on the matter should be furnished to the National Press Office well enough in advance that the news release may be prepared and any resultant inquiries may be properly handled.

EFFECTIVE: 05/31/96

5-3 FBI LAW ENFORCEMENT BULLETIN

EFFECTIVE: 11/27/90

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5-3.1 Nature and Contents

(1) This publication is issued monthly for the benefit of law enforcement agencies.

(2) In content, the magazine consists of:

(a) Illustrated articles and features designed to inform law enforcement officers of new programs and techniques to enhance their professional capabilities.

(b) Items alerting law enforcement officers to dangerous weapons or techniques utilized by the criminal element.

(c) Deleted

(d) Deleted

(3) Deleted

EFFECTIVE: 04/08/97

5-3.2 Distribution

(1) Presently, copies of the magazine are sent free of charge to FBI National Academy graduates, heads of law enforcement agencies, directors of police training academies, chief prosecutors, and heads of university criminal justice departments.

(2) The magazine is also distributed free of charge to university and college libraries and Federal Depository libraries.

(3) All Agents should have ready access to the current issue.

(4) The "FBI Law Enforcement Bulletin" is also available through a paid subscription program for those not meeting eligibility criteria as stated in 5-3.2 (1) and (2). The subscription is available from: Superintendent of Documents, Government Printing Office, Post Office Box 371954, Pittsburgh, Pennsylvania 15250-7954. As of 3/26/97, the price is \$20.00 per year in the United States and \$25.00 for foreign orders. Telephone orders and inquiries will be welcomed on (202) 512-1800. Fax orders or inquiries are welcomed

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on (202) 512-2250.

(5) The magazine is available for viewing or downloading on a number of computer services, as well as the FBI's home page. The home page address is:

<http://www.fbi.gov>

EFFECTIVE: 04/08/97

5-3.3 Indexing and Filing (See MAOP, Part II, 2-4.5.23.)

(1) Information on each issue is entered monthly into FOIMS at FBIHQ as a 94 classification and sent to each field office via computer.

(2) Information entered into FOIMS includes Date of Issue, Title of Article, Author, Volume, Number, and Page Number.

(3) Official filing is not required. Retention, for reference purposes only, should be at the discretion of the field office training coordinator.

EFFECTIVE: 04/08/97

5-3.4 Deleted

EFFECTIVE: 06/28/91

5-3.4.1 Deleted

EFFECTIVE: 06/28/91

5-3.4.2 Deleted

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EFFECTIVE: 06/28/91

| 5-3.4.3 | Deleted |

EFFECTIVE: 06/28/91

5-4 SPEECHES

EFFECTIVE: 06/28/91

5-4.1 Speech Program - Field

(1) The speech program is the personal responsibility of the SAC.

(2) Principal speech commitments within a field office territory should be handled by the SAC or ASAC.

(3) When neither the SAC nor the ASAC are available, speech commitments may be handled by an experienced and well-informed Agent, with the approval of the SAC or ASAC. When making a speech, individuals should refrain from answering hypothetical questions or questions that would require them to express personal opinions.

(4) Good judgment should dictate when a manuscript should be submitted to FBIHQ for approval in advance of a speaking engagement, particularly in regard to radio and television appearances.

(5) SACs should obtain FBIHQ authority prior to making public appearances wherein FCI Programs are to be discussed. This policy is necessary because of the classified nature of our FCI Programs and their impact on the foreign policy of the United States. This does not preclude SAC appearances before military groups, defense contractors, and forums in which the audience holds proper security clearances. There is no objection to explaining our FCI responsibilities in general terms in response to inquiries from the press and/or the general public.

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EFFECTIVE: 06/28/91

5-4.2 Accounting and Recording of Field Office Speeches

EFFECTIVE: 06/28/91

5-4.2.1 Speech Control File

(1) Each office will maintain for a minimum of one year and one regular office inspection a speech control file. This file should reflect both acceptances and declinations of speech invitations.

(2) It is not necessary to advise FBIHQ of each speaking engagement.

EFFECTIVE: 06/28/91

| 5-4.2.2 | Deleted |

EFFECTIVE: 11/05/97

5-4.3 Speech Material File

(1) Each office should maintain a speech material file for the use of speakers.

(2) This file should include such items as the following:

(a) Articles from the "Law Enforcement Bulletin."

(b) Research literature.

(c) Newspaper clippings pertaining to law enforcement matters of interest.

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- (d) Copies of the Director's speeches.
- (e) Copies of generic speaking outlines and fact cards.
- (f) Items of value in connection with public appearances of Bureau representatives.
- (g) OPCA brochure listing available FBIHQ speeches.

(3) In addition to being maintained in a current status, this speech material should be indexed as to subject matter in the office files.

EFFECTIVE: 07/14/95

5-4.4 FBIHQ Supervision

EFFECTIVE: 07/31/89

5-4.4.1 Coordination and Correspondence of Speech Matters

All correspondence relating to speeches and public appearances by the Director will be handled by OPCA.

EFFECTIVE: 07/14/95

5-4.4.2 Manuscripts for Speaking Engagements

In connection with major speeches, when good judgment dictates, Bureau officials and supervisors may submit manuscripts or detailed outlines to the OPCA in sufficient time to permit appropriate review prior to the speaking engagements.

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EFFECTIVE: 11/17/94

5-5 REVIEW OF NEWSPAPERS IN FIELD OFFICES

EFFECTIVE: 07/31/89

5-5.1 Newspaper Clippings - Field

(1) Major newspapers published within a field office territory should be regularly reviewed.

(2) Newspaper items may be clipped at the discretion of the SAC in the following instances: (See MAOP, Part II, 5-5.2.)

(a) Matters appearing in the press about the FBI;

(b) Stories or articles dealing with investigative matters within the FBI's jurisdiction, so long as those stories are both RELEVANT and NECESSARY to the discharge of the Bureau's responsibilities.

(c) Stories or articles deemed by the SAC to be of interest to the FBI, so long as the subject matter meets the tests of relevancy and necessity required by the Privacy Act of 1974.

(3) Newspaper items retained in field offices should be kept in a Public Affairs Matters file, classification 80.

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5-5.2 Newspaper Clippings to be Forwarded to FBIHQ

(1) Newspaper clippings as characterized in Secondary Topic 5-5.1 above should be submitted to FBIHQ when, in the judgment of the SAC, the content of the news item would be of interest to FBIHQ.

(2) It is not necessary to submit to FBIHQ items of national importance bearing a national wire service dateline when it is apparent that the item will receive NATIONAL COVERAGE.

EFFECTIVE: 05/31/96

5-5.3 Preparation of Newspaper Clipping for Submission to FBIHQ

(1) Clipping should be mounted on Form FD-350 within the borders shown.

(2) Staples may be used to mount clippings so long as they do not mutilate or cover up any part of the text.

(3) The name of the newspaper, the date of the issue, and the page number where the item appeared should be appropriately identified.

(4) Newspaper clippings may be submitted by routing slip.

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| 5-5.4 | Deleted |

EFFECTIVE: 05/31/96

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EFFECTIVE: 10/27/89

5-7 OFFICE OF PUBLIC AND CONGRESSIONAL AFFAIRS - MISCELLANEOUS

EFFECTIVE: 05/19/94

5-7.1 Investigations Involving Members of the Media (See MIOG,
Part II, 7-3, 10-8.2; LHBSA, 3-13.)

Department of Justice regulations require prior authority of the Attorney General before a subpoena may be issued to representatives of the news media in any criminal or civil case or before a subpoena may be issued for the telephone toll records of a representative of the news media, except that if a member of the news media with whom negotiations are being conducted for material within his/her possession expressly agrees to provide the material sought and if that material has already been published or broadcast, the United States Attorney or the responsible Assistant Attorney General, after being personally satisfied these conditions are met, may authorize issuance of a subpoena. Prior Attorney General authority is also required before seeking an arrest warrant for, securing indictments of, or questioning a member of the news media who is suspected of an offense committed in the course of, or arising out of, the coverage or investigation of a news story, or while engaged in the performance of his/her official duties as a member of the news media. In emergency circumstances, a news media representative may be questioned or arrested without prior authority, but subsequent justification must be furnished to the Attorney General and the Department's Director of Public Information. Requests for authority for subpoenas, indictments or arrest warrants should be submitted to the Department by the United States Attorney. Requests for questioning and subsequent justification for questioning without prior authorization or arrest without a warrant will be handled by the Bureau and sufficient facts should be promptly furnished to the OPCA at FBIHQ.

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EFFECTIVE: 05/19/94

5-7.2 Official Photographs and Charts

Official photographs and charts are coordinated by the OPCA. Field offices desiring such items should direct an appropriate communication to FBIHQ, Attention: Office of Public and Congressional Affairs.

EFFECTIVE: 05/19/94

5-7.3 Deleted

EFFECTIVE: 05/31/96

5-8 TELEVISION AND MOTION PICTURE FILM PRODUCTIONS

EFFECTIVE: 05/30/89

5-8.1 Television Series, Movies, Documentaries, Movie Industry and Radio Broadcast Requests for FBI Assistance and Cooperation

(1) All requests for FBI assistance and cooperation should be sent in a timely manner to the OPCA, National Press/Fugitive Publicity Subunit (NPFPS) for consideration.

(2) Writers, producers, researchers, freelancers or representatives must submit their requests in writing by mail or facsimile, and provide a detailed description of the degree of assistance or cooperation needed.

(3) Upon receipt, the NPFPS will prepare a communication

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to OPCA, FBIHQ Division and/or office of origin (OO) for their recommendations as to appropriate action.

(4) Movie industry representatives must submit a draft of the script to the NPFPS for review. A letter of final intent on company letterhead from the production studio must be received by the OPCA for FBI cooperation to be extended.

EFFECTIVE: 05/31/96

5-8.2 Author's Request for FBI Assistance

(1) Unless sent directly to FBIHQ, all requests from authors for FBI assistance should immediately be forwarded to the OPCA, National Press/Fugitive Publicity Subunit (NPFPS) for consideration.

(2) Authors are required to submit their request in writing, either by mail or facsimile, and provide a detailed description of both their previous work and what kind of assistance they are requesting.

(3) Authors are bound by the same Department of Justice guidelines governing media policy. Upon receipt, NPFPS will forward a communication to the appropriate division and/or office of origin for review and recommendation for cooperation and assistance.

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5-9 THE INVESTIGATOR

EFFECTIVE: 11/24/89

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5-9.1 Nature and Contents

(1) This publication is issued ten times per year and is the official publication of FBI employees.

(2) In content, the magazine consists of items designed to enhance the employee's awareness of the organization and its mission, including:

(a) Illustrated feature articles describing interesting or unusual activities and accomplishments of FBI offices or employees

(b) Recognition of distinguished service

(c) Retirements

(d) Other articles and items of interest to FBI employees

EFFECTIVE: 05/19/94

5-9.2 Distribution

Distribution is limited to FBI employees.

EFFECTIVE: 11/24/89

5-9.3 Submissions

(1) Deleted

(2) Deleted

(3) All material for the publication should be transmitted to FBIHQ, Attention: Editor, "The Investigator," Office of Public and Congressional Affairs.

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EFFECTIVE: 05/13/96

5-10 FBI'S INTERNET PUBLISHING POLICY

(1) The FBI has opened a computer-accessible public information site, more commonly known as a "Home Page," on the Internet, the international computer network.

(a) The Home Page is divided into several sections. Topics include FBI investigative responsibilities, law enforcement services, programs, accomplishments, and history; an FBI Fact Sheet; Director's Speeches; Frequently Asked Questions; The National Computer Crime Squad; the FBI Tour in Washington, D.C.; FBI employment; the FBI's Community Relations Program; addresses and telephone numbers of all field offices; and text of the FBI LAW ENFORCEMENT BULLETIN, issued by the Training Division.

(b) The Home Page also presents information on major investigations for which public assistance is sought, such as UNABOM and OKBOMB. Additionally, the Home Page contains photographs and descriptions of each current member of the FBI's "Ten Most Wanted Fugitives" list.

(c) This Home Page is part of the World Wide Web segment of the Internet, and is available seven days a week, 24 hours a day.

(d) The FBI's Internet Home Page can be reached at the following address:

<http://www.fbi.gov>

(e) Technical support for the FBI's Home Page is being provided by the FBI's Information Resources Division. Editorial support is being provided by the Office of Public and Congressional Affairs.

(f) The opening of the FBI Home Page should be brought to the attention of all employees. The Home Page may be used for internal reference, or at your discretion you may refer the public, the news media, or other governmental agencies to it.

(2) PLACEMENT OF TEXT OR GRAPHICS ON THE INTERNET

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(a) Placement of text or graphics on the Internet to include the World Wide Web, Gopher, Usenet news is considered national and international in scope. As such, present FBI and DOJ media guidelines apply to placement of official FBI statements and information on the Internet.

(b) In general, per the news media guidelines, FBIHQ provides public information regarding national and international matters; field offices provide public information of a local nature. Field offices are authorized by the Director to make more wide-ranging statements on a case-by-case basis.

(c) In regard to the Internet, OPCA oversees the content and appearance of official FBI material on the Web.

(d) Prior to placement on the Home Page, FBI matters must be reviewed and approved by the National Press Office (NPO), Office of Public and Congressional Affairs (OPCA), with concurrence of other appropriate FBIHQ divisions, as needed. This is to assure consistency with current FBI and DOJ policy and guidelines.

(e) FBI field offices may request their own field office "Home Page" accessible through the FBIHQ Home Page. Field offices will be responsible for submitting their respective Field Office Home Page information and assuring that information is updated as needed via the NPO, OPCA. OPCA will be responsible for placement, removal, and updating of information on the FBI Home Page. The sole purpose of this process is to ensure consistency on national issues and compliance with DOJ guidelines. Strictly local information will be placed in the appropriate Field Office Home Page within 24 hours of receipt.

(f) Material submitted to the NPO for placement on a Field Office Home Page should be local in nature and avoid repetition of information included in the FBIHQ Home Page, e.g., the mission of the FBI.

(g) Material for Field Office Home Pages should be submitted to NPO, OPCA, via paper copy and computer disk, either 5-1/2 or 3-1/4 inch, using WordPerfect (5.1 or higher) or Freelance programs.

(h) Information may be submitted with or without formatting instructions, and may also include HyperText Markup Language (HTML) coding. However, inclusion of either is subject to

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editing.

(i) It is the intent that FBI information be placed only on the FBI Home Page, using the process described above. Any exception to this policy requires OPCA approval.

(j) Telephonic requests and approvals for FBI presence on the Internet must be followed by memo or other written communication.

EFFECTIVE: 05/31/96

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