

Manual of Administrative Operations and Procedures

Part II

Part 7 of 8



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SECTION 7. NATIONAL CRIME INFORMATION CENTER (NCIC)

7-1 PROPERTY (INCLUDING VEHICLES, LICENSE PLATES, GUNS,
ARTICLES, SECURITIES, AND BOATS)

EFFECTIVE: 11/24/89

7-1.1 Inquiry to Determine if Record of Property is on File in
NCIC

(1) Ordinarily, an inquiry of an NCIC property file will be made through the terminal located in field office. However, an inquiry may be made through a local agency's terminal when it is more advantageous or convenient. The identifier of the field office for which the inquiry is being made should be used. If the field office makes an inquiry for a local agency, the local agency's identifier should be used.

(2) Where an operational inquiry concerning property results in a valid positive response(s) (hit(s)), contact the originating agency of each record possibly identical with the property in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file which is identical to the property inquired upon. Also, retain original of terminal-produced printout showing inquiry message transmitted and record(s) on file in NCIC in exhibit envelope of substantive case file or other appropriate file.

EFFECTIVE: 11/24/89

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7-1.2 Entry of Property Record

The case Agent should ensure that all uniquely serialized property reported stolen in a Bureau case is promptly entered in the appropriate NCIC file by the office covering the location where the theft occurred. Timely entry of an article, boat, gun, license plate, securities, and vehicle file record means as soon as possible once the minimum data required for entry and the record documentation is available. Information about stolen license plates and vehicles should be verified through the appropriate motor vehicle registration files prior to record entry if possible. However, if motor vehicle registration files are not accessible, the record should be entered into NCIC and verification should be completed when the registration files become available. The case Agent should furnish information concerning property to be entered in NCIC to supervisor by one of the following means (Note: NCIC notations should not be made on documents of evidentiary nature.):

(1) Memorandum to SAC, teletype, airtel, letter, report or Form FD-71 (complaint form) which sets forth descriptive data concerning item(s) to be entered in NCIC. (See (2) below.)

(a) Supervisor will stamp serial containing entry information with NCIC activity block, check "Entry" on block, initial, and route to terminal operator.

(b) After entering property, terminal operator will initial and date NCIC activity block and record NCIC number in appropriate space. Terminal operator will place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file, and place "entry" data on first line of log. Terminal operator will attach serial containing entry information to original of terminal-produced printout showing entry message transmitted, computer's acknowledgment confirming acceptance of entry, and any additional NCIC records relating to the property.

(c) Rotor clerk will serialize document (form containing entry information, original of terminal-produced printout(s), and any other attached information). He/She will also stamp "NCIC" on case file jacket, insert NCIC Activity Log (FD-487) as top serial in case file, and complete "entry" data on first line of log if not accomplished by terminal operator.

(d) Case Agent will verify accuracy of entry by comparing terminal printout with entry information and initial NCIC

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activity block on serial containing the entry information; initiate any necessary investigative action with respect to any additional record(s) relating to property in NCIC. Terminal printout is to be filed in substantive case file.

(2) Case Agent will complete one copy of appropriate entry form FD-414, FD-415, or FD-416 in legible hand printing and follow instructions in Section 7-1.2(1)(a) thru (d), above.

EFFECTIVE: 12/10/93

7-1.3 Modification of Property Record

NCIC property record should be modified in a timely manner to show identifying data developed following entry of record. Timely modification of an NCIC record means as soon as possible following the detection of erroneous data in an existing record and as soon as possible following the receipt of data not already stored in the record.

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing changes, additions, or deletions of identifying data; check "Modify" and initial where appropriate on block; specify what data is to be added, changed, or deleted, e.g., "Add VIN, see p. 3"; "Add model"; and route to terminal operator.

(2) After modifying record, terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "modify" data on NCIC Activity Log. Terminal operator will attach office file copy of communication to original of terminal-produced printout showing modify message transmitted and computer's acknowledgment confirming modification of record.

(3) Rotor clerk will serialize document (office file copy of communication and original terminal-produced printout(s)) and complete "modify" data on NCIC Activity Log (FD-487).

(4) Case Agent will verify proper modification of record by review of terminal printout and initial NCIC activity block on serial containing modify information. Terminal printout is to be filed in substantive case file.

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EFFECTIVE: 11/24/89

7-1.4 Cancellation of Property Record

When NCIC record is determined to be invalid, or there is no longer a need to be advised if property is recovered, or the case file is destroyed according to established file destruction criteria, the record should be immediately canceled by office having record on file in NCIC.

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing cancellation information, check "Cancel" and initial where appropriate on block, and route to terminal operator.

(2) After cancelling record, terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "cancel" data on NCIC Activity Log. Terminal operator will attach office file copy of communication to original of terminal-produced printout showing cancellation message transmitted and computer's acknowledgment confirming cancellation of record.

(3) Rotor clerk will serialize document (office file copy of communication and original terminal-produced printout(s)) and will complete "cancel" data on NCIC Activity Log and make slash mark through "NCIC" on file jacket.

(4) Case Agent will verify proper cancellation of record by review of terminal printout and initial NCIC activity block on serial containing cancel information. Terminal printout is to be filed in substantive case file.

EFFECTIVE: 11/24/89

7-1.5 Clearance of or Placing of a "Located" in Property Record

EFFECTIVE: 08/14/86

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7-1.5.1 Property Recovered in Territory of Office Which Has Record
on file in NCIC

(1) Supervisor will stamp NCIC activity block on office file copy of communication showing property recovered, check "Clear" and initial where appropriate on block, and route to terminal operator.

(2) Terminal operator will make operational inquiries of NCIC to determine all records on file for property, transmit clear message for office's NCIC record, and place "located" in all other records for property in NCIC. Terminal operator will also initial date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log. Terminal operator will attach office file copy of communication to original of terminal-produced printout showing clear and "located" messages transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages for other records, if any, in NCIC.

(3) Rotor clerk will serialize document (office file copy of communication and original terminal-produced printout(s)), complete "clear" data on NCIC Activity Log (FD-487), and make slash mark through "NCIC" on file jacket.

(4) Case Agent will verify proper clearance of record and placing of "located" messages in other records in NCIC, if any, by review of terminal printout and will initial NCIC activity block on serial containing recovery information. Terminal printout is to be filed in substantive case file.

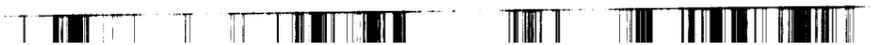
EFFECTIVE: 08/14/86

7-1.5.2 Property Recovered in Territory of Office Other Than One
Which Has Record On File In NCIC

(1) Responsibility of office recovering property:

(a) Supervisor will stamp NCIC activity block on office file copy of communication showing property recovered, check "Locate" and initial where appropriate on block, and route to terminal operator.

(b) Terminal operator will make operational inquiries of NCIC to determine all records on file for property,



transmit "located" message for record(s) of property in NCIC. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and attach office file copy of communication to original of terminal-produced printout showing "located" message(s) transmitted and computer's acknowledgment confirming acceptance of "located" message(s) for record(s) in NCIC.

(c) Rotor clerk will serialize document (office file copy of communication and original terminal-produced printout(s)).

(d) Case Agent will verify proper placing of "located" message(s) on record(s) in NCIC by review of terminal printout and will initial NCIC activity block on serial containing "located" information. Terminal printout is to be filed in substantive case file.

(2) Responsibility of office having record on file in NCIC:

(a) Follow instructions in Section 7-1.5.1 (1), above.

(b) Terminal operator will make administrative inquiries of NCIC to determine if all records on file for property have "located" messages, transmit clear message for office's NCIC record and place "located" in all NCIC records for property not having "located" messages. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication to original of terminal-produced printout showing clear and "located" messages, if any, transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages.

(c) Follow instructions in Section 7-1.5.1 (3), above.

(d) Case Agent will verify proper clearance of record and placing of "located" messages, if any, by review of terminal printout and will initial NCIC activity block on serial containing recovery information. Terminal printout is to be filed in substantive case file.



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EFFECTIVE: 08/14/86

7-1.6 Validation of Property Records

(1) Every month each office will be furnished a computer printout listing its NCIC property records in "located" status followed by those in active status. (See Validation Schedule in the NCIC Operating Manual, Introduction, Section 3.3.1.) The field office will receive these listings from the appropriate state control terminal agency. The field office must follow appropriate receipt acknowledgment and certification procedures set forth by the state or metropolitan area control terminal. State or metropolitan area control terminal agencies may require that validation certification be completed in less than 45 days.

(2) Records in the listing are to be promptly validated for correct content and status. Supervisor will designate personnel to handle validation. Necessary modifications, clears, and cancels are to be promptly made via office's terminal. Where active records do not contain all available information, data should be added by use of a modify message. When validation is complete, reviewer will date and initial NCIC Activity Log (FD-487) in each case file.

EFFECTIVE: 11/24/89

7-1.7 Retention Period for Property Records

Bureau records on file in NCIC property files will be retained in NCIC as specified in the NCIC Operating Manual. Each office may reenter purged property records if a specific case warrants reentry.

EFFECTIVE: 11/24/89

7-2 FUGITIVE

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EFFECTIVE: 11/24/89

7-2.1 Inquiry

(1) Ordinarily, an inquiry of NCIC Wanted Person File will be made through terminal located in field office. However, an inquiry may be made through a local agency's terminal when it is more advantageous or convenient. The identifier of the field office for which the inquiry is being made should be used. If the field office makes an inquiry for a local agency, the local agency's identifier should be used. (Where a check of Bureau fugitive indices and Criminal Justice Information Services Division records is deemed desirable, follow procedures set out in MIOG, Part II, 21-22, 14-15, and 14-12.)

(2) Where an operational inquiry concerning an individual results in a valid positive response(s) (hit(s)), contact the originating agency of each record possibly identical with the individual in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file which is identical to the individual inquired upon. Also, retain original of terminal-produced printout showing inquiry message transmitted and record(s) on file in NCIC in exhibit envelope, FD-340 and/or FD-340b, of substantive case file or other appropriate file.

EFFECTIVE: 12/13/95

7-2.2 Entry of Fugitive Record

EFFECTIVE: 11/24/89

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7-2.2.1 Fugitive Deserter (FUDE), Parole Violator (PV), and
Mandatory Release Violator (MRV) (See MIOG, Part I,
42-6; II, 21-14.)

Records for these three types of fugitives are no longer entered in NCIC By FBIHQ. In FUDE cases, FBIHQ will forward the absentee wanted form DA-3835 (Army) or DD-553 (other services) to the field office for NCIC entry and appropriate investigation. Auxiliary offices having an interest in the subject will also receive the appropriate military Request for Investigation forms from FBIHQ. (See MIOG, Part I, Section 42 and Section 76, for further details.) In PV and MRV matters, warrant information including preformatted NCIC entry data will be transmitted to the field office by teletype. NCIC entry should be made immediately (within 24 hours) when: (1) The decision to arrest or authorize arrest has been made; and (2) The decision has been made as to whether and how far to go for extradition. Exceptions to this rule would be if imminent arrest is expected or other clear, identifiable operational reasons would preclude immediate entry (e.g., insufficient descriptive data resulting in a "John Doe" warrant). Any exceptions to delayed entry in NCIC must be minimized and documented. Information from office files may have to be supplemented with data from other sources before adequate descriptive data is available. The following are procedures for entry of FUDE, PV, and MRV records:

(1) Upon receipt of appropriate Request for Investigation form or teletype, rotor clerk must search indices immediately, open a case, and prepare an indices card.

(2) The supervisor will assign the case, stamp NCIC activity block on the form or teletype, check "Entry," and initial where appropriate on block. The supervisor will also at this time indicate on the form or teletype that an administrative inquiry (message key ZW) on the subject be made to obtain any other NCIC records relating to the fugitive and route to terminal operator.

(3) After entering the FUDE, PV, or MRV record and making an administrative inquiry (message key ZW), the terminal operator will attach the entered record printout and the printout of the administrative inquiry (ZW) with its response to the form or teletype. Terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "entry" data on NCIC Activity Log (FD-487).

(4) Rotor clerk will serialize document (all attached entry and inquiry printouts) and complete "entry" data on first line

of log if not accomplished by terminal operator.

(5) Case Agent will verify accuracy of entry by review of terminal printout, initial NCIC activity block on serial containing entry information, and initiate any necessary investigative action with respect to any additional record(s) in NCIC relating to the fugitive. Terminal printouts are to be filed in substantive case file.

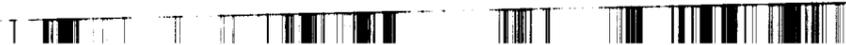
EFFECTIVE: 02/14/97

7-2.2.2 Fugitives (Including Escaped Federal Prisoners (EFP), Probation Violators (PBV), and Bond Default) in all Classifications other than FUDE, PV, and MRV

Case Agent will prepare FD-65. Fugitive must be entered in NCIC prior to submission of FD-65 to FBIHQ if sufficient data for entry is available. Where FD-65 does not show sufficient data for entry of fugitive in NCIC, case Agent must promptly forward FD-65 to FBIHQ and develop sufficient data to enter fugitive at earliest possible time. In these instances, case Agent or supervisor is to place notation substantially as follows on original and office file copy of FD-65, "Not entered in NCIC due to insufficient data." When sufficient data is developed, case Agent should furnish file copy of initial FD-65, which contained insufficient data to enter fugitive in NCIC, and all copies of supplemental FD-65 to supervisor for entry process as follows:

(1) Supervisor will review FD-65 to determine if block on Form FD-65 has been marked to indicate Interstate Identification Index (III) inquiry was conducted, and that data from positive responses, including FBI number and possible aliases and other numerical identifiers, is included on FD-65. Supervisor will stamp NCIC activity block on office file copy of FD-65, check "Entry" and "III," initial where appropriate on block, and route all copies of FD-65 to terminal operator. (Writing of NCIC codes on FD-65 to assist in placing subject in NCIC may be done on office file copy. Do not write NCIC coding on copies of FD-65 being forwarded to FBIHQ and other offices.)

(2) Terminal operator should utilize name of case Agent requesting III record noting a manual or automated log of requests must be maintained for a minimum of one year. After entering record



in NCIC, terminal operator is to: (1) record NCIC number assigned to entry in block labeled "NCIC #" on all copies of FD-65; (2) initial and date NCIC activity block and record NCIC number in appropriate space on block; and (3) attach office file copy of FD-65 to original of terminal-produced printout showing entry message transmitted, computer's acknowledgment confirming acceptance of entry and any additional NCIC record(s) already in NCIC relating to subject.

(3) Rotor clerk will serialize document (office file copy of FD-65, original terminal-produced printout(s), and other attached information), place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file and complete "entry" and "III" data on appropriate line of log.

(4) Case Agent will verify accuracy of entry by comparing terminal printout with entry information, initial NCIC activity block on serial containing the entry information, review printout of "III" inquiry, and initiate any necessary investigative action with respect to any additional NCIC record(s) relating to subject. Terminal printouts are to be filed in substantive case file.

EFFECTIVE: 12/10/93

7-2.3 Changes in Office of Origin (OO)

EFFECTIVE: 08/14/86

7-2.3.1 All Fugitives Except FUDE, PV, and MRV

Office where process filed and warrant issued is to maintain record in NCIC for fugitive under its NCIC identifier regardless of change in OO. In an EFP case where subject escapes after conviction and no warrant is issued, the original OO should maintain record in NCIC for fugitive under its NCIC identifier regardless of change in OO.

EFFECTIVE: 08/14/86



7-2.3.2 FUDE, PV, and MRV Matters

(1) When FBIHQ authorizes change of OO, new OO is to promptly enter record for subject in NCIC as follows:

(a) Supervisor will stamp NCIC activity block on incoming FBIHQ communication authorizing change of OO; check "Entry," indicate that administrative inquiry (ZW) should be made prior to entry to retrieve former OO's record in NCIC, and initial where appropriate on block; and route communication to terminal operator.

(b) After entering record in NCIC, terminal operator is to initial and date NCIC activity block, record NCIC number in appropriate space on block, and attach FBIHQ communication authorizing change in OO to original of terminal-produced printout showing entry message transmitted, computer's acknowledgment confirming acceptance of entry, and any additional NCIC record(s) relating to subject already in NCIC.

(c) Rotor clerk will serialize document (FBIHQ communication, original terminal-produced printout(s), and other attached information), place a check mark on the NCIC line or stamp "NCIC" on the case file cover, insert NCIC Activity Log (FD-487) as top serial in case file, and complete "entry" data on first line of log.

(d) Case Agent will verify accuracy of entry by comparing NCIC terminal printout of entry with printout of former OO's NCIC record for subject; initial NCIC activity block on FBIHQ communication authorizing change in OO, and initiate any necessary investigative action with respect to any additional record(s) in NCIC relating to the fugitive. Terminal printouts are to be filed in substantive case file.

(2) Former OO will cancel its NCIC record after determining by administrative inquiry (ZW) that new OO has entered record. Former OO will follow cancellation procedures set forth in Section 7-2.5, below.

EFFECTIVE: 12/10/93

7-2.4 Modification of Fugitive Record



EFFECTIVE: 10/19/90

7-2.4.1 Caution Statements

(1) Immediately (within 24 hours) modify fugitive's NCIC record to show caution statements where facts substantiate need for such statements subsequent to entry of record in NCIC by 00.

(2) See MIOG, Part II, Section 21, for procedures regarding notifying FBIHQ, interested offices, and local agencies assisting.

EFFECTIVE: 02/14/97

7-2.4.2 Aliases and Identifying Data (See MIOG, Part II, 21-14.)

(1) Within 24 hours modify fugitive's NCIC record to show aliases and changes, additions, or deletions of identifying data developed subsequent to entry of record in NCIC by 00.

(2) See MIOG, Part II, Section 14, re use of fugitive airtel (FD-65). See Part II, Section 10, of this manual, regarding aliases in title of case.

(3) Upon developing new descriptive data regarding a subject, it should be "flagged" for the office having the fugitive's record on file by setting forth a lead to modify NCIC. Wording such as: "Lead: WFO at WFO: Modify NCIC" or "Lead: WFO at WFO: Modify NCIC re new SOC/123456789 and new alias John Doe" can be used.

(4) After the issuance of an identification order, wanted flyer, or check circular, the number of same, i.e., "I.O. #0000," should be entered into NCIC in the Miscellaneous Field which will serve as an additional flag concerning the individual's dangerous propensities and alert inquirers that an I.O., etc., is readily available.



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EFFECTIVE: 02/14/97

7-2.4.3 Sources of Data for Modification

Data for modification of fugitive's NCIC record may be furnished terminal by one of the following means:

(1) Supplemental FD-65 prepared by case Agent.
(Fugitive's NCIC record must be modified prior to submission of supplemental FD-65 to FBIHQ.)

(2) Teletype, |electronic communication, |or memorandum to
SAC

(3) Form 1-374 (transmittal routing slip for
identification record)

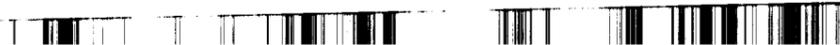
When an identification record or background information from an identification record is furnished to field by Form 1-374 and is positively identified with a Bureau fugitive, review this data for any necessary modification of fugitive's NCIC record. Add FBI number and NCIC fingerprint classification (if not already shown in record), along with any other pertinent data, to subject's NCIC record.

(4) Form FD-9 (identification record request) with
identification record attached.

Closely review information (where identification is positive)
furnished by |Criminal Justice Information Services |Division in
response to Form FD-9 for any necessary modification of fugitive's
NCIC record.

EFFECTIVE: 12/13/95

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7-2.4.4 Modification Procedure (See MIOG, Part II, 21-14.)

Following is the procedure for modification of a fugitive's NCIC record:

(1) Modification of NCIC records must be made immediately (within 24 hours) in accordance with NCIC policy. Modification of an NCIC record means within 24 hours following the detection of erroneous data in an existing record and following the receipt of data not already stored in the record or upon receipt by the inputting agency/office of the information prompting the change.

(2) Supervisor will stamp NCIC activity block on office file copy of communication or form showing changes, additions, or deletions of identifying data; check "Modify" and initial where appropriate on block; specify what data is to be added, changed, or deleted; e.g., "Modify NCIC-add aliases" or "Modify NCIC-add Social Security number"; and route to terminal operator.

(3) After modifying record, terminal operator will initial, date, and record NCIC number on activity block. Terminal operator may enter "modify" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication or form to original of terminal-produced printout showing modify message transmitted and computer's acknowledgment confirming modification of record.

(4) Rotor clerk will serialize document (office file copy of communication and original terminal-produced printout) and complete "modify" data on NCIC Activity Log.

(5) Case Agent will verify proper modification of record by review of terminal printout and initial NCIC activity block on serial containing modify information. Terminal printout is to be filed in substantive case file.

EFFECTIVE: 02/14/97



7-2.5 Cancellation of Fugitive Record | (See MAOP, Part II,
7-2.3.2 (2); MIOG, Part II, 21-14.) |

NCIC record concerning Bureau fugitive must be immediately
|| (within 24 hours) | cancelled by office with record on file when
outstanding process is dismissed prior to subject being
located/apprehended. (Note: When federal process is dismissed in
favor of local prosecution in unlawful flight fugitive matters,
fugitive's NCIC record is to be cleared based on apprehension data.)
The procedure for cancelling a fugitive record is as follows:

(1) Supervisor will stamp NCIC activity block on office
file copy of communication showing cancellation information, check
"Cancel" and initial where appropriate on block, and route to terminal
operator.

(2) After cancelling record, terminal operator will
initial date, and record NCIC number on activity block. Terminal
operator may enter "cancel" data on NCIC Activity Log (FD-487).
Terminal operator will attach office file copy of communication to
original of terminal-produced printout showing cancellation message
transmitted and computer's acknowledgment confirming cancellation of
record.

(3) Rotor clerk will serialize document (office file copy
of communication and original terminal-produced printout), complete
"cancel" data on NCIC Activity Log, and make slash mark through "NCIC"
on file jacket.

(4) Case Agent will verify proper cancellation of record
by review of terminal printout and initial NCIC activity block on
serial containing cancel information. Terminal printout is to be
filed in substantive case file.

EFFECTIVE: 02/14/97

7-2.6 Clearance of or Placing of a "Located" in Fugitive Record

EFFECTIVE: 08/14/86

7-2.6.1 Fugitive Located/Apprehended in Territory of Office Which
has Record on File in NCIC

Responsibility of office having record on file in NCIC is
as follows:

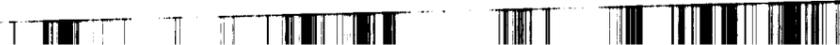
(1) Supervisor will stamp NCIC activity block on office
file copy of communication showing fugitive located/apprehended, check
"Clear" and initial where appropriate on block, and route to terminal
operator.

(2) Terminal operator will make operational inquiries of
NCIC to determine all records on file for fugitive, transmit clear
message for office's NCIC record, and place "located" in all other
records for fugitive in NCIC. Terminal operator will also initial,
date, and record NCIC number on NCIC activity block and may enter
"clear" data on NCIC Activity Log (FD-487). Terminal operator will
attach office file copy of communication to original of
terminal-produced printout showing clear and "located" messages
transmitted and computer's acknowledgment confirming clearance of
record and acceptance of "located" messages for other records, if any,
in NCIC.

(3) Rotor clerk will serialize/document (office file copy
of communication and all original terminal-produced
printouts), complete "clear" data on NCIC Activity Log, and make slash
mark through "NCIC" on file jacket.

(4) Case Agent will verify proper clearance of record and
placing of "located" messages in other records in NCIC, if any by
review of terminal printout and will initial NCIC activity block on
serial containing location/apprehension information. Terminal
printout is to be filed in substantive case file.

EFFECTIVE: 08/14/86



7-2.6.2 Fugitive Located/Apprehended in Territory of Office Other Than One Which Has Record on File in NCIC

(1) Responsibility of office locating/apprehending fugitive is as follows:

(a) Supervisor will stamp NCIC activity block on office file copy of communication showing fugitive located/apprehended, check "Locate" and initial where appropriate on block, and route to terminal operator.

(b) Terminal operator will make operational inquiries of NCIC to determine all records on file for fugitive, transmit "located" message for record(s) of fugitive in NCIC. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and attach office file copy of communication to original of terminal-produced printout showing "located" message(s) transmitted and computer's acknowledgment confirming acceptance of "located" message(s) for record(s) in NCIC.

(c) Rotor clerk will serialize document (office file copy of communication and original terminal-produced printout(s)).

(d) Case Agent will verify proper placing of "located" message(s) on record(s) in NCIC by review of terminal printout and will initial NCIC activity block on serial containing location/apprehension information. Terminal printout is to be filed in substantive case file.

(2) Responsibility of office having record on file in NCIC is as follows:

(a) Follow instructions in Section 7-2.6.1 (1), above.

(b) Terminal operator will make administrative inquiries of NCIC to determine if all records on file for fugitive have "located" messages, transmit clear message for office's NCIC record and place "located" in all other NCIC records for fugitive not having "located" messages. Terminal operator will also initial, date, and record NCIC number on NCIC activity block and may enter "clear" data on NCIC Activity Log (FD-487). Terminal operator will attach office file copy of communication to original of terminal-produced printout showing "clear" and "located" messages, if any, transmitted and computer's acknowledgment confirming clearance of record and acceptance of "located" messages.



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(c) Follow instructions in Section 7-2.6.1 (3),
above.

(d) Case Agent will verify proper clearance of
record and placing of "located" messages, if any, by review of
terminal printout and will initial NCIC activity block on serial
containing location/apprehension information. Terminal printout is to
be filed in substantive case file.

EFFECTIVE: 08/14/86

7-2.7 Fugitives Located Outside U.S.

NCIC records should not be cleared or cancelled nor should
a "located" be placed against record. NCIC record is to remain active
until subject is in Federal custody in the United States, regardless
of whether substantive case is in pending or pending-inactive status.

EFFECTIVE: 08/14/86

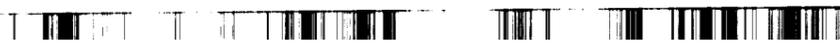
7-2.7.1 Deleted

EFFECTIVE: 08/14/86

7-2.7.2 Deleted

EFFECTIVE: 08/14/86

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PRINTED: 02/10/98



7-2.8 Validation of Fugitive Records

(1) |A portion of all Wanted Person File records are validated every month pursuant to the schedule contained in the NCIC Operating Manual, Introduction, Section 3.3.1. Validation means that the originating agency reviews each record to determine: (1) that records which are no longer current have been removed from NCIC; (2) that all records contain all available information; and (3) that all information contained in each record is accurate. |

(2) |Each field office receiving a validation request from its appropriate control terminal agency should follow appropriate receipt acknowledgment and certification procedures set forth by that agency. Each record in the listing is to be promptly validated. | Supervisors will designate personnel to handle validation. Necessary modifications, clears, and cancels are to be |made promptly |via |the |office's terminal. |When a record does |not contain all available information, data should be added by use of a modify message.

(3) |On completion of validation, the reviewer will date and initial the NCIC Activity Log (FD-487) in each case file. |

EFFECTIVE: 11/24/89

| 7-2.8.1 |Deleted|

EFFECTIVE: 11/24/89

| 7-2.8.2 |Deleted|

EFFECTIVE: 11/24/89

7-2.9 Retention Period for Fugitive Records

FBI fugitive records on file in NCIC Wanted Person File will be retained in NCIC as specified in the NCIC Operating Manual.



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EFFECTIVE: 11/24/89

7-2.10 Foreign Fugitive and U.S. Secret Service Protective, and
Bureau of Alcohol, Tobacco and Firearms (ATF) Violent
Felon, and Deported Felon Files (See MIOG, Part I,
175-16(5) and Part II, 16-16.7, 16-16.8.)

For inquiries only. For instructions on inquiries and
proper handling of positive responses from the Foreign Fugitive File,
see the NCIC Operating Manual, Part 9. For information on the U.S.
Secret Service Protective File, see NCIC Operating Manual, Part 11.
For information on the ATF Violent Felon File, see the NCIC Technical
and Operational Updates 91-4 and 92-1. For information on the
Deported Felon File, see the NCIC Technical and Operational Update
95-3.

EFFECTIVE: 05/13/96

7-3 MISSING PERSON

EFFECTIVE: 11/24/89

7-3.1 Inquiry

Where an operational inquiry of the Wanted Person File
(message key QW) or of the Vehicle File (message key QV) results in a
valid positive response (hit) on a missing person record other than an
FBI kidnaping victim entry, follow Bureau procedures for handling
investigative matters not within FBI jurisdiction. Retain original of
terminal-produced printout showing inquiry message transmitted and
record(s) on file in NCIC in exhibit envelope, FD-340 and/or FD-340b,
of substantive case file or other appropriate file.

EFFECTIVE: 11/24/89

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PRINTED: 02/10/98



7-3.2 Entry of Missing Person Record

(1) Field office may enter an NCIC Missing Person File record for the victim in a kidnaping case where such entry is deemed beneficial to the case. In such a case, the record should be entered using message key EM-1 (Missing Person - Involuntary). The entry of a missing person record should be made in a timely manner in accordance with NCIC policy. Timely entry of a Missing Person File record means as soon as possible once the minimum data required for entry and the appropriate record documentation is available.

(2) Field office may enter a Missing Person File record upon request from an individual provided certain guidelines are followed. (Use Forms FD-626 and FD-630. These forms should be placed in the 79-0 administrative control file after NCIC entry has been made by the field office. These forms are intended for field office use and should not be forwarded to FBIHQ.) (See the MIOG, Part I, Section 79 and Part II, 16-16.3.)

EFFECTIVE: 11/24/89

7-3.3 Modification, Cancellation, Location, and Clearance of Missing Person Records

Follow instructions in NCIC Operating Manual for modification, cancellation, location, and clearance of NCIC Missing Person records. Use NCIC activity block stamp, "NCIC" stamp, and NCIC Activity Log (FD-487) in the same manner as for NCIC property and fugitive record transactions.

EFFECTIVE: 11/24/89

7-3.4 Validation of Missing Person Records

(1) A portion of all Missing Person File records are validated every month pursuant to the schedule contained in the NCIC Operating Manual, Introduction, Section 3.3.1. Validation means that the originating agency reviews each record to determine: (1) that records which are no longer current have been removed from NCIC; (2) that all records contain all available information; and (3) that all information contained in each record is accurate.

(2) Each field office receiving a validation request from its appropriate control terminal agency should follow appropriate receipt acknowledgment and certification procedures set forth by that agency. Each record in the listing is to be promptly validated. Supervisors will designate personnel to handle validation. Necessary modifications, clears, and cancels are to be made promptly via the office's terminal. When a record does not contain all available information, data should be added by use of a modify message.

(3) On completion of validation, the reviewer will date and initial the NCIC Activity Log (FD-487) in each case file.

EFFECTIVE: 11/24/89

7-3.4.1 | Deleted |

EFFECTIVE: 11/24/89

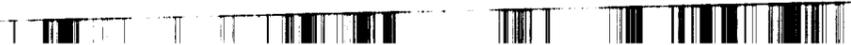
7-3.4.2 Offices with Terminals Accessing NCIC Via a
State/Metropolitan/Regional System

Those field offices that do not have direct access to NCIC, but go through a state or metropolitan area control terminal must follow appropriate receipt acknowledgment and certification procedures set forth by the state or metropolitan area control terminal. State or metropolitan area control terminal agencies may require that validation certification be completed in less than 45 days.

EFFECTIVE: 11/24/89

7-3.5 Retention Period for Missing Person Records

FBI missing person records on file in NCIC Missing Person File will be retained in NCIC as specified in the NCIC Operating Manual.



EFFECTIVE: 11/24/89

7-4 INTERSTATE IDENTIFICATION INDEX (III)

EFFECTIVE: 11/24/89

7-4.1 Inquiry

(1) The III allows on-line accessibility of criminal arrest records through the use of your NCIC computer terminal. The III maintains index records which contain personal descriptive data of the subject of the criminal history record. The location of the data base(s) which stores the criminal history record is also part of the Index. Records available through the III include: subjects arrested with dates of birth 1956 or later and all individuals arrested for the first time on or after 7/1/74, regardless of their dates of birth AND SELECTED older records converted to the automated system for certain fugitives and repeat offenders. (See MIOG, Part II, 10-5.)

(2) Detailed instructions for conducting name searches and record retrievals are set forth in the NCIC Operating Manual, Part 10. The state control terminal officer within your state can respond to any questions or problems you might have concerning the operation of your NCIC computer terminal.

(3) All field offices are encouraged to use III in their daily operations.

(4) If no record is located through the III File, check with the FBI Criminal Justice Information Services Division since it maintains over 10 million additional records not available through III.

EFFECTIVE: 05/13/96

7-5 OTHER SERVICES PROVIDED BY NCIC



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EFFECTIVE: 11/24/89

7-5.1 Off-Line Search (See MIOG, Part II, 16-16.1.)

An off-line search (inquiry) is a special query of the NCIC computer for information which cannot be obtained through the use of an on-line inquiry. An off-line search of NCIC data may be conducted and/or coordinated only by the Criminal Justice Information Services Division, Programs Support Section at FBIHQ at the request of the case Agent or Field Supervisor. For more details, see the NCIC pamphlet, "NCIC Off-Line Search."

EFFECTIVE: 08/18/94

7-5.2 National Law Enforcement Telecommunications System, Inc. (NLETS)

Criminal Justice Information Services Division, Programs Support Section at FBIHQ may be contacted via the NLETS using the identifier DCFBIWAT8. (See MIOG, Part II, 16-15 and 16-16.)

EFFECTIVE: 08/18/94

7-5.3 Canadian Police Information Centre (CPIC) System (See MIOG, Part II, 16-16.2.)

The CPIC System may be accessed through NLETS. Refer to your State Operating Manual for guidelines to access this database.

EFFECTIVE: 08/18/94

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PRINTED: 02/10/98



7-5.3.1 Canadian Vehicle Index (CVI)

The CVI will match all NCIC Vehicle and Boat Inquiries against CPIC Vehicle and Boat records. For details, see NCIC Technical and Operational Update 96-1.

EFFECTIVE: 05/13/96

7-5.4 NCIC Publications List

NCIC maintains a list of all NCIC publications available. Contact Criminal Justice Information Services Division, Programs Support Section at FBIHQ for a copy.

EFFECTIVE: 08/18/94

7-5.5 NCIC Policy for Distribution of Criminal Justice Information Services Division Newsletter, NCIC Operating Manual, and NCIC Code Manual

The distribution of the above publications will be as follows:

(1) Each field office is furnished two copies of the Criminal Justice Information Services Division Newsletter, unless additional copies are requested. Contact CJIS, Programs Support Section at FBIHQ to increase the number of copies furnished.

(2) The distribution of the NCIC Code Manual and NCIC Operating Manual and subsequent revisions is left to the discretion of the SAC of each office. The SAC should promptly notify CJIS, Programs Support Section at FBIHQ of any desired changes to the current amount received by the field office.



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EFFECTIVE: 08/18/94

7-5.6 Unidentified Person File

For information on the Unidentified Person File, see the
NCIC Operating Manual, Part 12.

EFFECTIVE: 05/14/87

7-5.7 Originating Agency Identifier (ORI) File

The ORI File contains pertinent data on local, county,
state, and Federal law enforcement and criminal justice agencies
nationwide. Refer to the NCIC Operating Manual, Part 13, for details
on accessing this File.

EFFECTIVE: 05/14/87

7-5.8 Violent Gang and Terrorist Organization File (VGTOF)
(See MIOG, Part II, 16-16.9.)

The VGTOF is an automated national index of known members
and reference information on violent gangs and terrorist
organizations. This file is for investigative purposes. For details,
see NCIC Technical and Operational Updates 94-2 and 95-2.

EFFECTIVE: 05/13/96

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SECTION 8. TRAINING

8-1 AGENT'S TRAINING

EFFECTIVE: 03/26/92

8-1.1 New Agent's Training

EFFECTIVE: 03/26/92

8-1.1.1 Oath of Office

The Oath of Office is administered to new employees reporting for new Agents' training by the Assistant Director, Training Division, or a designated representative of the Training Division at the FBI Academy.

EFFECTIVE: 03/26/92

8-1.1.2 Indoctrination

When newly appointed Special Agents (SA) report to the FBI Academy, they are administered the Oath of Office. A representative of the Security|Clearances|Unit,|Intelligence|Division, will afford them an introductory security awareness briefing covering the hostile threat to the United States and the notification requirements pertaining to employee marriages to non-Bureau persons, unofficial foreign travel and unofficial contacts with foreign nationals from specified hostile countries. Thereafter, the SA trainees will execute all necessary forms incidental to entry on duty. The trainees undergo a rigorous training program of at least 83 training days. Trainees attend classes from 7:45 a.m. until 5 p.m., Monday through Friday, with routine evening and weekend training classes. New Special Agents are initially indoctrinated in a comprehensive New Agents' training course with counselors providing guidance and observation of the trainees' progress.

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(MAOP)



EFFECTIVE: 03/26/92

8-1.1.3 Scope and Nature of New Agent's Training Program

The New Agent's Training Program generally consists of four parts: classroom instruction, defensive tactics and physical training, firearms training, and practical applications. Each trainee is carefully observed and evaluated during the program. Failure to demonstrate the competencies required of a Special Agent trainee will result in dismissal. The minimum passing grade on each of the academic examinations is 85 percent with 80-84.9 being a marginal failure and a score below 80 being an outright failure.

EFFECTIVE: 03/26/92

8-1.1.4 Disqualifying Conditions

(1) Two failures (either marginal or outright) on the same subject matter.

(2) Two outright failures.

(3) Three marginal failures.

(4) Failure to demonstrate a satisfactory level of performance in the physical training program, or failure to demonstrate proficiency in defensive tactics.

(5) Failure to attain a passing score on all qualifying firearms courses.

(6) Failure to demonstrate a competency in the safe handling of all weapons during firearms training regardless of score.

(7) Failure to demonstrate proficiency in simulated arrest situations.

(8) Violations of the rules and regulations governing a new Agent's conduct during the training program.



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EFFECTIVE: 03/26/92

8-1.2 Probationary Agent Program (PAP)

EFFECTIVE: 11/25/87

8-1.2.1 Program Intent and Objectives (See MAOP, Part I, 5-4.3.)

New Special Agent trainees, upon successful completion of training school, continue in a probationary status for a full two years (one year for trainees appointed before December, 1994) from the date they enter on duty. See MAOP, Part I, 21-1. The program is designed to:

- (1) Provide the Probationary Agent (PA) a comprehensive job-related curriculum to be completed in training sessions throughout the probationary period,
- (2) To provide the PA a comprehensive range of core criminal investigative skill experiences in preparation for future complex specialized assignments,
- (3) To evaluate the PA's training and job performance and provide remediation where necessary, and
- (4) To appraise the PA's performance and complete the Special Agent Selection process.
- (5) Deleted

EFFECTIVE: 07/11/95

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8-1.2.2 Program Administration

Although the SAC is responsible for the overall supervision of the program and is to personally approve the final selection of each new Special Agent, the squad supervisor has first-line responsibility for program implementation. Each office will designate an experienced Special Agent as the Probationary Agent Training Coordinator who will be responsible to maintain program manuals, resource materials, training curriculum and to coordinate the training sessions. Each office will also designate several mature, experienced and highly successful Special Agents to serve in the role of Field Training Agent. These Agents are to work with the PA and provide guidance and instruction in the application of investigative techniques as well as informal critiques of the PA's performance and written work product. The PA will maintain a "training log" to assist program administration.

EFFECTIVE: 11/25/87

8-1.2.3 Program Actions (See MAOP, Part I, 5-4.3, 21-7(6); II, 1-1.4(2), & 1-3.13.3.)

(1) Newly arrived PAs should be greeted personally by the SAC or, in SAC's absence, the ASAC, in which case the SAC is to meet the PA at the first opportunity.

(2) During the first 40 workdays in the new office of assignment, after routine orientation the PA is to be assigned to work full time, for 20 full workdays, with a Field Training Agent and/or other experienced, successful Agents on "interview-intensive" matters.

(3) The job-related curriculum, as well as the core criminal investigative skill experiences as outlined in the program manual, should be completed during the probationary period. At a minimum, skill experiences 1-9 should be completed during the probationary year and the balance before the end of the second year.

(4) File reviews with PAs are recommended every 30 days but must be conducted at least every 60 days. See program manual for additional details regarding documentation. A PA's first annual Performance Appraisal Report (PAR) is to be issued upon his/her completion of the first year on duty; if the PA was appointed on or after December, 1994, the PA's second annual PAR is to be issued upon his/her completion of their second year on duty. These PARs are to be



submitted, as a normal PAR, to the Performance, Recognition and Awards Unit (PRAU), FBIHQ, at that time. Complete narrative summaries, including specific examples of the PA's accomplishments and deficiencies, are to be included for each critical element rated in the first and second annual PARs, if the PA was appointed on or after December, 1994, regardless of the performance levels achieved. Subsequent annual PARs are issued in accordance with established Performance Management System policy. (See MAOP, Part I, 5-4.3(2).)

(5) Prior to leaving the FBI Academy, the PA will be issued a training log which will contain a checklist of the required core skill experiences and the training topics. At the end of the probationary period, after completion of the experiences, curriculum and appraisal, the original of the log is to be maintained in the field office PAP control file for two years. (In the event the PA is serving a one-year probationary period, and the experiences are not completed within the one-year period, filing of the log should be done upon completion but no later than the end of the PA's second year.)

EFFECTIVE: 07/11/95

8-1.2.4 Public Relations and News Media Matters

New Special Agents assigned to a field office may, in certain circumstances, be contacted directly by aggressive members of the news media. In order for them to be fully prepared for such contacts, each SAC shall ensure that all new Agents in that division have a working knowledge of the rules and regulations governing public relations and news media matters as set forth in Part II, Section 5, of this manual. They should also be familiarized with any individual policies of the SAC regarding such matters.

EFFECTIVE: 07/18/88



8-1.2.5 Assignment of Probationary Agents (See MAOP, Part I,
5-4.3.)

(1) Although the SAC has full flexibility in the assignment of the PA, the PA's assignment must allow availability and opportunity for participation in the core skill experiences and training sessions. The assignment must also allow the availability of a Field Training Agent or other competent, experienced Special Agent to work with and should provide supervisory continuity for proper training administration, appraisal, and selection. Periodic squad rotations should not be necessary.

(2) During the probationary period, new Special Agent Accountants (SAA) should receive a well-rounded range of core criminal investigative skill experiences through their full participation in the PAP. Upon successful completion of their probationary period, new SAAs should receive assignments which fully develop and utilize their investigative and accounting expertise.

EFFECTIVE: 07/11/95

8-1.3 Agent's Field Training Program

EFFECTIVE: 07/18/88

8-1.3.1 Testifying in Court

(1) All Agents must be afforded an opportunity to testify in Federal court, before a Federal grand jury, or at a U.S. Magistrate's hearing.

(2) SACs may grant any Special Agent, regardless of years of service, approval to attend trials in Federal court whenever it is determined to be of benefit to the overall development of their testifying skills. Preference should be given to Federal trials involving FBI cases.

(3) SAC is to determine whether an Agent made a satisfactory witness on Agent's first appearance in Federal court. Record in Agent's personnel file:



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- (a) Facts as to what kind of a witness he/she made
- (b) The title of the case

EFFECTIVE: 09/28/90

8-1.3.2 Agent's Annual General Conference (See Legal Attache Manual, Part I, 2-12.1.)

(1) A conference of Agents is to be held annually during working hours. (The Senior Resident Agent or a designated Agent may represent the resident agencies at these conferences.)

(2) SAC is to hold other conferences of all personnel whenever circumstances dictate.

(3) Agents are to be advised of important matters on a current basis at squad conferences (or office conferences in small offices) and at such gatherings as firearms sessions, etc. (See MAOP, Part II, 8-2.2.)

(4) At the conference, recent SAC memoranda, policy changes, and legal and ethical problems are to be discussed. The role of the Shooting Incident Review Group (SIRG), Criminal Investigative Division (CID), and the Office of the General Counsel, in shooting investigations must be discussed as part of the curriculum, so that Agents can better understand and appreciate the complexities involved in such investigations. Additionally, all Agents should be introduced to and familiarized with Bureau shooting incident guidelines as set forth in MIOG, Part II, 12-11.1 through 12-11.9. (Items regarding Equal Employment Opportunity as contained in Part I, 1-2.1 and 4-7.1, of this manual are to be reiterated.) Matters in the outline "Security Indoctrination of FBI Employees" should also be covered. (See All SACs Memorandum 20-90, dated July 23, 1990, entitled "Security Awareness Training for All FBI Employees.") A presentation from the divisional Employee Assistance Program (EAP) Coordinator or Regional EAP Program Manager, on the EAP, including availability and accessibility of EAP resources for FBI employees and family members, program confidentiality, and other psychological services provided by the Employee Assistance Unit, Personnel Division, must be included as part of the conference. Other subjects for discussion are to be solicited from the Agents in advance of the conference. Wherever practical, the seminar approach should be utilized. (See MAOP, Part II, 8-2.2; MIOG, Part I, 261-2 (2); National Foreign Intelligence

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| Program Manual, Part I, 8-1.1.)|

(5) The program is to be prepared sufficiently in advance to permit preparation of outlines.

(6) The SAC personally must direct the conference, except whenever FBIHQ otherwise directs.

(7) The program, containing a handwritten notation that the conference was held, is to be filed administratively.

(8) Adequate longhand notes must be maintained by Agents showing the proceedings held.

(9) Suggestions made by employees during the conference which have general application are to be reported to FBIHQ. Show the name of the Agent making the suggestion and SAC's recommendation. (See Part I, Section 5-19, of this manual regarding suggestions.)

EFFECTIVE: 04/26/96

| 8-1.3.3 | Deleted|

EFFECTIVE: 12/14/93

8-1.4 Training at a Non-Government Facility

On occasion an employee may receive training at a non-Government facility with prior Bureau approval and at the Bureau's expense. Such training, usually arranged under the Government Employees' Training Act, requires him/her to first sign an agreement to remain in the service a specified length of time following completion of the training. His/Her voluntary departure before completing this agreed period of service obligates him/her to repay the costs of the training. The length of the continued service agreement depends on such factors as the length of the training course and associated costs. Full-time training of two weeks or less requires a six-month continued service agreement. Full-time training of more than two weeks, but less than six months, regardless of cost,



requires a two-year continued service agreement. Full-time training of six months or more, but less than one year, requires a three-year continued service agreement. Full-time training of one year or more will require a minimum of a four-year continued service agreement or three times the length of training, whichever is greater. Training on less than a full-time basis (including travel and per diem) which costs up to \$2,500 will require a one-year continued service agreement or three times the length of training, whichever is greater; over \$2,500, up to \$5,000, will require a two-year continued service agreement or three times the length of the training, whichever is greater; and over \$5,000 will require a three-year continued service agreement or three times the length of training, whichever is greater. Under certain circumstances, the length of the continued service agreement may not be determined by the above schedules but may be otherwise established by the FBI Training Officer.

EFFECTIVE: 06/28/91

8-1.5 Management Educational Opportunity Program

(1) The Management Educational Opportunity Program provides advanced education for managers and supervisors and approved relief supervisors in the Executive Development and Selection Program (EDSP). The objectives of this program are: to enhance the managerial skills, knowledges, and abilities of FBI supervisors and managers; to encourage supervisors and managers to achieve their highest potential consistent with Bureau needs; and to serve as an incentive for those in the EDSP. The program permits EDSP participants to pursue graduate level managerial courses at colleges and universities. Employees eligible for this program may obtain reimbursement for the cost of tuition and books up to a maximum of three courses (up to \$1,200 per course). Travel costs will not be reimbursed. Training courses must be relevant to supervisory or management responsibilities in the FBI. This program is not intended to be degree granting.

(2) Training courses undertaken in connection with this program must be relevant to supervisory or management responsibilities in the FBI. Courses in public administration, personnel management and other management sciences are suggested. So that participation in this program does not become disruptive to the efficient operation of an office, employees should attempt to arrange attendance during nonworking hours. If not possible or desirable, the SAC or division head must personally review and approve any training during regular working hours. Availability Pay (AVP) cannot be claimed for training

purposes.

(3) Eligible employees desiring to participate in this program must prepare an SF-182, "Request Authorization Agreement and Certification of Training" form, and attach a complete description of the training course and its relationship to the employee's supervisory or managerial responsibilities. All such training requests must first be approved by the appropriate SAC or division head and then forwarded to FBIHQ, Attention: Training Officer, at least 30 days prior to training commencement date. Upon completion of the course, the employee should submit receipts showing payment of tuition and books, and a grade slip or statement from the instructor showing the course was successfully completed. No reimbursement for training costs will be made for employees failing to successfully complete a training course unless the training is discontinued for official purposes.

EFFECTIVE: 04/02/96

||8-1.6| In-Service Training - FBI Academy

EFFECTIVE: 08/22/85

||8-1.6.1| Purpose

The primary purpose of the FBI in-service program is to help furnish all Special Agents with the necessary skills, attitudes, and knowledge to enable them to perform their job professionally, economically, effectively, and efficiently.

EFFECTIVE: 08/22/85

|8-1.6.2| Selection of Attendees

The nature of in-service training requires extensive input from the field divisions to ensure that the field follows established policies in the selection of Agents to attend in-service training. As the quality and complexity of cases increase, the field will have a need for specialized, highly sophisticated training programs so that Agent personnel have the necessary investigative skills to handle these complex matters. Agents should be selected as candidates for attendance at an in-service program only when the instruction given is directly related to their job assignments, and where the Agents have a demonstrated need for the training. Thus, the course content will benefit the Agents, as well as the FBI, so that our obligations may be carried out in the most professional and cost-effective manner possible.

EFFECTIVE: 08/22/85

8-1.6.3 In-Service Schedule

|On-line access to the FBI Academy's Fiscal Year Training Schedule is available in each FBIHQ division, Legat and field office through the Quantico Student Information System (QGIS). Access capabilities include printing the selection of FBI schools; therefore, notices of training opportunities can be physically posted in each office. Any Special Agent requesting access to the Electronic Posting System will be granted access via a sign-on code, after requesting same through the appropriate channels. SACs, Legats, and Assistant Directors are to personally ensure that all personnel are cognizant of the availability of FBI Academy training programs and have an opportunity to apply for such training. | The long-range goal of in-service training is to guarantee that all Special Agents are professionally and academically equipped to meet the requirements and challenges of their complex and changing responsibilities.

EFFECTIVE: 01/19/95



||8-1.6.4| In-Service Curriculum

In-service training is highlighted by coordinated planning and implementation of training programs designed to meet our critical priorities. Input is solicited on an annual basis from each field office relative to the in-service programs most needed by the field. In-services will be scheduled on the basis of FBIHQ priorities, as well as the needs of our field divisions.

EFFECTIVE: 08/22/85

||8-1.6.5| In-Service Control File

Each office will maintain a file to serve as a repository for 11 communications pertaining to in-service training. This file should include such items as an office's attendees, the selection process of an office for attendance, and the reply to the annual in-service survey.

EFFECTIVE: 08/22/85

8-2 SUPPORT PERSONNEL

EFFECTIVE: 10/20/88

8-2.1 Training Opportunities at FBIHQ

(1) Classes are offered by the Personnel Division for the benefit of support personnel who wish to learn a skill and improve their existing skills. These employees are selected by the Personnel Division upon recommendation of the division to which employees are assigned.

(2) When there is a sufficient demand for such training, beginning and advanced typing classes are offered for the benefit of employees.

(3) Beginning and advanced shorthand classes are offered



for those employees who wish to qualify as Bureau stenographers. For admission to the advanced shorthand class, it is necessary to be able to write shorthand (any system of shorthand is acceptable) at approximately 60 wpm, to type at approximately 40 wpm, and to demonstrate an ability in spelling, vocabulary, and basic grammar. No previous skills are required for admission to the beginning shorthand classes. Employees are selected by the Personnel Division upon recommendation of the division to which employees are assigned.

(4) Classes meet Monday through Thursday. For those who need additional practice in typing, classrooms are open daily from 12:30 p.m. to 1 p.m.

(5) Students are afforded the further opportunity of attending the Business English and Proofreading classes.

(6) All clerical training classes are conducted on Bureau time, and regular attendance is required. Homework is required for some of the courses.

(7) It is required that, in order to qualify for assignment to skilled clerical positions, all employees in Washington, D.C., who attend the Bureau's clerical classes must sign an agreement (Form FD-375), which states that inasmuch as the opportunity to attend classes is afforded to thereby equip the employee for assignment to work of a clerical nature in the Bureau, the employee enters the training classes with the understanding that he/she will remain in the FBI for a minimum period of one year, contingent upon maintaining a satisfactory work record, after finishing the training and may be assigned to any division at FBIHQ or in the Washington Metropolitan Field Office.

EFFECTIVE: 04/21/94



8-2.2 Support Personnel Conferences (See Legal Attache Manual,
2-12.3; Correspondence Guide - Field, 1-2.)

(1) At FBIHQ - All divisions are required to hold annual conferences for all employees to be refreshed on policy and other changes. Items regarding Equal Employment Opportunity as contained in Part I, 1-2.1 and 4-7.1, of this manual, are to be reiterated. The larger divisions are permitted at their discretion to conduct such conferences on a sectional or unit basis where the number of employees in the division warrants such to ensure maximum benefit to the employees.

(2) In field offices - (See MAOP, Part II, 8-1.3.2 (4); MIOG, Part I, 261-2; National Foreign Intelligence Program Manual, Part I, 8-1.1.)

(a) Held annually and supervised by SAC; ASAC to attend if in headquarters city.

(b) Program to be prepared in advance and based on suggestions made by both support personnel and Agents and discussion handled by them. In all conferences, items regarding Equal Employment Opportunity as contained in Part I, 1-2.1 and 4-7.1, of this manual, are to be covered. Wherever practical the seminar approach should be utilized.

(c) Matters in the outline "Security Indoctrination of FBI Employees" should be discussed. (See All SACs Memorandum 20-90, dated July 23, 1990, entitled "Security Awareness Training for All FBI Employees.")

(d) A presentation from the divisional Employee Assistance Program (EAP) Coordinator or Regional EAP Program Manager, on the EAP, including availability and accessibility of EAP resources for FBI employees and family members, program confidentiality, and other psychological services provided by the Employee Assistance Unit, Personnel Division, must be included as part of the conference.

(e) Longhand notes to be taken but are not graded.

(f) Suggestions made to be handled as those made during Agents' annual conferences.

(g) The program, containing a handwritten notation that it was held, is to be filed administratively.

EFFECTIVE: 04/26/96

8-2.3 Training for Foreign Assignment

See Part I, 11-15, of this manual for information concerning this training.

EFFECTIVE: 06/21/94

8-2.4 Training for Certified Public Accountants (CPA) Support Personnel

The following criteria is set forth concerning the reimbursement of CPA review courses for support personnel.

(1) Employees must be assigned to Auditor, GS-510 Accountant, or Financial Analyst positions. Employees must be a GS-9 or higher, have been at the GS-9 level at least one year, and have been in position at least one year. Employee must also possess a four-year undergraduate accounting degree.

(2) Employee will be required to sign a Training Agreement (FD-375) and remain in government service for two years following the completion of training.

(3) Before the Bureau will reimburse an employee for a CPA review course, all parts of the review course and 90 percent of assigned homework must be satisfactorily completed. Travel costs will not be reimbursed.

(4) Eligible employees desiring to participate in this program must prepare an SF-182 "Request of Training" and submit same to the Training Office, Employee Benefits Unit, Personnel Division, at least 30 days prior to training commencement date. Upon completion of the course, the employee should submit receipts showing payment of tuition, and a grade slip or statement from the instructor showing the course was successfully completed. No reimbursement for training costs will be made for employee failing to successfully complete the course unless the course is discontinued for official purposes. (See



MAOP, Part II, 8-1.5 (3).)

(5) Because CPA certification is not required for the listed positions, continuing education to keep CPA certification current will not be funded by the Bureau.

EFFECTIVE: 09/17/97

8-3 FIELD POLICE TRAINING PROGRAM

EFFECTIVE: 12/12/91

8-3.1 Purpose

The Field Police Training Program (FPTP) serves as the foundation for the FBI's Comprehensive Law Enforcement Training Program. The goal of this program is to improve the investigative, managerial, technical, and administrative capabilities of local, county, and state law enforcement and other criminal justice personnel by providing, upon request, education and training programs in local, state, and regional facilities throughout the United States by qualified FBI police instructors. The specific objective of the FPTP is as follows:

(1) Contingent upon field office expertise, instructor availability, and budgetary constraints, provide training assistance to improve the investigative, management, technical, and administrative skills of local, county, and state law enforcement and other criminal justice personnel.

(2) To create and maintain the requisite conditions to facilitate cooperation between FBI and local agencies in areas of mutual concern and interest.

(3) Through the training, technical assistance, and liaison process, improve the effectiveness of FBI field investigative operations.



EFFECTIVE: 12/19/88

8-3.2 Policy

(1) The Bureau will provide training assistance for duly constituted state, county, and local criminal justice agencies based on either assessment of agency training needs or relevancy to division investigative programs and provide training assistance to only those agencies who lack instructional expertise. Training assistance should be limited to those areas in which the FBI has the required expertise and personnel qualified to provide assistance. Field office efforts should concentrate on courses designed to "train the trainer." This is of particular importance in such labor-intensive areas as firearms and defensive tactics.

As a general rule, instructional and technical assistance should be distributed throughout the field office territory and not localized or limited to a few agencies. SAC or his/her designee is expected to participate in local, county, state, and regional training associations, advisory boards, etc.

(2) Police training commitments may be solicited on a conservative basis; however, no law enforcement executive should be given the impression they must schedule training schools and utilize FBI assistance.

(3) A record of schools conducted should be recorded on the automated PTS (Police Training System) and a paper copy for each school should be maintained in appropriate field office file.

(4) The primary thrust of FBI police training activities should be to provide training assistance for full-time local, county, and state police officers. Therefore, specific prior FBIHQ approval must be obtained before scheduling EXTENSIVE training assistance for part-time criminal justice groups or for other federal agencies. Your communication requesting approval to conduct extensive training for these agencies should be directed to FBIHQ, Attention: Training Division, and should set forth full justification as to how such training will benefit the criminal justice community. Communication should be directed to the Bureau UACB. Specific FBIHQ approval is not required to furnish a short, one-time presentation such as "Jurisdiction of the FBI" before a part-time criminal justice group or other federal agency. Discretion must be used in committing police training resources to such activity.



(5) As a general policy, the Bureau cooperates with colleges and universities in police training if the training is conducted in cooperation with law enforcement, attendance is restricted to regular law enforcement personnel, and no actual tuition, other than nominal fees for registration, supplies, room and board, is charged. You may receive requests for police training assistance at these institutions which do not conform to our general policy. If you believe it would be in the best interest of law enforcement for the Bureau to participate, submit full justification and recommendations to FBIHQ, Attention: Training Division, for review prior to making any commitment. FBI instructional resources should be allocated only to criminal justice-related matters. This training policy does not restrict nor apply to appearances at colleges and universities which are speeches or purely academic and educational endeavors; however, such activities will not be charged to police training under the Time Utilization Recordkeeping System.

(6) Attendance at police schools should be limited to individuals connected with duly constituted local, county, or state criminal justice organizations. The number in attendance should be sufficient to justify the time of Bureau instructors. Police schools in which Bureau personnel participate must have nondiscriminatory enrollment policies and training practices insofar as race, sex, color, and national origin are concerned.

(7) The Bureau does not participate in schools charging fees or tuition except in instances in which nominal charges are necessary for room, board, supplies and custodial services.

(8) Only qualified personnel are to be utilized instructors in this program. All qualified instructors may teach general subjects; however, additional training is required to teach the specialty areas such as firearms, fingerprints, laboratory, photography, etc. Agents assigned to highly confidential duties, particularly in the security field, should not be used in police schools. Agents in a probationary status should not be used as police instructors without FBIHQ approval. If feasible, the maximum use of all qualified instructors is advocated in lieu of a selected few personnel. This provides for the greatest amount of contact with local police establishments.

It is the SAC's responsibility to ensure that developmental opportunities are provided for both incumbent and aspiring field instructors. This would include the participation of employees in FBI Academy courses as well as external training sessions. The SAC should



ensure that supervisors support the FPTP by allowing instructors to participate in the program.

(9) Only approved firearms instructors will instruct firearms courses for law enforcement agencies. Any range utilized will be fully inspected by the instructor to ensure that it meets Bureau-specified safety standards. Under no circumstances will an unsafe range be utilized for training.

(10) Instruction on legal matters will be conducted by Bureau-approved legal instructors only.

(11) SAC is responsible for implementing measures to ensure the quality of instruction is maintained. This would include the periodic auditing of instructors by the SAC or his/her designee. Appropriate instructions regarding these periodic audits should be recorded in appropriate field office file. To remain a qualified FBI instructor, an individual must participate in the FPTP. If an individual does not instruct a class during a 12-month period, he/she will no longer be authorized by the sponsoring FBIHQ division to participate in the program. However, individuals may requalify by application to the National Academy Unit, Training Division. (See (13) below.)

(12) All requests for FBIHQ instructional assistance in field training programs should be forwarded to Training Division. Detailed justification is to be included in request. Any division from FBIHQ conducting a field police training school must submit a communication to the Training Division, National Academy Unit, Attention: Field Police Training Program, and to the attention of the Training Coordinator in the field office territory to which they are traveling. (See (15) below.)

(13) The SAC or ASAC should audit presentations made by instructors at the annual Agent's conference, annual support personnel conferences, and similar meetings. Results of audits should be made the subject of an electronic communication (EC) for assistance in preparing performance appraisals. ECs should include pertinent suggestions or constructive criticisms made, and SAC should follow through and ensure any recommendations have been carried out. Subsequent audits should show extent of progress made. At a minimum instructors who normally handle lecture assignments should be audited on an annual basis at least. If not possible to audit a particular instructor during appraisal period, special effort should be made to audit the instructor during the next appraisal period. (See (11) above.)



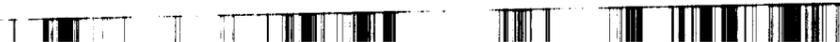
(14) A list of films and other aids available for police training is periodically furnished the field. Maximum use of these training aids should be made by all instructors. Requests for the use of any training aids and supplies to be furnished by Quantico Library should be submitted at least 30 days in advance of the date to be used. Each office should designate one individual to maintain control of the movement of films. Films should be forwarded according to instructions as contained in MAOP, Part II, 2-2.2.10.

(15) INSTRUCTOR LOAN PROGRAM - All requests for instructional assistance from another field office must be approved by Training Division. Field offices in need of a particular expertise may request a neighboring office to provide an instructor to conduct such training. Quantico will pay the expenses of travel. The Travel Advance and Payment Unit has been advised that this practice will be utilized on a limited basis and only when offices receive requests that cannot be met due to lack of expertise. The field office requesting the instructor must submit a communication to Training Division, National Academy Unit, Attention: Field Police Training Program, to get a travel request number for entry on travel documents and to authorize such travel. The communication must include: dates of school, title of school, instructor's name, stated approval of both SACs, and an estimate of the costs. A copy of the voucher submitted by the instructor must be sent to the attention of the FPTP manager at Quantico as soon as possible after the travel is completed. (See (12) above.)

(16) MASTER POLICE INSTRUCTOR - At the end of each Fiscal Year nominations should be sent in to the FPTP manager at Quantico for Master Police Instructor. The Master Police Instructor designation is designed to recognize these instructors who have significantly contributed to the FPTP. These contributions include innovative teaching methods, special activities and instructional programs, and materials developed and/or successfully used by the instructor.

ELIGIBILITY REQUIREMENTS

- (a) Must have been an instructor for seven years and participated in the FPTP each of those years.
- (b) Must have taught at least 60 hours a year in the FPTP during the last three years.
- (c) Must have more than one instructor specialty.



(d) Must have received high evaluations by the Police Training Coordinator on classroom presentations and be recommended by the SAC.

(e) Must meet the yearly training required of employees.

(f) Must develop a training program and/or instructional materials for the FPTP.

(g) Must be assigned to the field office submitting the nomination. The staff at the FBI Academy should not be recognized in this program as they are recognized by their status as instructors at the Academy.

(h) Must be an active FBI employee at the time of his/her nomination who presently meets or has met the above eligibility requirements.

EFFECTIVE: 11/05/97

8-3.3 In-Service Extension Program for Police Instructors

Any Agent who is an instructor may, upon request, be considered for this program. The program is designed to allow Agents who are active instructors and who are otherwise at Quantico attending an in-service class, seminar or assessment session to extend their stay at the FBI Academy for the purpose of conducting research, preparing lesson plans or creating training aids which will be available for use by FBI instructors.

(1) The application for participation in this program must contain a detailed description of the proposed project including the number of days needed, the resources to be used at Quantico and the amount of work that has already been performed toward completing the project. In addition, the application must be approved by the Police Training Coordinator and the SAC prior to submission and it must be submitted well in advance of any projected travel to Quantico.

(2) Training Division will review the plan and, if judged to be feasible and worthwhile, will assign a faculty advisor who will communicate with the instructor for purposes of planning the project.

(3) After approval by Training Division, the instructor will be



allowed to reside at the FBI Academy for a specific number of days during which the Academy's resources will be available to complete the project. Priorities will be given to the most active instructors and to those projects which have the widest potential utilization in the Field Police Training Program.

(4) Inquiries or applications should be directed to the attention of the National Academy Unit, Training Division.

EFFECTIVE: 09/27/91

8-3.4 Publicity and Press Coverage

(1) Each SAC is encouraged to issue press releases concerning schools in which the FBI participates. These releases should be made jointly with the sponsoring law enforcement official or officials. FBIHQ has no objection to the taking of news or feature pictures before and after closed sessions of police schools, but press representatives should not be present during a police school. The SAC and appropriate officials of the host agency should have a firm understanding in advance of the school that outsiders, including press representatives, will not be admitted to the school. No Bureau employee should try to evict anyone from a classroom in which the school is conducted.

(2) Forward to FBIHQ, Attention: Training Division, newspaper clippings relating to police schools in which the Bureau participates when there is some unusual feature about the publicity. Newspaper clippings relative to such schools shall be filed in the pertinent school files. These clippings may be destroyed after a period of two years.

(3) The SAC, or his/her representative, should be present at the graduation ceremonies for police schools in which the FBI participates.

EFFECTIVE: 09/27/91



8-3.5 Files on Police Schools

(1) Individual files on police schools shall be maintained under name of police departments unless school is sponsored by a state or regional academy or criminal justice planning agency in which case files under appropriate title shall be maintained.

(2) Comprehensive lesson plans for subject matter taught at schools shall be maintained in a field office resource library for accessibility to the instructors' corps. The training technician in each field office should ensure that material in the resource library remains current by periodic trips to outside resources for research purposes.

(3) Routine correspondence relative to police schools may be destroyed after a period of five years. (See MAOP, Part II, 2-4.5.11.)

EFFECTIVE: 02/25/97

8-3.6 Police School Statistics

The following rules are set forth concerning the compilation of statistics for police training schools:

(1) Any one group of police officers afforded training in an organized school is to be counted as one school.

(2) If one group of police officers is given training in an afternoon session, and a second group in an evening session, these groups are to be counted as two schools, even though the same subject matter is presented to both groups. In other words, a school is a group of officers organized and instructed for a designated period.

(3) A school which begins in any given month is to be considered as a school for that month. If it continues into a second month, it is not counted as a separate school, since to do so would inflate the annual statistics.

(4) If more than one FBI instructor is utilized during the same period, as in a team teaching situation, the number of hours of training received by the class should be counted rather than the number of hours expended by the FBI personnel conducting the class.



(5) Count participation in a police school in those instances in which any one or all of the following services are provided:

(a) FBI instructors

(b) Visual aids or other training aids

(c) Consultation in preparing a program in which FBI provided neither instructors nor training aids.

(6) Teleconference downlinks will be counted in a separate category for reporting purposes. They will not be counted in the final total for schools at the end of the year.

(7) Schools conducted internationally by certified FPTP instructors may be entered into the Police Training System (PTS) database.

EFFECTIVE: 02/28/96

8-4 ADVANCED SPECIALIZED TRAINING FOR CRIMINAL JUSTICE
PERSONNEL AT THE FBI ACADEMY (NON-FBI NATIONAL ACADEMY)

EFFECTIVE: 03/26/92

8-4.1 Selection Criteria

(1) Training Division's primary mission is to provide educational and training programs to develop the human resources of FBI personnel. In this regard, the FBI Academy is very selective in the scheduling of Academy-based training for the police community. Although it is recognized that SACs require sufficient latitude to address legitimate division liaison priorities, to include geographic distribution of Academy training slots, every effort should be made to select only those local law enforcement personnel who have the requisite background and demonstrated agency need for an FBI Academy training experience.

(2) Students for the specialized scientific and forensic support schools are selected by FBIHQ from an application system.



Selection is based on the date of receipt of the application; geographic distribution; as well as affording consideration to any documented special needs of the requesting department or forensic laboratory. Selection of students for the Gambling Technology Police School is coordinated through the Police Training Coordinator in the respective field offices and does not require the submission of an application.

EFFECTIVE: 03/26/92

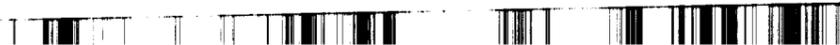
8-4.2 Certification Requirements

In order to ensure that local law enforcement agencies participating in Academy-based training are in compliance with applicable Federal discriminatory laws, FD-682, Certification of Nondiscrimination, is to be executed by all local, state or county law enforcement agencies whose employees are selected to attend training courses at the FBI Academy. Local law enforcement agencies are to be informed that failure to provide requested certification will preclude their department's participation in Academy-based training programs. The certification form (FD-682) is to be maintained in an appropriate field office file.

EFFECTIVE: 01/22/91

8-5 ATTENDANCE OF FBI PERSONNEL AT POLICE CONFERENCES

SACs may designate or approve attendance of their Agent personnel at meetings and conferences of FBI National Academy Associates, meetings of Chiefs of Police or Sheriff's associations, and conferences sponsored by state or local law enforcement groups when these events are held within the field office territory. It is expected that good judgment will be exercised in making such assignments, and SAC must coordinate travel to meetings and conferences held outside their field office territory with and obtain approval from the SAC of the office covering territory to be visited. Spouses and families may accompany Bureau personnel to these meetings where no increase in costs to the Government would result and there exists no other factors requiring disapproval. In this regard, an SAC may authorize on a case-by-case basis an Agent's spouse to travel in a Bureau automobile while the Agent is en route to and from a function in which the Agent has an official role, provided the Bureau vehicle is used exclusively as basic transportation to and from the FBI sanctioned function. The foremost consideration in granting such a request should be whether such travel would be considered to be in the



best interest of the Government. Among the factors to be considered are length of time of the function and distance to be traveled.

EFFECTIVE: 01/22/91

8-6 FBI CRISIS MANAGEMENT TRAINING POLICY

(1) At Quantico:

(a) Four days of crisis management training is conducted during Executive Development Institute (EDI) training sessions.

(b) One day of crisis management training is conducted during FBI Supervisors' Management Seminars.

(2) In the field:

(a) Each field office must conduct at least one training exercise per year that enables all the components of the crisis management team to interact in a realistic crisis scenario. This training session should include a command post exercise (CPX) and field training exercise (FTX).

(b) The SAC and his/her management staff must be directly involved in this training session.

(c) The negotiation and SWAT components are mandated to participate in one regional training session each year. The host field office of the regional training session should conduct their crisis management training during this regional training session (see (a) above).

(d) Training Division recommends that all crisis management components interact and train together whenever possible.

(3) More information regarding crisis management planning and operations may be obtained in the MIOG, Part II, Section 30-1 through 30-1.8.

EFFECTIVE: 01/22/91



8-7 FBI CRISIS (HOSTAGE) NEGOTIATION TRAINING POLICY

(1) At Quantico:

(a) Basic negotiation training will consist of a two-week course at the FBI Academy.

(b) Specialized regional training courses will be held every year as required.

(2) In the field:

(a) Training will consist of a minimum of six days per year. The maximum is to be determined by the SAC and his/her special needs.

(b) Each field office negotiation team will participate in one regional training session per year where the host office conducts a CPX/FTX. The negotiation team will also participate in the one mandatory crisis management training session per year in their respective field office.

(c) The SAC must personally participate when his/her office is hosting a regional training session. This responsibility is not to be delegated.

(3) More information regarding negotiation planning and operations may be obtained in the MIOG, Part II, Section 30-2 through 30-2.9.

EFFECTIVE: 01/22/91

8-8 FBI SPECIAL WEAPONS AND TACTICS (SWAT) TRAINING POLICY

(1) At Quantico:

(a) Basic SWAT training will consist of a two-week course at the FBI Academy.

(b) Specialized in-service courses will be held every two to three years or as required.

(c) Only primary team members will be eligible for SWAT training at the FBI Academy.



(2) In the field:

(a) Training will consist of a minimum of the equivalent of one day per month, except district teams which are mandated to conduct a minimum of two days of training each month. The maximum is to be determined by the SAC and his/her special needs, but this training is not to exceed five days per month. Any request in addition to the five days per month must be fully justified and approved by the Special Operations and Research Unit (SOARU), Training Division, FBIHQ.

(b) Each field office SWAT team will participate in one regional training session per year where the host office conducts a CPX/FTX. The SWAT team will also participate in the one mandatory crisis management training session per year in their respective field office.

(c) The SAC must personally participate when his/her office is hosting a regional training session. This responsibility is not to be delegated.

(3) More information regarding SWAT planning and operations may be obtained in the MIOG, Part II, Section 30-3 through 30-3.10.

EFFECTIVE: 01/22/91

8-9 FBI SHOTGUN BREACHING SWAT TRAINING POLICY

The policy of the Critical Incident Response Group's (CIRG) SWAT Training Unit pertaining to the training of Special Agent SWAT personnel in proper shotgun breaching procedures is set forth below. Only primary SWAT team members are authorized to use this method of breaching upon receipt of appropriate training.

EFFECTIVE: 03/22/95



8-9.1 Training

(1) Basic shotgun breaching training will consist of a four-hour course at the FBI Academy, or

(2) A four-hour course held in the field and taught by Bureau-approved instructors.

(3) Each SWAT team is required to conduct shotgun breaching training, consisting of a minimum of four hours per year.

EFFECTIVE: 03/22/95

8-9.2 Reporting

As set forth in the MIOG, Part II, Section 30-1.8 (1)(a)-(c), each field office is required to submit semiannual crisis management reports. Shotgun breaching training will be reported as set forth in the MIOG, Part II, Section 30-3.5, III, F.

EFFECTIVE: 05/25/93

8-9.3 Tactical Considerations

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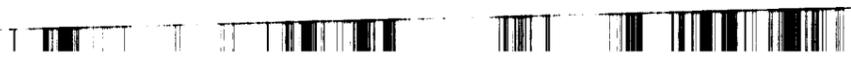
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[REDACTED]

EFFECTIVE: 05/25/93

||8-9.4| Aircraft

- (1) General aircraft safety
- (2) Danger areas
 - (a) Main rotor
 - (b) Tail rotor
 - (c) Turbine exhaust blast area
- (3) How to approach aircraft
- (4) Appropriate hand signals
- (5) Seatbelts/safety lines
 - (a) How they operate
 - (b) When to use
- (6) Smoking
- (7) Emergency exits



- (a) Where located
- (b) Operation of
 - 1. Pilot doors
 - 2. Cargo doors
- (8) Emergency removal of pilots' seats
- (9) Emergency procedures while transporting, inserting and on the ground.
 - (a) Engine failure
 - (b) Tail rotor failure
 - (c) Fire-in-flight or on ground (For example, planned action for aircraft, planned action for Agents, planned action and responsibilities for ground personnel, rendezvous point, etc.)
- (10) Communication, coordination between SWAT Agents with TAO Officer; TAO Officer with pilot; and pilot and TAO with ground control.

EFFECTIVE: 01/22/91

||8-9.5| TAO Officer

- (1) Review general safety procedures for transporting and inserting.
- (2) Assign location on ground for all Agents to remain while not participating in helicopter operations.

EFFECTIVE: 01/22/91



||8-9.6| Exclusion

(1) All SWAT tactical use of helicopters or fixed-wing aircraft (military or civilian), that are piloted by FBI personnel, will be approved and all arrangements coordinated by Criminal Investigative Division, Aviation and Special Operations Unit, regardless of the nature of the mission.

(2) All SWAT tactical use of aircraft by field SWAT teams piloted by FBI personnel is required to have an FBI TAO Officer present and in charge of coordinating tactical movement in and around the aircraft. Additionally, tactical movement by field SWAT teams with aircraft piloted by non-Bureau pilots also requires that an FBI TAO Officer be present and in charge of supervising tactical movement of FBI personnel in and around the aircraft.

EFFECTIVE: 01/22/91

||8-10| FBI HELICOPTER SWAT TRAINING POLICY

The policy of the Training Division pertaining to the training of Special Agent SWAT personnel in proper helicopter procedures is set forth below. FBI personnel, with the exception of the Hostage Rescue Team, are prohibited from engaging in training or operational use of helicopters where the techniques of rappelling, fast-roping, and shooting are employed. This policy pertains to the use of all FBI, military, police, and/or civilian helicopters. This policy is to be used as a mandatory guideline in all helicopter SWAT training exercises and has been incorporated into the helicopter SWAT training program to provide adequate safety to FBI SWAT Agent personnel in training and operational environments.

EFFECTIVE: 05/25/93



||8-10.1| Transportation

(1) When using helicopters for SWAT transportation, the Pilot-in-Command (PIC) will adhere to all Bureau aviation policy concerning helicopter utilization in conjunction with applicable military regulations. Helicopters that require two pilots will have a designated PIC and copilot. It is the PIC's responsibility to assure safety of flight. If the PIC is aware of any violation of safety or is requested to perform a task which exceeds the capability of the helicopter or the PIC, he/she is to terminate the training until the safety violation is rectified.

(2) All transportation of SWAT personnel by helicopter will be accomplished with safety as the primary consideration. Each occupant of the aircraft must be secured to the aircraft by an approved seat belt or safety line prior to take-off and while the aircraft is airborne. The use of helicopters for the transportation of SWAT tactical assets must be coordinated by a certified Tactical Air Operations (TAO) Officer.

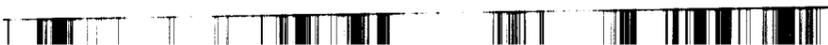
(3) SWAT Agents being transported by helicopter will take all commands from a certified TAO Officer. The TAO Officer is responsible for checking necessary equipment and the security of all seat belts or safety lines prior to each flight. The TAO Officer is to ensure that all explosive materials (diversionary devices) are secured and properly stored and that all weapons are safe. Handguns will be holstered and secured, and shoulder weapons will be unloaded with muzzles pointing down toward the floor of the helicopter.

EFFECTIVE: 05/25/93

||8-10.2| Insertions

(1) All insertions by helicopter will be accomplished with safety as the primary consideration. Each occupant of the aircraft must be secured to the aircraft by an approved seat belt or safety line prior to take-off and while the aircraft is airborne.

(2) SWAT Agents being inserted by helicopter will take all commands from a certified TAO Officer. The TAO Officer, located



in the helicopter, is responsible for checking necessary equipment and the security of all knots in the helicopter prior to each insertion.

(3) When using helicopters for SWAT insertions, the PIC will adhere to all Bureau aviation policies concerning helicopter utilization in conjunction with applicable military regulations. Helicopters that require two pilots will have a designated PIC and copilot. It is the PIC's responsibility to assure safety of flight. If the PIC is aware of any violation of safety or is requested to perform a task which exceeds the capability of the helicopter or the PIC, he/she is to terminate the training until the safety violation and/or situation is rectified.

(4) When Bureau regulations stipulate, two pilots will be utilized. One pilot will fly the aircraft while the other pilot monitors cockpit instruments and also monitors the positioning of the aircraft. During the actual insertion, the pilot flying the aircraft will take direction from the TAO Officer as to the precise positioning of the aircraft over the designated insertion area. While it is the PIC's responsibility to inform the TAO Officer which pilot is in control of the aircraft, it is the TAO Officer's responsibility to keep the pilot informed as to the condition and position of the SWAT Agents during the insertion.

(5) In a training environment, the area to be used for the insertion must be a large, flat, open area with a minimum of a ten-to-one ratio (10 feet of flat, open area for each foot of obstacle at the approach or departure end of the insertion area). This ratio may be modified to a five-to-one ratio if the PIC agrees prior to the exercise. Prior to training, the TAO Officer will select a Landing Zone (LZ); make sure all obstacles are clear or marked; establish ground-to-air voice radio communication with a safety officer on the ground for the purpose of providing information and guidance; and provide limited weather observation to include wind, velocity, and direction. The PIC will be the final authority on whether or not an LZ is suitable for use.

EFFECTIVE: 05/25/93

||8-10.3| Safety Briefings

Prior to each training session, it will be mandatory that a safety briefing be conducted by the aircraft PIC and the TAO Officer. Safety briefings must cover the listed topics as a minimum:

EFFECTIVE: 05/25/93

||8-10.4| Aircraft

- (1) General aircraft safety
- (2) Danger areas
 - (a) Main rotor
 - (b) Tail rotor
 - (c) Turbine exhaust blast area
- (3) How to approach aircraft
- (4) Appropriate hand signals
- (5) Seatbelts/safety lines
 - (a) How they operate
 - (b) When to use
- (6) Smoking
- (7) Emergency exits
 - (a) Where located
 - (b) Operation of
 1. Pilot doors
 2. Cargo doors



- (8) Emergency removal of pilots' seats
- (9) Emergency procedures while transporting, inserting and on the ground.
 - (a) Engine failure
 - (b) Tail rotor failure
 - (c) Fire-in-flight or on ground (For example, planned action for aircraft, planned action for Agents, planned action and responsibilities for ground personnel, rendezvous point, etc.)
- (10) Communication, coordination between SWAT Agents with TAO Officer; TAO Officer with pilot; and pilot and TAO with ground control.

EFFECTIVE: 05/25/93

||8-10.5| TAO Officer

- (1) Review general safety procedures for transporting and inserting.
- (2) Assign location on ground for all Agents to remain while not participating in helicopter operations.

EFFECTIVE: 05/25/93



||8-10.6| Exclusion

(1) All SWAT tactical use of helicopters or fixed-wing aircraft (military or civilian), that are piloted by FBI personnel, will be approved and all arrangements coordinated by Criminal Investigative Division, Aviation and Special Operations Unit, regardless of the nature of the mission.

(2) All SWAT tactical use of aircraft by field SWAT teams piloted by FBI personnel is required to have an FBI TAO Officer present and in charge of coordinating tactical movement in and around the aircraft. Additionally, tactical movement by field SWAT teams with aircraft piloted by non-Bureau pilots also requires that an FBI TAO Officer be present and in charge of supervising tactical movement of FBI personnel in and around the aircraft.

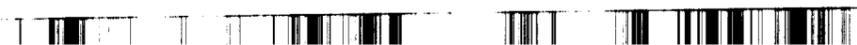
EFFECTIVE: 05/25/93

||8-11| INTERNATIONAL POLICE TRAINING (IPT)

(1) OLIA has been designated as the FBIHQ coordinating entity for all IPT requests. All IPT requests should be sent to FBIHQ, Attention: IPT Coordinator, OLIA; upon receipt, OLIA will coordinate with the appropriate FBIHQ entity.

(2) All IPT requests should be coordinated, by the requestor, with the respective U.S. Embassy component to ensure that the Embassy interposes no objection to the training. A statement to this effect should be included in the submission of all IPT requests. Additionally, no assurances should be given to the requestor of the training until final approval is obtained from FBIHQ.

EFFECTIVE: 05/25/93



SECTION 9. DISSEMINATION OF INFORMATION

9-1 RESPONSIBILITY

The proper utilization of information received by the FBI, either through investigation or otherwise, is foremost among our responsibilities. Such information may be of vital interest to another Government agency and/or local law enforcement agencies. Of course, there are certain restrictions which must be observed as to type of information disseminated and recipients to whom disseminated. This section sets forth guidelines to be followed in this respect. In all matters relating to dissemination, good judgment and common sense should prevail. It is FBI policy to disseminate vital and important information to which other agencies, including local law enforcement, are justifiably entitled. There must be no indiscriminate or arbitrary dissemination. Cases of doubt should be brought to the attention of a supervisory official.

EFFECTIVE: 05/30/89

| 9-1.1 Briefing Material Prepared for Presentation Outside the
FBI

| Briefing material prepared for presentation outside the
FBI or testimony by Bureau officials should include the name and
initials of the senior Bureau official approving the material and the
date it was prepared. Additionally, divisions responsible for the
preparation of the material are required to maintain records
reflecting the source of information used in the preparation of the
briefing material and the names of the individuals who drafted the
material. |

EFFECTIVE: 05/30/89

9-2 BASIS FOR DISSEMINATION

| FBIHQ serves as clearinghouse for information
affecting the internal security of the United States.



Sensitive

EFFECTIVE: 05/30/89

9-2.1 Internal Security Matters

Presidential directives have specifically requested all law enforcement officers to report information regarding espionage, sabotage, subversive activities and related matters to the FBI. These directives have charged the FBI with responsibility of correlating material and referring matters under jurisdiction of the other Federal agencies to the appropriate agencies. (For further details, see Manual of Investigative Operations and Guidelines and Foreign Counterintelligence Manual.)

EFFECTIVE: 05/30/89

9-2.2 Delimitations Agreement Between the FBI and Armed Forces
Intelligence Agencies

Delimitations Agreement between the FBI and armed forces intelligence agencies provides for exchange of information of mutual interest. The agreement provides that where there is doubt as to whether or not one of subscribing agencies is interested in information collected, it should be resolved in favor of transmitting the information. (For further details, see Foreign Counterintelligence Manual.)

EFFECTIVE: 05/30/89

9-2.3 National Security Act - 1947

National Security Act of 1947 provides that upon written request from Director of Central Intelligence Agency (CIA), the FBI shall make available information for correlation, evaluation and dissemination essential to national security.

EFFECTIVE: 05/30/89

Sensitive
PRINTED: 02/10/98



9-2.4 Executive Order 10450

Establishes procedures for checking FBI records for names of applicants and incumbents of departments or agencies of the Executive Branch. It also sets forth responsibilities for dissemination of loyalty and suitability information to other Government agencies.

EFFECTIVE: 05/30/89

9-2.5 Departmental Order 3464, Supplement No. 4 (Revised)

Supplement No. 4 (Revised) of Departmental Order 3464 (now superseded) signed by Attorney General on January 13, 1953, designated all official records and information of the FBI as confidential. However, it has been long-standing policy concurred in by the various Attorneys General, for the FBI to furnish pertinent information coming to our attention during conduct of investigations to other interested agencies of the Executive Branch.

EFFECTIVE: 08/09/95

9-2.6 Memorandum of Understanding Between Departments of Justice and Defense

Memorandum of Understanding entered into in 1984, by the Department of Justice and Defense, requires the FBI to make results of certain investigations available to the military authorities.

EFFECTIVE: 05/30/89

9-2.7 Agreement Between the FBI and Secret Service Concerning Protective Responsibilities

Other agreements such as the Agreement Between the FBI and Secret Service concerning protective responsibilities require that we disseminate certain information.



Sensitive

EFFECTIVE: 05/30/89

| 9-2.8 Identification Records | (See MAOP, Part II, 9-3.1.1.) |

Authority for the FBI to perform identification functions is contained in Title 28, USC, Section 534. (See MIOG, Part II, 14-4, "DISSEMINATION GUIDELINES FOR FBI | CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) | DIVISION RECORDS.")

EFFECTIVE: 04/08/96

| 9-3 INFORMATION TO BE DISSEMINATED | (See MIOG, Part I, 62-3.3(6), 190-3.2; Part II, 34-7.) |

(1) In the majority of instances, information received by the FBI will be of interest and should be furnished to one or more agencies of the Executive Branch of government. Care should be taken, however, not to disseminate information to any field branch of another government agency where there is a known lack of security. FBIHQ must be promptly advised should any such situation arise.

(2) Dissemination is ordinarily restricted to federal agencies in the Executive Branch. However, there are situations within which dissemination to federal judicial and legislative agencies, as well as to state and local agencies, is appropriate, with due regard for Privacy Act guidelines. Provided that such dissemination does not jeopardize any pending FBI investigations or informants and does not violate the Privacy Act, these agencies should be furnished pertinent information. Dissemination of information to the federal judicial and legislative branches should be cleared with FBIHQ.

(3) Dissemination of FBI information to a legitimate agency of a foreign government may be made where the FBI determines that the information is relevant to that agency's responsibilities, dissemination serves the best interests of the U.S. government, and where the purpose in making the disclosure is compatible with the purpose for which the information was collected and is not prohibited by law.

Sensitive
PRINTED: 02/10/98



EFFECTIVE: 08/09/95

9-3.1 Dissemination to State and Local Criminal Justice and
Noncriminal Justice Agencies

(1) Dissemination to any state or local government agency should be restricted as a general practice to those agencies directly engaged in the criminal justice process, e.g., police, prosecution, penal, probation, and parole and the judiciary, and only where access is directly related to a law enforcement function of the recipient agency, e.g., in connection with a lawful criminal or intelligence investigation, or making a determination concerning an individual's suitability for employment as a state or local law enforcement employee, or concerning a victim's compensation under a state statute. Disclosure to a state or local government agency not directly engaged in the criminal justice process, or for a licensing or regulatory function, is considered on an individual basis only under exceptional circumstances. Such determinations are made at FBIHQ.

(2) The procedures discussed in 9-3.1 through 9-3.1.5 do not apply to the day-to-day exchange of information between the FBI and local law enforcement agencies which is of joint criminal investigative interest to both agencies. The values and principles discussed here, however, should be taken into consideration during such informal exchanges of information (no dissemination of irrelevant or inaccurate information should ever take place).

EFFECTIVE: 08/26/88

9-3.1.1 Dissemination to State and Local Criminal Justice Agencies
(See MAOP, Part II, 9-3.1(2); MIOG, Part I, 190-3.2.)

When a state or local criminal justice agency desires information from FBIHQ files, a written communication on the agency's letterhead and signed by an appropriate official of the agency must be submitted containing the following:

(1) The nature and scope of the specific information desired.



(2) The law enforcement function to be served by the requested information.

(3) Sufficient identifying information to ensure a proper search of FBIHQ indices and an intelligent review of files (Name, Date of Birth, Place of Birth, Social Security Account Number, Residence, Employment, etc.). (See MAOP, Part II, 9-3.1.2(4).)

The above procedure applies to requests for information from FBIHQ files and does not affect established procedures in the field for responding to formal or informal requests, as noted in 9-3.1(2), for information from the files of the field office. Established procedures as in 9-2.8 and MIOG, Part II, 14-4, for obtaining information or assistance from the Criminal Justice Information Services Division at FBIHQ also remain unaffected.

EFFECTIVE: 04/08/96

9-3.1.2 Dissemination to State and Local Noncriminal Justice Agencies (See MAOP, Part II, 9-3.1(2) and 9-3.1.4.)

Requests for information submitted by a noncriminal justice agency are considered at FBIHQ on an individual basis in all cases, even if only field office records are sought. This requires a showing of exceptional circumstances under subsection (b)(3) of the Privacy Act of 1974, Title 5, USC, Section 552a, and 58 Federal Register 51,870 (Oct. 5 1993). To meet that standard, requests must be in writing on agency letterhead signed by an appropriate official of the agency. They must include:

(1) The nature and scope of the specific information desired.

(2) The exceptional circumstances on which the request is based, i.e., the circumstances which indicate that failure to disclose could reasonably be expected to permit an individual or organization to engage in probable criminal activity or activity which could adversely affect the public welfare.

(3) The agency's functions which will be served by the requested information.



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(4) Sufficient identifying data as outlined under 9-3.1.1(3).

These requests should be directed to FBIHQ, Attn: Administrative Law Unit, Office of the General Counsel (OGC).

EFFECTIVE: 01/24/97

9-3.1.3 FBIHQ Processing Guidelines (See MAOP, Part II, 9-3.1(2).)

(1) There can be no dissemination to a state or local agency of classified or otherwise privileged information, such as informants' identities. Federal grand jury information can be disseminated to a state or local agency only pursuant to Fed. R. Crim. P. 6(e) (see MIOG, Part II, 2-9.5 (5)). Information disseminated will be reviewed to ensure it is accurate, complete, timely, and relevant insofar as it is reasonably possible.

(2) Telephone requests cannot be honored.

(3) Requests which have been forwarded to FBIHQ will be returned to the requesting agency through the field office which submitted it, or the field office which covers the territory.

(4) Copies of the response to requests submitted directly by the agency to FBIHQ will be designated for the field office which covers the territory, together with a copy of the agency's request.

EFFECTIVE: 07/12/95

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PRINTED: 02/10/98



9-3.1.4 Field Office Responsibility (See MAOP, Part II,
9-3.1(2).)

When requests are submitted to field office, the following applies:

(1) Requests meeting the above requirements in 9-3.1.2 should be acknowledged and the agency advised their request has been forwarded to FBIHQ.

(2) When forwarding requests from state and local agencies seeking FBIHQ records, forward any field office information pertinent to the requests to FBIHQ in a form suitable for dissemination (for example, letterhead memorandum) so that it may be reviewed at the same time FBIHQ records are searched and reviewed.

(3) If there is no information in the field office files, this should be so stated in the cover communication forwarding the request. A single dissemination will be made by FBIHQ when there are both field and FBIHQ records involved. A control file to record dissemination of information should be maintained. Copies of dissemination by the field office, or by FBIHQ through the field office, should be kept in the file. Since the control file is for dissemination, it is not necessary to record "no record" responses. When a main file exists in the field office for the subject of the inquiry, copies of the response should also be filed in that main file.

(4) Questions may be addressed to Administrative Law Unit, Office of the General Counsel, or to the Field Services Unit, Information Resources Division.

EFFECTIVE: 01/24/97

9-3.1.5 Privacy Act Considerations

The Privacy Act of 1974 governs collecting, maintaining, and disseminating information about an individual. It applies when the subject of the request is an individual or when the response would include identifying information about the individual. The term "individual" is defined in the Privacy Act as "a citizen of the United States or an alien lawfully admitted for permanent residence." Every dissemination of information by the FBI to federal, state and local agencies must be in accordance with the statute. Most requests from state and local criminal justice agencies for law enforcement purposes are handled under subsection (b)(3) and, to a lesser extent, under subsection (b)(7). Requests from state and local agencies not part of the criminal justice system, or from state and local criminal justice agencies but not for law enforcement purposes, can be handled only under subsection (b)(3) or (b)(7), by FBIHQ, and only under exceptional circumstances as described above.

EFFECTIVE: 12/15/95

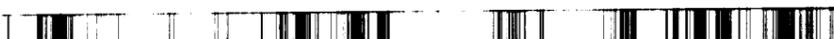
9-3.2 Information Totally Within Jurisdiction of Other Federal Agencies

This information should be forwarded promptly to nearest office of interested agency. It should be made clear to the other agency whether the information has been verified. If information will likely result in publicity or if FBIHQ may be otherwise interested, FBIHQ should be promptly advised.

EFFECTIVE: 04/23/91

9-3.3 Information Within FBI Jurisdiction and of Interest to Another Federal Agency

Any matter including information of a criminal nature should be furnished to other Federal agencies in the Executive Branch as appropriate. Some classifications require special dissemination. Consult the appropriate section of the Manual of Investigative Operations and Guidelines and the Foreign Counterintelligence Manual for details.



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EFFECTIVE: 08/26/88

|9-3.3.1| Subject of Information Employed in Vital Facility

| (1) | Term "vital facility" includes facilities designated as key facilities by Secretary of Defense, those having classified contracts with agencies of Federal Government and those which are or may become engaged in manufacture of materials vital to defense effort.

| (2) | When information described in Executive Order 10450, Section 8(a)(1) is received concerning an individual employed in, or having access to, a vital facility from a source other than the interested intelligence agency, a summary of the information, together with any relevant information in file concerning the individual, should be furnished immediately by letter to the interested agency, as well as to Defense Industrial Security Clearance Office (DISCO), Defense Logistics Agency, Columbus, Ohio 43215, Attention: Chief, Adjudication Division, advising whether or not an investigation is being conducted by FBI, and if so, that investigative reports will be furnished. In making dissemination to other interested intelligence agencies, note dissemination was made to DISCO. Instructions regarding dissemination to DISCO do not encompass facilities of interest only to Department of Energy or Nuclear Regulatory Commission.

| (3) | The above policy also applies to information described in Executive Order 10450, Section 8(a)(1) through 8(a)(7) concerning persons who may not be currently employed at such a facility, but who are known to hold industrial security clearances. These communications should clearly point out that the information has been verified through FBI investigation.

EFFECTIVE: 08/26/88

Sensitive
PRINTED: 02/10/98



||9-3.3.2| Dissemination Requirements Concerning Certain Federal
Agencies

(1) Federal Aviation Administration - Federal Aviation Administration issues certificates to airmen who are defined as persons in command or acting as pilot, aviation mechanic, flight engineers, flight navigators, as well as individuals directly in charge of the inspection, maintenance, overhauling or repair of aircraft, aircraft engines, propellers or appliances; and any individual serving in capacity of aircraft dispatcher or air traffic control tower operator. Any data developed concerning persons who are known or believed to be airmen, regarding illegal activities of such individuals which would indicate that they might become engaged in clandestine acts using civil aircraft, should be furnished to FBIHQ by report or letterhead memorandum, together with a cover communication recommending that data be furnished to the Federal Aviation Administration. Copy will likewise be made available to Internal Security Section of Department. Clandestine acts referred to above include use of civil aircraft to introduce hostile weapons or components thereof into U. S., as well as possible use of civil aircraft to deliver weapons in support of military attack upon this country. Dissemination to Federal Aviation Administration will be made only at FBIHQ.

(2) Immigration and Naturalization Service - Information concerning aliens and naturalized citizens which might have a bearing on deportation or denaturalization of such individuals, should be forwarded to local office of Immigration and Naturalization Service.

(3) Internal Revenue Service - Supreme Court has held that money obtained by embezzlement must be reported by the embezzler in his/her Federal income tax return for year in which embezzlement took place. When subject is convicted in an FBI case involving embezzlement of funds, furnish necessary information, including the name and location of embezzler and amount of embezzlement, to nearest Director of Internal Revenue Service, wherever this can be done without jeopardizing pending FBI investigations or informants. In interviewing subjects of criminal investigation where the possibility exists the subject may have evaded payment of income taxes, consideration should be given to inquiring of the subject as to whether he/she filed an income tax return for the pertinent period and where it was filed.

(4) Food and Drug Administration - Food and Drug Administration enforces the Food, Drug and Cosmetic Act, Tea Act, Import Milk Act, Caustic Poison Act, and Filled Milk Act. Its activities are directed mainly toward promoting purity, standard potency and truthful and informative labeling of the essential commodities covered by the provisions of these five acts, as well as not controlled depressant and



stimulant drugs. Complaints of this nature received at FBIHQ are referred to the Commissioner of Food and Drug Administration, Washington, D.C. Similar complaints received in the field should be referred to the nearest field agency of the Food and Drug Administration.

(5) Bureau of Alcohol, Tobacco and Firearms - The Bureau of Alcohol, Tobacco and Firearms of the Department of the Treasury is charged with the administration of the laws relating to the manufacture, warehousing and distribution of spirituous liquors, wines, fermented liquor and industrial alcohol. Bootlegging activities and other violations of the alcohol tax laws which are reported to FBIHQ are referred to the Bureau of Alcohol, Tobacco and Firearms, Department of the Treasury, Washington, D.C. Similar complaints received by FBI field offices should be reported to the nearest field representative of the Bureau of Alcohol, Tobacco and Firearms.

(6) U.S. Office of Personnel Management (Formerly the U.S. Civil Service Commission) - Requests for information concerning positions covered by the Office of Personnel Management and complaints pertaining to matters within the jurisdiction of that agency which are received at FBIHQ are referred directly to the U.S. Office of Personnel Management, Washington, D.C. Similar information reported to FBI field offices should be forwarded to the nearest regional office of the U.S. Office of Personnel Management.

(7) Chief Postal Inspector - Inquiries concerning the postal service and complaints pertaining to the theft of mail or postal matters are forwarded by FBIHQ to the Chief Postal Inspector, Washington, D.C. Similar information reported to FBI field offices should be transmitted to the nearest Postal Inspector in Charge, whose address can be obtained from any Postmaster.

(8) U.S. Secret Service - U.S. Secret Service, which is an entity of the Treasury Department, is empowered to suppress the counterfeiting of U.S. coins, notes and other obligations and securities of the Government. Violations of this nature which are reported to FBIHQ are referred to the Director, U.S. Secret Service, Department of the Treasury, Washington, D.C. Information of a similar nature received by FBI field offices should be reported to the nearest office of the U.S. Secret Service. (See 9-7.1 (2) for dissemination regarding threats against the President.)

(9) U.S. Customs Service - U.S. Customs Service, under the Commissioner, administers the powers and duties vested in the Secretary of the Treasury pertaining to the importation and entry of merchandise into, and the exportation of merchandise from the United States and the



regulation of certain marine activities. The principal function of the U.S. Customs Service is the assessment and collection of import duties and incident to this, the prevention of smuggling. Complaints received on such matters by FBI field offices should be referred to the nearest district office of the U.S. Customs Service. Those received at FBIHQ are referred to the Commissioner of Customs, Washington, D.C.

(10) Department of Labor - Department of Labor investigates some violations under Labor Management Reporting and Disclosure Act of 1959. Information received concerning such violations should be referred immediately to the USA so he/she may refer same to Department of Labor. Submit closing report when this has been done.

(11) Other Agencies - Information on civil disorders, demonstrations, impending disruptive actions and activities of terrorist and terrorist-oriented organizations that may affect Postal operations or Postal facilities, particularly those having Federal courtrooms, is to be furnished Postal Inspection Service representative since they protect Federal courtrooms housed in Postal buildings. Similarly, be alert to furnish such information to appropriate representatives of General Services Administration (or other Government agencies as indicated) whenever Federal facilities under its jurisdiction are involved.

EFFECTIVE: 08/26/88

||9-3.3.3| Security Information

(1) Specific instructions regarding dissemination of security information as it relates to individuals are contained in Manual of Investigative Operations and Guidelines and Foreign Counterintelligence Manual.

(2) The Atomic Energy Act of 1954 includes criminal violations within the jurisdiction of the FBI. Frequently referred for investigation are matters of lax security. All facts regarding lax security and negligence should be referred to FBIHQ in LHM suitable for dissemination to the interested agency.

EFFECTIVE: 08/26/88



||9-3.3.4| Information From Sources of Questionable or Unknown
Reliability

(1) Information from sources of unknown reliability and questionable reliability should, where pertinent, be disseminated to other interested agencies. With regard to data supplied by sources known to be unreliable, good judgment should be used and each instance must be assessed on individual basis.

(2) However, in each instance, every reasonable effort should be made to provide additional descriptive information regarding the source which will enable recipient agencies to intelligently evaluate the information.

EFFECTIVE: 08/26/88

||9-3.4| Information Furnished to Local Law Enforcement Agencies

EFFECTIVE: 08/26/88

9-3.4.1 Subject in Custody

When a subject is in custody and to do so would not interfere with an FBI case, information should be furnished to local law enforcement agencies to enable them to:

- (1) Clear its records of offenses reported
- (2) Recover stolen property
- | (3) Identify a violator of a local criminal|statute.|

The information should be furnished with regard for its impact on the FBI case.

EFFECTIVE: 08/09/95



||9-3.4.2| Interested Agency Outside a Field Office Territory

If the interested agency is in another field office's territory, a letter is to be sent to that office containing all information available, circumstances under which information was obtained, nature and location of any evidence, Federal prosecutive steps and officials involved, and the place where the subject is detained. Also include available descriptive data. When oral dissemination to an outside agency is necessary, see|9-3.5.3|of this section.

EFFECTIVE: 08/26/88

||9-3.4.3| Interested Agency Within a Field Office's Territory

If the interested agency is in the field office's territory, a letter containing the information set out in|9-3.4.2|above, is to be sent or delivered to the head of the local agency. When oral dissemination to an outside agency is necessary, see|9-3.5.3|of this section.

EFFECTIVE: 08/26/88

||9-3.4.4| Reporting Information Furnished

The fact that this action has been taken is to be set out in the investigative report. The file must also show such notification.

EFFECTIVE: 08/26/88

||9-3.5| Method of Dissemination To Outside Agencies

Information is disseminated by reports, letters and/or letterhead memorandum, teletypes, research papers, or, in some cases, orally.

EFFECTIVE: 08/26/88



9-3.5.1 Reports To Outside Agencies

(1) All reports must be prepared in accordance with prescribed rules of report writing.

(2) Prior to the dissemination of a report, the following must be observed:

(a) Information and reports relating to national security being transmitted to agencies outside the FBI should, where justified, be properly classified and marked in accordance with the provisions of current Executive orders and regulations relating to Sensitive Compartmented Information when appropriate.

(b) All FBI reports distributed to outside agencies should include the following statement on the first page:

"This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency."

(c) When reports are disseminated by FBIHQ, appropriate ink notations showing the identity of recipient of report, date request received and from whom, date disseminated, how forwarded and initials of person responsible for dissemination should be placed in spaces provided on bottom of original FD-263 in file. In field file, such notations should be made in same location on cover page (FD-263) of top file copy. Dissemination notations on old-type reports are to be placed on back of original page at FBIHQ and on back of top file copy in field office when there is insufficient room for these notations at bottom of page; a notation should be placed at bottom of page to see reverse side for dissemination information.

EFFECTIVE: 08/26/88



9-3.5.2 Letters and/or Letterhead Memoranda (LHMs) to Outside Agencies

(1) When it is more practical, letters and/or LHMs may be used to disseminate information. This may apply where lengthy report contains some particular item of interest to another agency. Rather than disseminate entire report, it may be more practical to transmit pertinent data by letter and/or LHM.

(2) Letter or LHM furnished another agency should include statement which contains, in substance, terminology appearing in property stamp for use on reports. Property statement should be placed at the bottom of the first page on all copies of the letter or LHM. This rule, of course, will not pertain to letters of purely administrative nature; letters simply referring complaints to outside agencies for action, or to letters directed to outside agencies merely to confirm convictions, etc., which information is public source material. (See MAOP, Part II, 10-4.9.)

(3) When using LHMs to transmit classified or otherwise sensitive information to a foreign intelligence service, the property stamp shall be placed on the bottom of the first page on all copies of the LHM. Refer to Foreign Counterintelligence Manual or MIOG, Part II, Section 26 for instructions on marking the LHM and classified information. (See Correspondence Guide-FBIHQ, Sections 1 and 12-4.)

(4) Copies of LHMs prepared by Bureau's Legal Attaches may be furnished to interested outside agencies where appropriate. Of course, accompanying cover document is not disseminated. (See MAOP, Part II, 10-4.9(2).)

EFFECTIVE: 05/04/93

9-3.5.3 Oral Dissemination to Outside Agencies (See also Legal Attache Manual, 6-8.)

(1) Oral dissemination of information is the least accurate method and provides the greatest danger of mistake and misuse. Nevertheless, because of the nature of our investigative responsibilities, we must frequently disseminate orally. (See MAOP, Part II, 9-3.4.2, 9-3.4.3.)



(2) Since the Privacy Act became effective we have had some additional legislative responsibilities to "account" for our dissemination; i.e., to furnish an accounting of what information was disseminated and to whom. This legislation also imposed general standards of accuracy, completeness, timeliness and relevancy on agencies maintaining records. (See MIOG, Part I, 190-3.3.)

(3) In addition to the uses our dissemination has in the criminal and security fields, information disseminated by the FBI often has an influence upon whether a person is able to obtain government employment, or whether they receive a clearance. Therefore, accuracy in dissemination and accuracy in recording what has been disseminated is essential.

(4) When oral dissemination of information is made:

(a) Rules of dissemination described herein should be adhered to.

(b) The use of Form FD-159 is optional, assuming a complete, accurate, handwritten notation satisfying the requirement of the Privacy Act is made on the file copy of the substantive file. The use of a control file to centrally store copies of Form FD-159 is also optional. If Form FD-159 is used, it must show as accurately as possible the source and nature of information which has been disseminated orally. When possible, indicate on the FD-159 the file, serial, page, and paragraph number from which information was disseminated. (See MAOP, Part II, 9-4.2.3.)

(c) If FBI originates dissemination to another federal agency, it should be confirmed in writing.

(5) Recording outside contacts -

(a) Attorney General Order 532-73 requires that each Department employee record in memorandum form each oral communication (in person or by telephone) concerning a case or other matter pending before the Department with a noninvolved party indicating an interest in the case or matter.

(b) A "noninvolved party" means one with whom the employee would not have official contact in the handling of the case or other matter. The purpose of the requirement is to identify persons, including employees, seeking or offering information or exerting influence and whose contacts for these purposes may be improper.



(c) A contact by a representative of the news media acting in official capacity is not to be regarded as a contact by a noninvolved party. A contact by a media representative in his/her personal capacity, as where he/she inquires concerning status of investigation of a personal friend, is to be considered as a contact by a noninvolved party.

(d) A copy of each contact memorandum captioned "Recording Outside Contacts," followed by the title of the case or a brief description of the matter which was the subject of the contact, is to be maintained in the file.

(6) All such memoranda are to contain: Identity of each employee concerned, identity of the noninvolved party, the means by which the contact was made, title of the case or description of the information sought by or offered to the noninvolved party, and a complete recounting of the contact.

EFFECTIVE: 07/14/95

||9-3.5.4| Accounting of Dissemination

Pursuant to Title 5, USC, Section 552a (c), the FBI must maintain an accounting of each dissemination as prescribed in MIOG, Part I, 190-3.3, "Accounting of Disclosures."

EFFECTIVE: 08/26/88

||9-3.5.5| Routing Slip - Form FD-342

(1) To transmit letterhead memoranda to any agency or individual qualified to receive them, Form FD-342 may be used. File copy of letterhead memoranda should show dissemination was made.

(2) When anonymous letters are received alleging violations over which FBI has no jurisdiction but which are totally of concern to another agency, Form FD-342 may be used to transmit these letters to appropriate agency. It is not necessary to retain copy of letter or FD-342. When contents of letter warrant, more expeditious means of transmittal should be used.



(3) To transmit copy of disseminated teletype - Form FD-342 is used by originating offices to transmit to local offices of agencies copy of teletype which has been disseminated at FBIHQ and returned to field for dissemination purposes. Copy of teletype retained in file should clearly show local dissemination.

EFFECTIVE: 08/26/88

9-3.5.6 Teletypes

Current intelligence data concerning civil disorders and potential violence or threats against the President and foreign intelligence matters which are furnished to FBIHQ by teletype can be disseminated to other Government officials and agencies.

(1) Teletypes disseminated at FBIHQ should have noted on original of teletype, where copies sent, by whom and the date.

(2) If dissemination is to be made in field to local branches of other agencies, originating office should include code word "SUCOP," abbreviation for "Submit Copy," at end of teletype submitted to FBIHQ. FBIHQ will then transmit to originating office by teletype copy of disseminated teletype. Upon receipt, originating office may reproduce it in sufficient quantity to handle required local dissemination. One copy of disseminated teletype should be filed in case file, with notation showing local dissemination made. Provisions concerning use of code word "SUCOP" are not applicable in domestic security/terrorism matters. In these categories, statement should be included in teletype sent to FBIHQ as to whether letterhead memorandum is being submitted. Where no letterhead memorandum is being submitted, copies of properly excised version of teletype may be used for local dissemination.

(3) Where circumstances require immediate local dissemination, the information should be disseminated orally, not waiting for copy of dissemination teletype from FBIHQ. When received, such copy may be used for written confirmation.

(4) When teletype dissemination procedure is used, submission of letterhead memorandum solely for confirmation can be eliminated in most cases. Where teletype summarizes lengthy data, complete information must be prepared for record in field office files. Where more complete data is required by FBIHQ and interested



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agencies but is not necessary to satisfy need for immediate dissemination, teletype should be followed by detailed letterhead memorandum. In such instances, administrative portion of teletype should indicate that letterhead memorandum follows.

EFFECTIVE: 09/02/93

||9-3.5.7| Dissemination of Xeroxed Teletypes

(1) Where appropriate, FBIHQ supervisor should ensure that Xerox copies of incoming teletype bear proper classification and declassification markings prior to dissemination. Bureau property stamp should also be placed on copies being disseminated. When copy of teletype is disseminated outside FBI, at FBIHQ appropriate notation should be placed in lower left corner of original indicating (number) CC to (agency), (date), followed by FBIHQ supervisor's initials. These instructions apply only when no material changes are made prior to dissemination outside Bureau. Xerox copy is to be stapled to original incoming teletype when routed to file so that our records will indicate exact text of material disseminated.

(2) In some instances, FBIHQ may decide that material submitted by field for teletype dissemination does not warrant teletype handling. In such cases, incoming field teletype will be xeroxed after administrative data has been excised and copies will be disseminated by FBIHQ to appropriate agencies and furnished to field office for any local dissemination. This will eliminate need for follow-up letterhead memorandum by field in most cases. Field should carefully prepare teletypes containing information which may be of interest to other agencies so that all administrative data, including references, are placed under administrative heading at the end of teletype.

EFFECTIVE: 08/26/88

9-4 DISSEMINATION OF INFORMATION IN ANSWER TO SPECIFIC REQUESTS

EFFECTIVE: 08/26/88

Sensitive
PRINTED: 02/10/98



9-4.1 Method of Handling Requests

FBIHQ handles thousands of requests for information from other Federal agencies each day. These requests are normally submitted on forms which contain identifying data. These forms are subsequently returned to submitting agency, together with disseminative information available, or if there is no record in FBIHQ files, they are returned stamped to that effect.

EFFECTIVE: 08/26/88

9-4.2 Persons Authorized to Request Information

EFFECTIVE: 08/26/88

9-4.2.1 Accredited Representatives

Information in FBIHQ files is generally furnished only to accredited representatives of executive agencies of Federal Government. Requesting agency must have legitimate interest in desired information.

EFFECTIVE: 08/26/88

9-4.2.2 Exception Regarding Name Check Requests

There are certain exceptions to foregoing general rule with regard to name check requests, as set forth below:

(1) Local law enforcement agencies - Information of public source nature relating to subversive matters may be furnished in a blind memorandum to proper representatives of local and state law enforcement agencies upon receipt of specific request for information.

(2) Name checks for Federal judges - At request of Federal judge, field office is authorized to search names of persons being considered for court positions through field office indices and to furnish pertinent information to Federal judge. Care must be taken to protect Bureau's sources, informants and techniques. Field offices may not accept from Federal judges requests for investigation of personnel under their jurisdiction.



EFFECTIVE: 01/22/91

9-4.2.3 Requests From U.S. Probation Officers

(1) If a probation officer (preparing report of presentence investigation) requests a field office to furnish information not readily available in the office of a USA, such requests may be complied with, provided this does not disclose confidential information or sources. Bear in mind that the court in its presentence function is interested in knowing mitigating or aggravating circumstances of the crime and the background of the defendant. Also note that the court may disclose to the defendant or his/her counsel all or part of the material contained in the report of a presentence investigation. Reports may be made available to the probation officer since routine use allows for the dissemination of information to federal agencies, not limited only to the Executive Branch.

(2) When information is furnished in written form to the probation officer, a copy of the communication should be placed in the file. When information is being furnished orally, care must be taken, as noted in Section 9-3.5.3, above, to precisely record the file, serial, page, and paragraph number from which the information was disseminated.

EFFECTIVE: 07/14/95

9-4.2.4 FBIHQ Coordination of Congressional Liaison

(1) The Office of Public and Congressional Affairs (OPCA) is the only organizational section within the FBI that is authorized to deal directly with congressional entities, Members of Congress, or their staff, with only two exceptions: the Finance Division, which has liaison responsibility with the House and Senate Appropriations Subcommittees on Commerce, Justice, State, and Judiciary, and second, personal contact by SACs with local delegations.

(2) Liaison with the General Accounting Office (GAO) is handled by OPCA. The initial point of contact for any GAO audit, interview, or general contact within the FBI is the OPCA, FBIHQ. No



direct contact should be undertaken with GAO by field office or Legat personnel without prior coordination and approval of FBIHQ. Interviews of FBI personnel, disclosure of information, or dissemination of FBI documentation should not be provided to any audit unit of GAO until GAO has given notification to FBIHQ and received approval to make the contacts.

(3) Additionally, FBIHQ will deny GAO access to any information that will identify pending cases, nor will FBIHQ provide GAO access to Inspection Division papers. Consistent with Department of Justice (DOJ) policy, interviews with nonmanagement personnel will also be denied. For management, policy and proper coordination of GAO audits, field contacts by the GAO should be with FBI senior management or supervisory personnel only.

EFFECTIVE: 03/07/94

9-4.2.5 Response to Congressional Requests

(1) When receiving a request for information from any congressional source, the field office must immediately prepare and mail an interim response to the inquirer prior to forwarding the request to FBIHQ. This interim response should only acknowledge receipt of the inquiry and state that the inquiry is being forwarded to FBIHQ for response. A copy of the interim response should be attached to the request when forwarded to FBIHQ and information of sufficient detail must be provided by the field office so that an appropriate response to the inquiry may be prepared. The field office also should place the inquiry on record and index for reference purposes. Inquiries forwarded to FBIHQ should be directed to the Office of Public and Congressional Affairs (OPCA).

(2) In situations where the inquiry can be handled by the field office, no interim response is required, provided an answer can be forwarded to the congressional source within three days. A copy of the inquiry and your final response should expeditiously be sent to FBIHQ. Any questions regarding a congressional inquiry should be directed to the OPCA.



EFFECTIVE: 05/12/93

9-4.2.6 Investigative Activity in Congressional Offices

You may take investigative action upon information received from congressional offices, as you would with respect to information received from any outside source. Also, you may follow investigative leads into congressional offices; although, in some cases, good judgment may dictate notifying FBIHQ either before or after such investigative contacts. The only specific limitations in this area are where you seek to interview a Member or a staff person in connection with a foreign counterintelligence matter, you seek to establish an informant relationship with a staff person, or the Congressional office is located on Capitol Hill. In those cases, prior FBIHQ approval must be obtained.

EFFECTIVE: 05/12/93

9-4.2.7 Distributions of Memoranda and Copies of Responses

(1) Copies of correspondence dealing with proposed or pending measures in Congress, Members of Congress, congressional staff personnel, congressional committees, or any congressional activity should be designated for the Office of Public and Congressional Affairs (OPCA). Copies of any pertinent incoming communications should be attached. (See Correspondence Guide - FBIHQ, Sections 8-4(11) and 9-4(11).)

(2) Memoranda recommending action by OPCA and outgoing communications concerning our dealings with Congress or affecting legislation in which FBI has interest, should be routed through OPCA.

EFFECTIVE: 05/12/93

9-4.2.8 Deleted



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EFFECTIVE: 04/27/90

9-4.3 Proper Request For Information

EFFECTIVE: 04/27/90

9-4.3.1 Identifying Data

No request for information from FBIHQ files should be accepted under ordinary circumstances unless accompanied by adequate identifying data to enable an intelligent handling of request. This includes such items as full name of individual or organization on whom check is to be made; other names used; sex; marital status; birth data; reason for request; any identifying numbers (armed forces serial number, passport number, social security numbers, etc.); spouse's full name and birth data; dates and places of residence and employment during past 15 years.

EFFECTIVE: 04/27/90

||9-4.3.2| Requests Received at Field Level

No request for information should be accepted on applicants for positions with a requesting Federal agency at field office level. Security checks are made on all such individuals at FBIHQ and review of field office files is unnecessary duplication of work. Unless special reason exists, no requests should be forwarded to FBIHQ by field office in behalf of another agency. Local office of inquiring agency should not submit its requests directly to FBIHQ, but through its Washington headquarters.

EFFECTIVE: 04/27/90

Sensitive
PRINTED: 02/10/98



9-4.4 What Information May Be Disseminated

When accepting name check requests in field office, it should be pointed out that information in field office files is not necessarily complete, and that more complete information may be available at Headquarters. It should be stressed that in order to assure that maximum identifiable information is obtained, a search of records of Criminal Justice Information Services Division should be requested in addition to request that FBIHQ files be checked. Requesting agencies should further be advised that search of Criminal Justice Information Services Division files is only means by which information pertaining to arrests for offenses not under FBI jurisdiction may be obtained (provided, of course, FBI has been furnished fingerprints for such arrests). Positive identifications can be made only by search of actual fingerprints, or name search accompanied by FBI number. Check by name plus local arrest, commitment, registry, applicant, or military service number may result in positive identification; however, with some common names, the voluminous nature of the alphabetical name files makes a search impractical. Check by name only is the most inconclusive due to frequent use of aliases by persons arrested.

(1) Basic rule with regard to dissemination is that the FBI disseminates only the results of its investigations.

(2) Information obtained during course of FBI investigation may be disseminated in response to name check request, subject to following provisions:

(a) Inquiring agency must be advised that the information furnished was obtained during course of an FBI investigation. Information concerning persons closely associated with subject of inquiry (i.e., members of his/her immediate family, etc.) if deemed pertinent.

(b) With regard to problem of identification, there must be sufficient information to reach reasonable conclusion that the data relates to subject of inquiry. Any variation in available identifying information should be brought to inquiring agency's attention.

(c) If Bureau files contain favorable information concerning subject of inquiry, together with information of a derogatory nature, both types should be disseminated in order to furnish a complete picture.



(d) No dissemination should be made by field office of investigations concerning past or present Bureau employees. All requests involving such situations should be referred to the Information Resources Division, Field Services Unit, FBIHQ. (Also see Part I, Sections 1-15.3 and 20-15, of this manual.)

Certain exceptions to aforementioned basic rule with regard to dissemination only of results of FBI investigations are set forth below:

EFFECTIVE: 11/20/96

9-4.4.1 Reliable Source Information

When information has been received from a reliable source, and the information is suitable for dissemination under the various authorities and regulations set forth in these manuals, it should be disseminated even though no active investigation was conducted. An analysis of the reliability of the source and of the accuracy of the information should be furnished when possible, and when to do so would not jeopardize the source of information.

EFFECTIVE: 04/23/91

9-4.4.2 Public Source Information

(1) Information in our files obtained from public source material may be disseminated where pertinent and relevant, provided public source is fully identified. It must be understood by agency receiving information that it has not been verified by FBI.

(2) Certain printed public source material may contain a characterization of a group, individual or activity. When such information is disseminated to FBIHQ, FBI field offices or outside the FBI, the transmitting communication should state that the characterization has not been made by the FBI, but by a third party. However, if the characterization comports in whole or in part with the results of independent FBI investigation, the transmitting communication may so state.



EFFECTIVE: 04/23/91

9-4.4.3 Information in Rumor or Gossip Category

Care should be taken not to disseminate information in "rumor" or "gossip" category unless a specific reason exists. If such dissemination is deemed necessary, source should be fully described and requesting agency should be alerted to the degree of investigation conducted to prove or disprove the rumor or gossip.

EFFECTIVE: 04/23/91

9-4.4.4 Information Received From Other Government Agencies

Generally, where FBI files contain information from a Government agency other than requesting agency, no dissemination should be made. Instead, requester should be referred to agency from which the information originated.

EFFECTIVE: 04/23/91

9-4.4.5 Information Within Purview of Executive Order 10450

(1) Whenever information described in Executive Order 10450, Section 8 (a) (2) through 8 (a) (7) is discovered in field office files or is received by field office on employee of Executive Branch of Government, it should be handled in accordance with Manual of Investigative Operations and Guidelines (dealing with security of Government employees). In addition, when information is discovered or received on such employee by field office through name check or otherwise, such information which is within the purview of Executive Order 10450 should be forwarded to FBIHQ for appropriate dissemination in addition to furnishing it to local Federal officials as appropriate. Such information should be sent to FBIHQ promptly in letterhead memorandum form consisting of original and three copies. In those cases within which information described in EO 10450, Section 8 (a) (1) is discovered or received on such an employee and the employee then resigns or is discharged prior to the completion of investigation, submit letterhead memoranda to FBIHQ for dissemination.



(2) FBI policy under Executive Order 10450 is to furnish U.S. Office of Personnel Management all pertinent identifiable information as described in Executive Order 10450 Section 8 (a) (1), even though it is not result of our investigation and may not have been confirmed, unless there are specific reasons that the information not be disseminated; e.g., information describing the exercise of a right guaranteed by the First Amendment as described in MIOG: Part I, 190-5.1, "Restrictions on Information Relating to First Amendment Rights."

(3) Executive Order 10450 is currently being redrafted. Legal and policy decisions which affect this order have regularly been called to the attention of the Department of Justice, and problems concerning dissemination policies under the order are regularly discussed with Departmental officials. Any questions concerning matters relating to EO 10450 should be promptly referred to the General Background Investigation Unit, Civil Rights and Special Inquiry Section, Criminal Investigative Division.

EFFECTIVE: 04/23/91

9-4.5 Manner of Disseminating in Response to Specific Inquiry

EFFECTIVE: 04/23/91

9-4.5.1 Reports

(1) When inquiries are received from agencies within Executive Branch for information on individuals who have been investigated by the FBI, it is permissible to disseminate copies of previously prepared investigative reports in response.

Exceptions to foregoing are investigative reports bearing characters, "Office of Personnel Management - Referrals," "Special Inquiry," or other similar cases or background-type cases in which FBIHQ is office of origin. Reports should not be disseminated by the field office but requesting agencies should be advised to submit their requests to FBIHQ through agencies' headquarters in Washington. It should be pointed out that complete data will normally only be available at FBIHQ.

(2) There should also appear on the first page of the communication responding to name check request the following



statement:

"Check of FBI Headquarters investigative files based upon data submitted and limited pursuant to established policy located no identifiable information pertinent to your inquiry. This is not to be considered as a clearance. A request to check arrest records must be submitted to FBI Criminal Justice Information Services Division. Fingerprints are necessary for a positive check." (See MAOP, Part II, 9-4.5.3(1).)

EFFECTIVE: 04/08/96

9-4.5.2 Letters and/or Memoranda

Letters and/or memoranda containing information conforming to rules of dissemination may also be furnished. Following descriptive data applies to two types of memoranda used:

(1) Letterhead Memorandum - This memorandum is normally used in answering name check requests. In addition:

(a) If indices search reveals no investigation has been conducted concerning subject of inquiry, incorporate in text a statement to that effect. When information is being furnished, but it did not come from a direct investigation of the subject, an explanatory statement as to the source of the information should be furnished; i.e., "However, our files contain the following information received during the course of a security-type investigation concerning another individual..." etc.

(b) Include statement which contains in substance the terminology appearing in property stamp heretofore described (in Section 9-3.5.1(2)(b) above) for the use on reports being disseminated. This statement should be placed at the bottom of the first page on all copies.

(c) Do not use T symbols for informants unless absolutely necessary for purpose of clarity in an involved memorandum.

(d) Show on yellow file copy file number from which material was abstracted, date request was received and from whom, and identity of recipient.

(e) Form FD-342 may be used to transmit letterhead



memoranda. File copy of letterhead memorandum should show any dissemination.

(2) Blind Memorandum - Follow instructions on preparation of these memoranda. In addition:

(a) Adequately identify all public source data referred to therein.

(b) Do not use T symbols or any other phraseology which might identify the FBI as source of memorandum.

(c) Show on yellow file copy file number from which material was abstracted, date request was received and from whom, and identity of recipient.

EFFECTIVE: 10/20/88

9-4.5.3 Notations

Under certain conditions a stamp or written statement, placed on incoming communication, may be used to answer name check request. The following are merely suggestions as to the types of stamps or statements which may be used to streamline operations. Variations may be adopted as needed.

(1) No identifiable information - Should an indices search fail to reveal record of, or information identifiable with, subject of inquiry or should files contain information irrelevant to inquiry or information of nondisseminative nature, provided there was no investigation conducted by the Bureau, a statement similar to following is suggested: |(See MAOP, Part II, 9-4.5.1(2).)|

"Check of FBI Headquarters and FBI Office investigative files based upon data submitted located no identifiable information pertinent to your inquiry. Not to be considered as a clearance. To check arrest records request must be submitted to FBI |Criminal Justice Information Services|Division. Fingerprints are necessary for positive check."

(2) Applicant investigation - Should review of references concerning subject of inquiry reveal that files contain only results of an applicant-type investigation, which developed no pertinent derogatory information following statement is suggested:



"An applicant-type investigation conducted (by the FBI) (within the territory covered by the _____ FBI Office) revealed no pertinent derogatory information. This investigation was concluded on _____. This is the result of a check of (FBI) (the _____ FBI Office) files and is not to be considered as a clearance."

When this statement is stamped or written on incoming inquiry and returned to submitting agency, an ink or stamp notation should be placed on FD-263 on top report in file to note dissemination. Following ink notations should also appear on FD-263: Identity of recipient, date request received, date of dissemination, and initials of person authorizing dissemination. At FBIHQ foregoing notations are to be placed on original copy of FD-263 of top report in file.

(3) Referral - Should indices search reveal that pertinent information in files has previously been furnished requesting agency, statement similar to following is suggested:

"Refer to data re _____ who appears to be _____ of the subject of your inquiry which was sent to your agency on _____."

(4) When any inquiry is answered by placing of stamped or written statement on incoming form, following must be included as part of reply:

"This reply is result of check of FBI Headquarters investigative files. To check arrest records, request must be submitted to FBI Criminal Justice Information Services Division. Fingerprints are necessary for positive check."

EFFECTIVE: 04/08/96

9-4.5.4 Miscellaneous

Be alert, when handling name check requests from other agencies, to recognize information which may be of help in pending investigations or which warrants opening of new case.



EFFECTIVE: 02/20/89

9-5 REQUESTS FOR INFORMATION ON COSTS (See MIOG, Part II,
34-7.)

Requests are sometimes received from courts, USAs, or government agencies for information as to actual or estimated costs of FBI investigations or some other phase of Bureau work. The requester should be informed that the request must be referred to the Budget Execution Unit, Accounting Section, Finance Division. In no instance should such information be furnished without prior FBIHQ authority. Requests should include the following:

- (1) Name of individual or agency making inquiry.
- (2) Specific information desired.
- (3) Intended use of the information.
- (4) Deadline for furnishing information, if any.
- (5) Deleted

EFFECTIVE: 11/27/95

9-6 MAJOR CASES - DISSEMINATION OF INFORMATION

(1) Office of origin, in connection with major cases, should send communications to appropriate FBI field offices, setting forth background of case and requesting law enforcement agencies and logical informants be contacted for any pertinent information. This should be done by cover communication (FD-412 may be used), enclosing letterhead memorandum to each receiving office. In bank robbery statute violations utilize Form FD-430 where possible. Pages of FD-430 containing narrative of offense should be in letterhead memorandum form suitable for dissemination if required. This letterhead memorandum should contain only basic details of crime. Such information would consist of facts of case, descriptions of subjects, descriptions of loot obtained, etc. Receiving offices may reproduce letterhead memorandum, making sufficient copies for distribution to



appropriate Agents in office and appropriate law enforcement agencies. Letterhead memorandum may be left with such law enforcement agencies to facilitate referral of any pertinent information regarding case to FBI. Only positive results should be furnished office of origin. In all cases involving armored carrier/courier robberies, losses, and thefts, an FD-430 must be submitted to FBIHQ, Attention: Violent Crimes Unit, Criminal Investigative Division, within 30 working days. (See MIOG, Part I, 15-4(9), 87-5.3.2, 192-11.1 & 192-11.2.)

(2) Auxiliary offices may use Form FD-427 to RUC case administratively when results of investigation are negative. If used, form may be prepared in legible hand printing.

EFFECTIVE: 11/30/93

9-7 THREAT TO LIFE - DISSEMINATION OF INFORMATION (See MIOG, Part I, 89-6, 166-4, 175-22.1, and 179-7.)

The following guidelines cover the FBI's responsibility to warn persons of threats to their life or threats that may result in serious bodily injury and policy regarding notification to other law enforcement agencies of such threats. (Extracted from Resolution 20 dated 12/16/96. See footnotes at the end of this citation.) In all instances, manner depending upon exigencies of situation, FBIHQ should be advised of details of such threats together with a notification of action taken or a recommendation as to action to be initiated UACB.

"III. Guidelines

"A. Warning to the Person.

"(1) Expeditious Warnings to Identifiable Persons.
Except as provided below in paragraph IIIA(3), when a Federal Law Enforcement Agency has information that a person who is identified or can be identified through reasonable means is subject to credible threat to his/her life or of serious bodily injury, the Agency should attempt expeditiously to warn that person of the nature and extent of the threat.

"(2) Manner, Means, and Documentation of Warning.

"a. The Agency may determine the means and manner of



the warning, using the method most likely to provide direct notice to the intended victim. In some cases, this may require the assistance of a third party. The Agency must document in writing in its files the content of the warning, and when and where, and by whom it was delivered to the intended victim.

"b. An Agency may seek the assistance of another law enforcement agency to provide the warning. If this is done, the Agency must document in writing in its files the notification of the threat, and when, where, and the name of the other agency's representative to whom it was delivered, along with the other agency's agreement to provide a timely warning.

"(3) Exceptions.

"a. A Federal Law Enforcement Agency need not attempt to warn an intended victim of a threat to his/her life or of serious bodily injury in the following circumstances:

"(i) when providing the warning to the intended victim is likely to cause equal or greater physical harm to one or more persons; 1

"(ii) when the intended victim knows the nature and extent of the specific threat against him/her; or

"(iii) when the intended victim is: (a) a public official who, because of his/her official position, is provided a protective detail; (b) a participant in the Witness Security Program that is administered by the United States Marshals Service; or (c) detained or incarcerated. See paragraph IIIB(1).

"b. Whenever time and circumstances permit, an Agency's decision not to provide a warning in the foregoing circumstances must be approved, at a minimum, by a Senior Field Manager. 2 In all cases, the reasons for an Agency's decision not to provide a warning must be documented in writing in the Agency's files.

"NOTE: This paragraph does not apply to the agencies directly responsible for providing the security for the individuals referred to in paragraph IIIA(3)a(iii), above, when the threat is to the referenced individual. In such cases, documentation, if any, should be created in accordance with the agency procedures.

"B. Notification to Law Enforcement Agencies With Protective or



Custodial Jurisdiction.

"(1) Expeditious Notification. When a Federal Law Enforcement Agency has information that a person described above in paragraph IIIA(3)a(iii) is subject to any threat to his/her life or of serious bodily injury, the Agency must expeditiously notify other law enforcement agencies that have protective or custodial jurisdiction.

"(2) Means, Manner, and Documentation of Notification. The notifying Agency may determine the means and manner of the notification. When providing notification, the notifying Agency shall provide as much information as possible regarding the threat and the credibility of the threat. The notifying Agency must document in writing in its files the content of the notification, and when, where, and to whom it was delivered.

"C. Notification to Law Enforcement Agencies That Have Investigative Jurisdiction.

"(1) Expeditious Notification. Except as provided below in paragraph IIIC(4), when a Federal Law Enforcement Agency has information that a person (other than a person described above in paragraph IIIA(3)a(iii)) who is identified or can be identified through reasonable means is subject to a credible threat to his/her life or of serious bodily injury, the Agency should attempt expeditiously to notify other law enforcement agencies that have investigative jurisdiction concerning the threat.

"(2) Threats to Occupied Structures or Conveyances. When a Federal Law Enforcement Agency has information that a structure or conveyance which can be identified through reasonable means is subject to a credible threat which could cause loss of life or serious bodily injury to its occupants, the Agency should provide expeditious notification to other law enforcement agencies that have jurisdiction concerning the threat.

"(3) Means, Manner, and Documentation of Notification. The Agency may determine the means and manner of the notification. The Agency must document in writing in its files the content of the notification, and when, where, and to whom it was delivered.

"(4) Exceptions.

"a. A Federal Law Enforcement Agency need not attempt to notify another law enforcement agency that has



investigative jurisdiction concerning a threat:

"(i) when providing the notification to the other law enforcement agency is likely to cause equal or greater physical harm to one or more persons; or

"(ii) when the other law enforcement agency knows the nature and extent of the specific threat to the intended victim.

"b. Whenever time and circumstances permit, an Agency's decision not to provide notification to another law enforcement agency in the foregoing circumstances must be approved, at a minimum, by a Senior Field Manager. In all cases, the reasons for an agency's decision not to provide notification should be documented in writing in the Agency's files.

"IV. Rights of Third Parties.

"Nothing in these guidelines is intended to create, or does create, an enforceable legal right or private right of action.

Footnotes:

"1 If the equal or greater harm would occur to a Government informant or Agent as a result of his/her participation in an investigation, consideration should be given to extricating that individual from the investigation or taking other appropriate measures in order to minimize the risk.

"2 As used in these guidelines, 'Senior Field Manager' refers to a Federal Law Enforcement Agency operational field manager of the GS-15 rank or higher, or the person serving in that capacity in his or her absence."

EFFECTIVE: 03/14/97



9-7.1 Information Concerning Threats Against the President and
Other Designated Officials

(1) The U.S. Secret Service (USSS) has statutory authority to protect, or to engage in certain activities to protect, the President and certain other persons as specified in Title 18, USC, Section 3056. An agreement existing between the FBI and USSS (see MIOG, Part II, Section 18-6) defines what information on file with, or received or originated by, the FBI, which the USSS desires to receive in connection with its protective responsibilities.

(2) Detailed guidelines on dissemination of information re threats against the President of the United States and other persons protected by the USSS are set forth in MIOG, Part I, Section 175, "Presidential and Presidential Staff Assassination, Kidnaping and Assault."

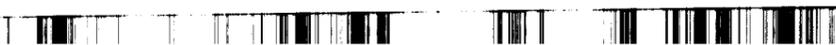
EFFECTIVE: 01/21/87

9-7.2 Information Concerning Threats, Possible Violence or
Demonstrations Against Foreign Establishments or Officials
in United States

EFFECTIVE: 01/21/87

9-7.2.1 Information Received Through Other Than Technical
Surveillance

If information is received through other than technical surveillance on foreign official or establishment and time is not of essence, set forth details in LHM and promptly disseminate copy of LHM locally to Department of State (including State representative accompanying foreign dignitary, if applicable), Secret Service, and any other Government agencies that may have interest. (Orally advise local police.) LHM should indicate local dissemination made. If time is of essence, telephonically advise all local interested agencies, including police, and notify FBIHQ by telephone or teletype identifying local agencies notified.



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EFFECTIVE: 01/21/87

9-7.2.2 Information Received Through Technical Surveillance

If such information is received through technical surveillance on foreign official or establishment, immediately notify FBIHQ by telephone or teletype. Teletype should be in form suitable for dissemination with identity and sensitive nature of source set forth under administrative section, and should be classified "Secret-No Foreign Dissemination." FBIHQ will immediately notify Department of State and Secret Service. Make no dissemination locally, telephonically or by LHM, but submit confirming LHM by airtel if FBIHQ notified by telephone. This procedure is followed to protect sensitive sources. Department of State has advised it is responsibility of foreign official or establishment that received such information to alert local police and other appropriate agencies.

EFFECTIVE: 01/21/87

9-7.2.3 Miscellaneous

Offices covering itinerary of visiting foreign dignitary should alert sources and informants to promptly report any information of this type. Offices should also be constantly alert for any information which might be of interest to FBIHQ and other U.S. Government agencies.

EFFECTIVE: 01/16/84

9-8 REPLIES TO FOREIGN POLICE AND INTELLIGENCE CONTACTS

Replies to requests for investigation from foreign police agencies, forwarded to the field by FBIHQ, should be prepared as letterhead memoranda, in sextuplicate on thin Bureau letterhead paper, suitable for dissemination without retyping. Any information not suitable for dissemination should be incorporated in the cover letter.

EFFECTIVE: 01/16/84

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PRINTED: 02/10/98



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9-8.1 Letterhead Memoranda Prepared by Bureau's Foreign Offices

Copies of letterhead memoranda prepared by the Bureau's Legal Attaches abroad may be furnished to interested outside agencies where appropriate. Of course, accompanying cover document is not disseminated.

EFFECTIVE: 01/16/84

9-8.2 Dissemination of Classified Information

See Foreign Counterintelligence Manual for guidelines and particulars concerning dissemination of classified information.

EFFECTIVE: 01/16/84

9-9 DISSEMINATION OF GRAND JURY MATERIAL

There must be no routine dissemination of matters occurring before the grand jury (see MIOG, Part II, 2-9.5.1) unless the dissemination comes within the exceptions set forth in Rule 6(e), Federal Rules of Criminal Procedure (Fed. R. Crim. P.) (see MIOG, Part II, 2-9.4 and 2-9.5). Reports and memoranda containing grand jury material, as well as the actual grand jury subpoenas, should be labeled "GRAND JURY MATERIAL - DISSEMINATE ONLY PURSUANT TO RULE 6(e) FED.R.CRIM.P.," and access must be limited to authorized persons, i.e., those assisting an attorney for the government in the specific criminal investigation (see MIOG, Part II, 2-9.5 and 2-9.7).

EFFECTIVE: 07/12/95

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9-10 DISSEMINATION OF TITLE XI, RIGHT TO FINANCIAL PRIVACY ACT
OF 1978 (RFPA) MATERIAL

There must be no routine dissemination of financial records originally obtained pursuant to the RFPA effective March 10, 1979, to another agency or department unless such transfer of records is in accordance with the provisions of that Act. Reports and memoranda containing Title XI material should be labeled "TITLE XI MATERIAL - DISSEMINATE ONLY PURSUANT TO PROVISIONS OF THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978." (See MIOG, Part II, 23-6.6.5 and 23-6.11.)

EFFECTIVE: 01/16/84

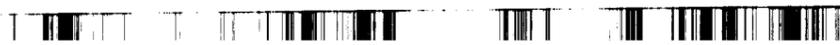
9-11 DISSEMINATION OF INFORMATION DURING TRAINING SESSIONS AND
ACADEMIC WORKSHOPS

(1) The following guidelines apply to training sessions, such as new Agent's instruction, Agent in-services, and general police schools at which Bureau personnel provide instruction to state or local officers. They are not intended to apply in situations where the Bureau is closely involved operationally with other law enforcement agencies in the investigation of a pending case and information on that case is routinely exchanged.

(2) During training sessions and academic workshops, the following guidelines should be adhered to:

(a) Where the training group is composed entirely of Bureau personnel and a legitimate training purpose will be served, pending investigative matters may be discussed unless good judgment dictates otherwise. Good judgment suggests, for example, that details of very sensitive investigations, such as undercover operations, not be discussed. However, if some discussion is critical to the training purpose, then only the minimum detail necessary to achieve the purpose should be revealed.

(b) Where the training group is composed in part or in whole of non-Bureau personnel, pending investigative matters should be discussed only in accordance with the guidelines in Title 28, CFR, Section 50.2 regarding release of information to the news media. These regulations, set forth in Part II, Section 5-1.2(2) of this manual, generally permit disclosure of incontrovertible, factual matters such as a defendant's general background, the text of a charge, length of the investigation, or circumstances surrounding an



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| arrest. Subjective observations, references to investigative
| procedures, statements concerning available evidence, the identity of
| potential witnesses, etc., should not be discussed. Any doubts as to
| whether information may be discussed should be resolved in favor of
| nondisclosure. |

EFFECTIVE: 09/27/91

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SECTION 10. WRITTEN COMMUNICATIONS

10-1 DEFINITIONS

Generally, communications are put in one or another of the following media: letters, memoranda, reports, airtels and teletypes.

EFFECTIVE: 07/19/84

10-1.1 Letters

In the FBI's lexicon, the word "letter" means a communication sent from FBIHQ to a field office, from a field office to FBIHQ, from one office to another or from either FBIHQ or an office to any outside agency or person, except that communications to the Attorney General and other departmental officials which are prepared in memorandum form, should be referred to as "memoranda" rather than "letters." Most intra-FBI letters are on FBI memorandum paper, which has printed at the top the word "Memorandum." Although the word "Memorandum" is there as a Government-wide policy, these letters should not be called memoranda and should be distinguished from the documents within the Bureau which we do call memoranda. Letters sent to persons outside the FBI are put on letterhead stationery which has at the top the words "United States Department of Justice" and underneath "Federal Bureau of Investigation."

EFFECTIVE: 07/19/84

10-1.2 Memorandum

In our vocabulary, the word "memorandum" ordinarily means a communication (on FBI memorandum paper) to the Attorney General and other departmental officials, from one person to another at FBIHQ, or from one person to another within a field territory; although it is applicable to the omnibus types, such as memoranda to all SACs.

EFFECTIVE: 07/19/84

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10-1.3 Letterhead Memorandum

A "letterhead memorandum" (LHM) is a memorandum on letterhead stationery and should normally require a cover communication for transmittal.

EFFECTIVE: 07/19/84

10-1.4 Cover Letter

A "cover letter" is a letter which has one or more enclosures.

EFFECTIVE: 07/19/84

10-1.5 Report

A "report" is a written document containing the results of an investigation as of a certain date. (See 10-15, 10-17 and 10-20 which follows for further information.)

EFFECTIVE: 07/19/84

10-1.6 Cover Page

The words "cover page(s)" mean the page(s) containing administrative data, leads and informant evaluation not found in LHMs or reports. Cover page(s) are not disseminated outside the FBI.

EFFECTIVE: 07/19/84

10-1.7 Teletype

A "teletype" is a communication expeditiously transmitted by machine.

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EFFECTIVE: 07/19/84

10-1.8 Airtel

An "airtel" is actually an intra-Bureau teletype sent through the mail. The information is put on an FD-36 for field offices and Legats and on Form 0-9 for FBIHQ, but the substance is generally written in the same manner as a letter would have been written. The airtel is sent through the mail for economy reasons but is handled as expeditiously as a routine teletype at both the sending place and the receiving place.

EFFECTIVE: 07/19/84

10-1.9 Blind Memorandum

A "blind memorandum" is one in which the FBI's identity must not be revealed as the source. It is typed on plain white unwatermarked bond paper. It should be dated and the name of the subject is placed across the top center of the first page.

EFFECTIVE: 08/31/83

10-1.10 Insert

An "insert" is a typed recording, put on appropriate paper, prepared with the intention of making it a page(s) of another document.

EFFECTIVE: 08/31/83

10-1.11 Report Forms FD-302 and FD-302a

FD-302 and FD-302a are forms on which information is recorded that may later become testimony.



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EFFECTIVE: 08/31/83

10-2 LETTERS

EFFECTIVE: 08/31/83

10-2.1 On FBI Memorandum Paper

FBI memorandum paper is supplied in full lettersize white bond. It is designed so that the addressee, date, sender, and subject matter can be entered. It is used for all routine letters to FBIHQ and interoffice and intraoffice (memorandum) communications.

EFFECTIVE: 08/31/83

10-2.1.1 To (Addressee)

- (1) FBIHQ - "Director, FBI"
- (2) Field office - "SAC, (name of office to which addressed)"

EFFECTIVE: 08/31/83

10-2.1.2 Date

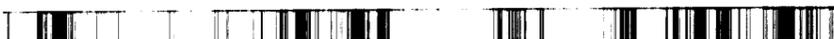
Date typing was begun, if sent not later than 48 hours after that date. If later, redate.

EFFECTIVE: 08/31/83

10-2.1.3 From

SAC, (name of sending office)

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EFFECTIVE: 08/31/83

10-2.1.4 Subject

- (1) Is the title and character of the case or the subject matter of the communication.
- (2) Only one subject matter should be treated in each communication.
- (3) Office of origin is to be set out after case caption.
- (4) If a deadline has been set by FBIHQ, set it out after case caption by use of "BUDED" and date.
- (5) The caption of all letters regarding Bureau personnel must include a reference to the subject matter, such as "RECOMMENDATION FOR PROMOTION" or "PHYSICAL CONDITION," along with the usual information pertaining to name, grade, etc. Citing the subject matter in the caption will expedite routing and handling of such letters at FBIHQ.
- (6) If the letter concerns a case, list the subject or subjects, as well as aliases, in columnar form.
- (7) The instructions relating to "CHANGED" title apply to communications to FBIHQ or to field offices. (See 10-16.7.4 in this section.)

EFFECTIVE: 06/09/86

10-2.1.5 File Number

- (1) Of addressee - Set out next to name of addressee.
- (2) Of sender - Set out next to name of sender.
- (3) Of offices receiving copies - Set out next to name of office to which sent.
- (4) FBIHQ - In interoffice letters, set out FBIHQ file number, when known, as the last item in the subject (after character and office of origin).



EFFECTIVE: 06/09/86

10-2.1.6 Copies to FBIHQ (See Correspondence Guide-Field, 2-2.3 and 2-7.3.)

(1) One of the required copies should consist only of the first page of the letter when requesting FBIHQ authority to conduct an interview, when requesting a search of FBIHQ files, or when requesting FBIHQ authority in any instance in which it is felt this procedure is applicable. Set forth the request in the first paragraph of the letter. If the request is approved or if the search of FBIHQ files is negative, the single-page copy will be stamped appropriately at FBIHQ and returned to the field by routing slip. If the request is not approved or if information is developed as a result of search of FBIHQ files, an appropriate communication will be prepared and sent to the field. Leave an adequate space (about 1 1/2 inches) at the bottom of page one of each request submitted to facilitate stamping procedure at FBIHQ.

(2) Generally - original and one

(3) Original and two (See MIOG, Part II, 10-6.1.)

(a) Photographic matters - When film or photographs are evidence to be subjected to an examination, one copy goes in package with film. If film is being submitted solely for processing and/or printing, you must use the Form FD-523. Mark for attention of Laboratory Division.

(b) Laboratory matters - One copy goes in package of evidence. If evidence accompanies transmittal letter, staple envelope containing evidence to the letter and its copies; no copy of letter is to be placed in enclosure envelope.

(c) Latent Fingerprint Section - If the evidence accompanies the transmittal letter, the envelope containing the evidence is to be stapled to the letter and its copies. When package containing evidence is being sent separate from original letter, one copy of letter must be included in the package. The letter and package label should be marked for the attention of the Latent Fingerprint Section, Laboratory Division.

(d) Terrorism Matters - designate one copy for the



Terrorist Research and Analytical Center, FBIHQ.

(4) Original only

(a) Request for Personnel Action, SF-52, when showing date of a transferred employee into a field office.

(b) Deleted

(c) Cover letter transmitting entry-on-duty forms executed by new employee, FD-231.

(d) Final disposition report, R-84.

(e) Forms reporting addresses or telephone numbers of employees.

(f) Letters advising that an employee is interested in accepting or desirous of receiving a special assignment or transfer to Anchorage, Honolulu, or San Juan.

(g) Letters in classification 33.

(h) Letters pertaining to fixing of headquarters of employees or changes relating thereto.

(i) Letters pertaining to movement of Agents.

(j) Letters relating to supplies.

(k) Deleted

(l) Letters requesting change in the number of copies of "The Investigator" sent to a field office.

(m) Letters requesting change in the number of identification orders, wanted flyers, and check circulars furnished a field office.

(n) Letters requesting publications or use of motion picture films.

(o) Deleted

(p) Request for identification record, FD-9.



(q) Transmittal letter for Bureau property, FD-367.

(r) Wanted-flash-cancellation notice, FD-165.

(5) Only copies of the following types of correspondence not addressed to FBIHQ are to be sent to FBIHQ:

(a) Correspondence of relevancy (that is, limiting or affecting the nature or scope of an investigation) directed to or received from a USA in a particular case.

(b) Correspondence setting forth investigative leads when FBIHQ is office of origin and correspondence setting forth leads in FBI National Academy applicant cases.

(c) Teletypes between offices where it is desired to furnish copies to FBIHQ merely for informational purposes. This practice must not be used as means of notifying FBIHQ of important matters normally furnished by more expeditious means.

(d) Correspondence acknowledging inquiry regarding present or former employee.

(e) Correspondence acknowledging inquiry regarding status of application.

(f) A copy of correspondence setting forth leads to the Miami and San Juan Divisions for coverage of leads in the Northern and Central Caribbean areas should be designated for the International Relations Section, Criminal Investigative Division, FBIHQ.

(6) Letters requesting change of office of origin - Send to FBIHQ original and one copy, together with two copies for each pending auxiliary office. List auxiliary offices in lower left corner of first page of original and on all copies. Submitting office should also prepare and send two copies of request directly to office being suggested as new office of origin. If office other than office of origin submits request for change, send two copies of request directly to old office of origin. Either office, upon receipt of copy of request for change, having logical objection should notify FBIHQ by electronic communication within 24 hours of receipt. Where request justified, FBIHQ will put stamped approval on copies received and forward to interested offices. Requested change of office of origin not effective until receipt of approval. (See MAOP, Part II, 10-16.2.)



(7) Letters to FBIHQ regarding two or more employees - Original and sufficient copies for inclusion in personnel file of each employee involved except recommendations for incentive award or commendation when the original and one copy are to be sent.

EFFECTIVE: 06/06/96

10-2.1.7 Copies to Field Offices

(1) |Originating offices are to forward to designated recipient offices two copies of all outgoing documents and enclosures (excluding FD-302s, inserts, and Laboratory reports, see (2) below). The original is to be placed in file and the second copy should be routed to the employee to whom the case is assigned. |

(2) |Originating offices are to forward to designated recipient offices three copies of FD-302s, inserts, and Laboratory reports. The original and one copy is to be placed in file; the third copy should be routed to the employee to whom the case is assigned. |

(3) | Letters regarding two or more employees - Sufficient copies for inclusion in personnel file of each employee involved except when recommending incentive award or commendation.

EFFECTIVE: 02/14/92

10-2.1.8 Copies for Sender

Two. Show to whom copies are sent and the number at the lower left margin of page one.

EFFECTIVE: 02/14/92

10-2.1.9 Status

When a letter is used in lieu of a report, show the status of the case on the first page next to the file number of the office sending the letter.



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EFFECTIVE: 02/14/92

10-2.1.10 Method of Transmittal

Show at the lower left margin of page one the mail service used if other than regular mail. Show the same information on the envelope, if one is used.

EFFECTIVE: 02/20/89

10-2.1.11 Routing to be Afforded

Show opposite the "To:" line the routing to be afforded. This notation may be:

- (1) Personal - If addressed to the Director on personal problem
- (2) Personal Attention - be initialed by SAC before filing

EFFECTIVE: 02/20/89

10-2.1.12 Paging

When a letter is made up of two or more pages, the second and subsequent pages should have the field office teletype abbreviation, followed by the file number of the case, typed in the upper left margin. Number pages.

EFFECTIVE: 02/20/89

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PRINTED: 02/10/98



10-2.1.13 Body

Letters are to be prepared in telegraph-type phraseology when the subject matter will permit. Letters requesting authority are to be worded UACB. When a well-known abbreviation exists for a name or subject matter, the abbreviation may be used when the full name has been set out once. Offices of the Bureau may be referred to by name of city where office is located; e.g., Newark, Portland, etc., except the Washington, D.C., Field Office which should be referred to as the Washington Field Office. Names of persons and/or organizations must be typed in solid caps.

EFFECTIVE: 05/02/97

10-2.1.14 Cover Letters Are Not Necessary When Transmitting

- (1) Deleted
- (2) Leave slips (FD-282)
- (3) Expense accounts
- (4) Other vouchers
- (5) Monthly administrative reports (FD-29 and FD-29a)
- (6) Deleted
- (7) Reports to FBIHQ, field offices, USA, unless a specific reason exists

EFFECTIVE: 05/02/97



10-2.2 On Letterhead Stationery

Letterhead stationery is made up on white bond paper. It is printed with the Department and the Bureau shown. A space is provided for the file number. It is used for letters to addressees out of the Bureau, for nonroutine letters to FBIHQ or to another office. Field offices are to communicate with Department through FBIHQ. The address of the office must be typed directly under the line of the letterhead under the "F" in Federal. The SAC may authorize its use by SAs when absent from headquarters city for investigative purposes. Copies must be directed to the SAC.

EFFECTIVE: 12/20/94

10-2.2.1 Acknowledgment

(1) Letters from outside sources should be acknowledged promptly, but it is within the discretion of the SAC as to whether an acknowledgment is to be made.

(2) When a Government agency refers a case or new investigation to the FBI by letter, the letter is to be acknowledged except in those cases in which a Government agency has advised it does not desire to be notified of the receipt of matters referred to the FBI.

(3) Referrals of selective service cases by USAs where the referral is by form letter or by merely forwarding a copy of the delinquency report form do not need to be acknowledged; however, an acknowledgment is necessary when the USA refers a selective service case by regular letter except in those instances in which the USA has advised he/she does not desire to receive such acknowledgments.

(4) Caution statements, if appropriate, are to be included immediately after the case caption and at the end of a letter. If desired, an appropriate stamp may be used for this purpose.

EFFECTIVE: 04/30/93



10-2.2.2 Addressee

- (1) If to FBIHQ - Director, FBI - Dear Sir:
- (2) If to field office - SAC, name of office to which sent
- (3) If to an addressee out of the Bureau - name, title, address, and salutation

EFFECTIVE: 05/31/84

10-2.2.3 Title or Subject Matter

Title or subject matter should be put opposite salutation in letters to any official or employee of the FBI or Department of Justice. In letters to individuals and agencies outside the Department of Justice, no title or subject matter is to be used.

EFFECTIVE: 05/31/84

10-2.2.4 Complimentary Close

| Sincerely, (for personal letters, including letters with
first-name salutations) | or
Sincerely yours, | (for letters not personal in nature) |

- (1) Letters out of Bureau - Richard Roe
Special Agent in Charge
- (2) Intra-Bureau - Richard Roe
SAC

| (See Correspondence Guide - Field, 2-4.4.12.) |

EFFECTIVE: 05/03/93



10-2.2.5 Reference File Number

On letters to outside individuals, agencies, other field offices, or FBIHQ, the following may be shown in the upper left corner of the letterhead: "In reply please refer to file number." When a letter concerning an investigative case is written by a field office to any individual or agency other than the Bureau, unless some specific reason for contrary action exists, the case file number of the field office shall be placed on the outgoing letter. When the file number does not appear on the original, it shall be set forth on the file copy.

EFFECTIVE: 05/31/84

10-2.2.6 Copies

Show to whom copies sent and the number thereof, on copies and file copy but not on original, if it is objectionable to do so, when letter is sent out of Bureau.

EFFECTIVE: 02/14/92

10-2.2.7 Subject Matter

Letter sent to an addressee out of the Bureau must not jeopardize or injure the financial standing of any individual, institution, or concern.

EFFECTIVE: 02/14/92

10-2.2.8 Paging

(1) If to FBIHQ or a field office - When a letter is made up of two or more pages, the second and subsequent pages should have the field office teletype abbreviation, followed by the file number of the case, typed at the upper left margin.

(2) If to an addressee out of the Bureau - Second and subsequent pages should contain no identifying data in the upper portion of the page.



EFFECTIVE: 02/14/92

10-2.2.9 Deleted

EFFECTIVE: 02/14/92

10-2.3 Regulations Affecting Both FBI Memorandum and Letterhead

EFFECTIVE: 02/14/92

10-2.3.1 Enclosures

Originating offices are to forward to designated recipient offices a minimum of two copies of all outgoing documents and enclosures, excluding FD-302s, inserts, and Laboratory reports, of which three copies are required.

(1) The word "Enclosure" is to be typed at the end of signature correspondence, at the left margin, two spaces below the typed signature, title and division of the Bureau official signing the mail, and is to appear on all copies and the yellow. If several enclosures are to accompany a letter, the word "Enclosures" is to be followed by the exact number of enclosures being transmitted, e.g., "Enclosures (4)." On all other correspondence, the word "Enclosure" or "Enclosures" is to be typed at the lower left margin of page one on the original and all copies of each communication with which enclosures are to be sent. The abbreviation "Enc." may be used for the word "Enclosure" or "Enclosures" in these instances followed by the exact number of enclosures to be transmitted. All items enclosed must be counted regardless of whether they are stapled, paper clipped, or "enclosures to enclosures."

(2) Enclosures are to be generally identified in the body of communications. On correspondence to persons outside the FBI, a brief description of each enclosure must be shown on the file copy when not described in body of communication. On correspondence to FBIHQ or other field offices, place the description at the beginning of the communication.

(3) Originating offices are to staple the original



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enclosure(s) to original communication, which will be eventually serialized into file by the receiving office(s). Copies of enclosure(s) are to be attached to copies of the communication. Evidentiary and bulky material are to have a copy of the communication attached or placed inside package. When using metal-clasped envelope for enclosures to FBIHQ or other field offices, attach such envelope to the cover letter so that the flap faces up.

EFFECTIVE: 05/02/97

10-2.3.2 Certified Mail

If the letter is to be sent by special mailing, it is the responsibility of the author to so advise the preparer.

EFFECTIVE: 05/02/97

10-2.3.3 Dates

Include all pertinent dates in letters to FBIHQ, such as the date when investigation was conducted, date contact or interview was made, date an individual furnished information to the field office, etc.

EFFECTIVE: 07/19/84

10-2.3.4 Copies

The number of copies prepared, including the original, of letters or memoranda should appear under the initials of the dictator.

EFFECTIVE: 05/02/97

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10-2.3.5 FBIHQ File Number

When known, and if not known to the receiving office, set forth FBIHQ file number as the last item in the subject on communications between field offices. When designating a copy of any communication to FBIHQ or a field office for a file other than that of the captioned communication, the FBIHQ or field office file number, if known, and the name of subject or subject matter must be indicated.

EFFECTIVE: 02/29/84

10-2.3.6 Notations on Correspondence

(1) No memorandum, letter, document, or other record originating within the Department of Justice shall be classified, designated, described, or otherwise marked with any word or phrase restricting access thereto except in accordance with the provisions of Executive Order 12356, the Atomic Energy Act of 1954, or Director of Central Intelligence Directive 1/7. Restrictive words or phrases, such as "Personal and Confidential," "Strictly Confidential," "For Official Use Only," or similar designations, are not to be used as a label or classification. Such words may be used in the body of the document as set out below.

(2) The notation "Personal and Confidential" may be used on an envelope addressed to a person or organization outside the FBI but only when it contains material, the routing of which should be closely restricted. Do not use this notation on any intra-FBI envelope. When the Agent desires that mail going outside the FBI be transmitted in an envelope marked "Personal and Confidential," it is Agent's responsibility to so instruct the stenographer.

(3) If for any reason it becomes necessary to restrict the circularization or dissemination of a document to a Bureau employee, to another governmental official or agency, or to an outside correspondent, it is permissible to use a sentence in the communication so stating; e.g., "The data set out herein is for your personal and confidential information." This procedure should be used discreetly and only where the circumstances justify.

(4) The words "Obscene," "Personal," and "Personal Attention" may be used on documents and envelopes.



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EFFECTIVE: 02/29/84

10-3 MEMORANDA

A memorandum should be brief, concise, accurate, and the contents arranged in chronological order. To the SAC - Prepare on FBI memorandum paper and address to "SAC." Make the original only, unless specific reasons exist for copies being made. The Agent does not need to sign or initial such memorandum.

EFFECTIVE: 02/29/84

10-3.1 SAC Memoranda (Formerly SAC Letters)

Memoranda to SACs are issued by FBIHQ and approved by the Director to inform SACs of instructions of fieldwide application. They are numbered serially. They are to be filed in accordance with their subject matter and degree of security. Advise FBIHQ if one is missed. The distribution of all copies are to be accounted for in writing on the master copy. Information copies of SAC memoranda distributed to employees may be retained by recipients for a period not to exceed one year and then destroyed in the confidential trash.

EFFECTIVE: 02/29/84

10-4 LETTERHEAD MEMORANDA

EFFECTIVE: 02/14/92

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10-4.1 When Used

- (1) In those instances in which it is not necessary to conceal the Bureau as the source.
- (2) When the field furnishes information to FBIHQ in the belief that it is of possible interest to other Government agencies and when it is desired to provide a communication suitable for dissemination other than an investigative report.
- (3) To set forth information necessary for conducting investigations abroad. Leads, which should be so captioned, should be set forth on a separate numbered page at the end of memorandum. They should not refer to Legal Attache and should not request investigation by a particular agency abroad. For additional information regarding restrictions on setting out leads for Legal Attaches, see the Foreign Counterintelligence Manual, Part I, Section 0-2.11(1).
- (4) To reply to requests for investigation from foreign police agencies. They are used also to furnish data for dissemination to foreign agencies for information only.
- (5) To submit significant data to FBIHQ in nonprosecutable espionage and nationalistic tendency cases (65 and 105 classifications.)

EFFECTIVE: 02/14/92

10-4.2 Stationery and Format

- (1) LHMs are typed on letterhead paper. The file copy is on plain yellow.
- (2) They are to show the place where made, be dated, and bear the name of the subject and, if applicable, the character of the case across the top center of the first page. If prepared for foreign dissemination in security cases, character of case should not be included in LHM.
- (3) The full title including all names used by subject should appear in first LHM prepared for dissemination. Subsequent LHMs in same case may contain prime name of subject followed by "also known as."



EFFECTIVE: 05/02/97

10-4.3 Number of Copies

Originating offices are to forward to designated recipient offices a minimum of two copies of all outgoing LHMs and enclosures, excluding FD-302s, inserts, and Laboratory reports, of which three copies are required.

(1) In other than security-type cases: |(See MIOG, Part I, 174-3.2; Correspondence Guide - Field, 2-5.5.11.)|

(a) When prepared to transmit to FBIHQ information of possible interest to other government agencies, submit an original and three copies. In classification 174 (Bomb Threats or Explosives and Incendiary Devices), submit an original and six copies. In classification 173 when there is proposed or actual testing of public accommodations or public facilities (no interference and no complaint of refusal of service), submit an original and two copies; where a complaint of discrimination involving public education, public facilities, or public accommodations in jurisdiction with local public accommodation statutes, submit an original and two copies; in cases of interference, where appropriate, submit an original and two copies.

(b) Classification 100 - (Domestic Security/Terrorism Investigations) - submit an original and four copies.

(c) When prepared to set forth information necessary for conducting investigations abroad, to reply to requests for investigations from foreign police agencies, or to furnish data for dissemination to foreign agencies for information, submit an original and five copies.

(d) In classification 149 - (Destruction of Aircraft or Motor Vehicles) - submit an original and four copies by FD-365; in classification 164 - (Crime Aboard Aircraft) - submit an original and one copy by FD-365. Where initial LHM submitted to FBIHQ contains an opinion of a U.S. Attorney, one copy of this LHM should be directed to the U.S. Attorney confirming his/her opinion in lieu of doing so by means of a separate letter when it would merely repeat the same information contained in the LHM. |(See MAOP, Part II, 10-11; MIOG, Part I, 149-3, 164-8.)|



(e) Classification 264 - (Computer Fraud and Abuse investigations) - Submit an original and five copies.

(f) In Bureau applicant cases, field offices should set leads to all Legats when setting out original leads. In cases where the State Department records should be checked, advise FBIHQ immediately and provide all information by facsimile for lead to be covered. (See MIOG, Part I, 67-7.1; Correspondence Guide - Field, 2-5.5.11.)

(2) In security-type cases - Under the circumstances set out in (1)(a) and (c) above, and when submitting significant data in nonprosecutable 65 and 105 cases, the number of copies of LHMs should be governed by the dissemination required, with the minimum number to be submitted being the original and four copies.

(3) Letterhead memoranda designated for the Miami or San Juan Divisions setting forth leads to be covered in the Northern or Central Caribbean areas should contain a copy for the International Relations Section, Criminal Investigative Division, FBIHQ.

EFFECTIVE: 04/07/97

10-4.4 Deleted

EFFECTIVE: 12/12/91

10-4.5 Paging

(1) Numbering - The second and subsequent pages are to be numbered at the bottom. Put asterisk by number of last page. If LHM consists of one page only, it should be numbered 1*. If LHM contains appendix pages, these pages should be considered part of the LHM and the pages numbered consecutively. The use of the asterisk does not apply to blind memoranda.

(2) Identifying - Identify second and subsequent pages by typing the name of the subject at the upper left margin; e.g., JOHN DOE.



EFFECTIVE: 12/12/91

10-4.6 File Number

The field file number is to be typed on the field file copy at the lower left margin.

EFFECTIVE: 12/12/91

10-4.7 Initials and Total Number of Copies Prepared

The initials of the dictator and initials of the stenographer shall appear at the bottom of page one at the left margin on the file copy only. The total number of copies prepared, including the original, must be typed in parentheses under the initials of the dictator on the file copy. This number is to include any tickler copies made.

EFFECTIVE: 12/12/91

10-4.8 Use of "T" Symbols

b2
It is permissible in Office of Personnel Management (OPM) security referral cases (140A and 140C) to utilize "T" symbols in LHMs. However, "T" symbols should not be utilized in Bureau applicant cases. Such "T" informants should be evaluated on the first page of the LHM, preferably in the lower right portion of the page by typing or stamping the following statement: "Sources whose identities are concealed herein have furnished reliable information in the past except where otherwise noted." Sources which are exceptions should be characterized when first mentioned in the LHM (for example, "a confidential source abroad, advised..." or "with whom there has been insufficient contact to establish reliability of his information, advised..."). No information furnished by a source concealed by a T symbol should be incorporated in an LHM as its original recording but should be placed first into informant report, file memorandum or FD-302, in the event it must be produced in court.



EFFECTIVE: 11/25/94

10-4.9 Transmittal

Transmit by cover letter, cover airtel, or cover page(s).

(1) Letter or LHM furnished another agency should include statement which contains in substance terminology appearing in property stamp for use on reports. Property statement should be placed at the bottom of the first page on all copies of the letter or LHM. This rule, of course, will not pertain to letters of purely administrative nature; letters simply referring complaints to outside agencies merely to confirm convictions, etc., which information is public source material. (See MAOP, Part II, 9-3.5.2(2).)

(2) Copies of LHMs prepared by Bureau's Legal Attaches may be furnished to interested outside agencies where appropriate. Of course, accompanying cover document is not disseminated. (See MAOP, Part II, 9-3.5.2(4).)

(3) When LHM is utilized to request foreign investigation, same should include in its entirety any applicable caution statement.

(4) LHM is normally used in answering name check requests.

(5) Caution statements, if appropriate, are to be placed immediately after the case caption and at the end of an LHM. If desired, an appropriate stamp may be used for this purpose.

EFFECTIVE: 04/30/93

10-5 TELETYPE

For additional information re: types, classification, precedence designation, format, preparation, and transmission of teletypes, see MIOG, Part II, 16-1.

EFFECTIVE: 07/15/93

10-5.1 Preparation

(1) Set out the title and abbreviated character. In the interest of economy, only the name of the principal subject or the name of one of the fugitive subjects needs to be included in teletype messages when the addressee has the full title. The instructions relating to "CHANGED" title are to apply to teletypes to FBIHQ or to field offices. (See 10-16.7.4 in this section.)

(2) In cases in which one of the subjects of the investigation is a fugitive, the title as shown in the message should give his/her name, together with the word "FUGITIVE," and character of offense involved.

(3) The office of origin shall also be set forth when the file discloses that the office to which the request is directed does not possess this information and when the office of origin is not the sending office. If a teletype is received in which no office of origin is specified, the receiving office shall assume that the sending office is the office of origin.

(4) When investigation is requested by teletype which will require a report of investigation which must be disseminated, indicate agencies to which copies must be sent and number of copies.

(5) If a deadline has been set by FBIHQ, set it out after case caption by use of "BUDED" and date.

(6) Prepare copies to be sent by mail for information on thin blue paper (FBIHQ uses green paper). Advise addressees of message in the last sentence of message text; e.g., "Copies mailed Norfolk and Richmond."

(7) Although a communication is originated as a teletype, approving official may designate it and hand mark it to be mailed. In such instance it should not be retyped and necessary file copy and additional mail copies required, as when message is addressed to two or more offices, may be made on permanent-type copying machine. Receiving offices can make whatever additional copies required on copying machines.

(8) Caution statements, if appropriate, are to be



| included|as the first line of the text.|

EFFECTIVE: 04/30/93

10-6 AIRTELS

(1) Form 0-1 used in lieu of teletypes in all cases by FBIHQ to ascertain|the|status of an investigation or other|information, with the exception of Bureau applicant cases.| The field will be sent Form 0-1 with a "special" tag affixed. The wording "Return to FBIHQ immediately" will also be included. Field should handle expeditiously, and after complying with FBIHQ instructions, the form should be mailed to FBIHQ by the most prompt method available.

(2) Between field offices or to FBIHQ in lieu of teletypes, to follow undeveloped leads or for other purposes, use Form FD-36 (blue teletype form) and mail by most expeditious means. The receiving office should handle as a teletype. Prepare airtels in lowercase letters and single space. Use paragraphs. Figures may be used for numbers. On Form FD-36 leave blank the space provided for precedence and classification. Type "X" in space provided and on all copies by the word "Airtel." If the airtel is to be sent by other than regular mail or airmail, the method of mailing desired should be typed on the original and all copies.

EFFECTIVE: 11/25/94

10-6.1 Airtels to FBIHQ

(1) When forwarding with other mail, place airtels in an inner envelope marked "Airtel." (See Correspondence Guide-Field, 2-7.)

(2) Forward one blue copy with FD-36, except in photographic; Laboratory (including Latent Fingerprint Section); |Criminal Justice Information Services|Division Matters; or Counterterrorism Section Matters - Terrorist Research and Analytical Center, FBIHQ -- see Part II, 10-2.1.6(3), and follow those guidelines.



(3) Leave upper right corner on form blank for FBIHQ's routing stamp.

(4) Deleted

EFFECTIVE: 05/19/94

10-6.2 Airtels to Other Offices

| Originating offices are to forward to designated recipient offices two copies of all outgoing airtels and enclosures, excluding FD-302s, inserts, and Laboratory reports, of which three copies are required. |

EFFECTIVE: 02/14/92

10-6.3 Airtels for Information Purposes

| Originating offices are to forward to designated recipient offices two copies of all outgoing airtels and enclosures, excluding FD-302s, inserts, and Laboratory reports, of which three copies are required. |

EFFECTIVE: 02/14/92

10-6.4 File Number

(1) Type file number of office receiving original or copy after name of office.

(2) When known, and if not known to the receiving office, set forth FBIHQ file number as the last item in the subject on airtels between field offices.

(3) When designating a copy of an airtel to FBIHQ or a field office for a file other than that of the captioned airtel, FBIHQ or field office file number, if known, and name of subject or subject matter must be indicated.



EFFECTIVE: 02/14/92

10-6.5 Abbreviations

Bureau-approved abbreviations and code words may be used in airtels provided they are spelled out in full, followed by the abbreviation or code word in parentheses, the first time used in an airtel. Thereafter, the code word or abbreviation may be used in the communication without spelling out the complete words. This requirement does not apply to Bureau-approved abbreviations or code words used for:

- (1) The title and character of a case
- (2) Special Agent in Charge
- (3) Assistant Special Agent in Charge
- (4) Special Agent
- (5) Various abbreviations of the "Reference is made to" phrases, such as Reurlet, Relet, ReBulet, ReButel, etc.

EFFECTIVE: 02/14/92

10-6.6 Subject

(1) If the airtel concerns a case, list the subject or subjects, as well as aliases, in columnar form followed by character and office of origin.

(2) "CHANGED" title rules apply to airtels. (See 10-16.7.4 in this section.)

(3) Caution statements, if appropriate, are to be included immediately after the case caption and at the end of airtels. If desired, an appropriate stamp may be used for this purpose.

EFFECTIVE: 04/30/93



10-6.7 Status

When an airtel is used in lieu of a report, show the status of the case on the first page next to the file number of the office sending the airtel.

EFFECTIVE: 02/14/92

10-6.8 Second and Subsequent Pages

Use thin blue paper for the original and all copies except the file copy which is yellow. Type field office teletype abbreviation, followed by file number of case, at left margin above and separated from text of message.

EFFECTIVE: 05/31/83

10-7 BLIND MEMORANDA

EFFECTIVE: 05/31/83

10-7.1 When Used

In those instances in which the Bureau's identity must not be revealed as the source.

EFFECTIVE: 05/31/83

10-7.2 Stationery and Format

(1) Blind memoranda are to be typed on plain white bond, unwatermarked paper. Copies are typed on plain thin white except file copies are on thin yellow.

(2) They are to be dated and should bear the name of the subject across the top center of the first page.



EFFECTIVE: 05/31/83

10-8 ROUTING SLIP, FD-4

The routing slip is a 5 1/2- by 8 1/2-inch white form made up so that the date, addressee, file number, title, action desired, and sender can be entered. It is used:

- (1) To follow leads to other offices
- (2) To give instructions to employees within an office
- (3) To request of FBIHQ, Attention: Training Division, lecture outlines
- (4) Deleted
- (5) Deleted
- (6) To return reports to the sending office when the office receiving them has no interest in the matter and has no file.
- (7) To transmit to FBIHQ, Attention: National Security Division, nonevidentiary copies of publications relating to security and counterintelligence matters. Routing slips may be used to notify FBIHQ of routine administrative matters, such as temporary delay in obtaining particular issues of a publication, temporary suspension of a publication (e.g., during summer months), or other information which will keep FBIHQ informed relative to the status of these publications.
- (8) To transmit photographs between offices when no other information necessary. Name, date taken and description should be on back of photo.
- (9) To transmit to FBIHQ books, pamphlets, contracts, bid forms on sales of equipment, SF-88 on applicants
- (10) To transmit to FBIHQ service record requests directed to field offices by prospective employers
- (11) From FBIHQ to field to transmit stenographic and typing examinations, translator examinations, secret numbers of automobiles, editorials, and like material, where no comment is necessary



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(12) To transmit to FBIHQ personnel file of a resigning employee when required

(13) To transmit to FBIHQ medical examination report of National Academy applicant

(14) To transmit stamp purchase vouchers to FBIHQ

(15) To transmit to FBIHQ advance of funds requests

(16) To transmit to FBIHQ police training film correspondence

(17) To transmit to FBIHQ interesting write-ups for Law Enforcement Bulletin

(18) To transmit to FBIHQ an Agent's annual report of medical examination (SF-88)

(19) To transmit to FBIHQ Form FD-295, reserve status card. Routing slips should be used to keep the FBIHQ advised of any pending action, such as intended contacts with reserve units for information. Routing slips should be marked for the attention of Personnel Administration and Benefits Section.

(20) Deleted

(21) To request current official photographs, routing slip should be addressed: FBIHQ, Attention: Office of Public and Congressional Affairs.

(22) To transmit from one field office to another FD-302s when no other communication is necessary. Show on routing slip title and character of case and field office file numbers where known. Staple routing slip to documents. Make notation on serial in file showing date sent, offices to which sent, and initials of supervisor who approved for mailing.

(23) To transmit from a field office to the proper field office a communication which has been misdirected. Prepare routing slip in duplicate; use one copy to forward the misdirected communication and dispatch the duplicate to the office which sent the communication, advising that it has been forwarded to the proper office. No copy of the misdirected communication or the outgoing routing slip is to be retained in the office taking this action.



(24) To transmit to FBIHQ, Attention: Property Procurement and Management Section, receipt for government property (FD-281).

EFFECTIVE: 06/06/96

10-9 GENERAL RULES REGARDING RECORDING AND NOTIFICATION OF INVESTIGATIONS

The results of investigation must be submitted in the instances indicated by the communication shown below:

(1) When

(a) Process not issued and information is trivial or negative, and

(b) No special reason for advising FBIHQ exists. (Reason exists when subject is notorious, widespread publicity is involved, subject is government employee, etc.) Any doubts should be resolved to ensure FBIHQ is properly informed concerning investigative and intelligence matters--

By: |Electronic communication|for the file, or when USA has given an opinion, a letter to USA enclosing pertinent FD-302s when practical.

(c) USA has not rendered prosecutive opinion within 30 days of date of presentation of facts of case--.

By: Sending FBIHQ LHM, suitable for dissemination to Department, setting forth brief summary of facts of case, identity of attorney contacted, date of presentation, and reason prosecutive opinion was not furnished (In connection with this, submission of LHM does not take the place of a report if one is necessary.)

(2) When discontinue orders have been received in cases other than those in which FBIHQ is office of origin and

(a) Rough draft prepared--



By: Filing rough draft

(b) Report dictated but not typed--

By: Typing details in form of |electronic
communication|for filing

(c) Investigation not completed--

By: |Electronic communication|for the file

(3) FBI applicant cases and

(a) Office ascertaining applicant no longer wants
job--

By: Sending FBIHQ UACB|electronic
communication,|copies to known lead offices, containing reason for
discontinuance. Retaining investigative notes in file

(b) Office ascertaining derogatory information--

By: Sending FBIHQ UACB|electronic
communication,|copies to known lead offices, containing reason for
discontinuance. Submitting report.

(c) Other offices when investigation discontinued--

By: Retaining investigative notes in file if
nothing derogatory obtained. Submitting report if derogatory
information obtained.

(d) All offices when investigation favorable--

By: Submitting teletype or|electronic
communication|including names of individuals contacted, their titles,
names of individuals contacting and date.

(4) Applicants (except FBI), related special inquiries,
and OPM security referral (140A and 140C) cases

(a) Office ascertaining either applicant no longer
wants job or employment terminated--

By: Sending FBIHQ and all known lead offices
UACB teletype, containing basis for discontinuance (including source



of information). If no investigation conducted, stating in teletype no report being submitted since no investigation conducted. If investigation conducted, stating in teletype report being submitted. Submit report.

(b) Other offices--

By: Sending FBIHQ RUC|electronic communication| stating no investigation conducted or submitting report of investigation conducted.

(5) Deserter cases-routine deserter apprehensions and cases in which subject voluntarily surrenders or is apprehended by military authorities or other police agency--

By: Teletype to FBIHQ and office of origin. Office of origin to ensure auxiliary offices are notified by teletype.

(6) Probation, parole, and mandatory release fugitives - routine apprehensions or when subject located in custody and no FBI violation developed during fugitive investigation--

By: Teletype to FBIHQ and office of origin and auxiliary offices indicated by the file to be conducting investigation to apprehend

(7) OF interviews ordered by FBIHQ with complainants when negative--

By: |Electronic communication|to FBIHQ

(8) "No record" checks in cases other than those in which FBIHQ is office of origin--

By: Stamping copies of communications containing lead "no record." Write in long-hand on each copy date check made and name and title of FBI employee making check (if other than FBI employee involved, also write his/her name and position); return copy to office of origin; retain copy for file.

(9) Foreign police cooperation cases--

By: Letterhead memoranda

(10) In cases other than those in which FBIHQ is office of origin, results of investigation by auxiliary office of no immediate



benefit in solution of case or location of subject in all
classifications-- (See MAOP, Part II, 2-5.2.4(5) & 10-19(8).)

By: Preparing an insert so that office of origin may
insert in proper reporting communication without retyping. Good
judgment should prevail; for example:

(a) Where the number of copies of the insert needed
is not known, an original and two copies should be prepared;

(b) If only a few sentences are involved, an insert
should not be prepared;

(c) According to circumstances, with economy and
efficiency in mind, results of investigation will be submitted to
office of origin by RUC|electronic communication,|teletype, or
investigative report, and, if investigation sufficiently reported
therein, inserts need not be forwarded to office of origin.

(11) Results of investigation by auxiliary office(s) in
classifications 15, 25 (Selective Service Act only), 26, 31, 42, 43,
45, 47, 52, 70, 76, 87, 88, 93--

By: Sending to office of origin and other auxiliary
offices, but not to FBIHQ, FD-302s (including original), insert(s),
|electronic communication(s),|teletype(s), etc., according to the
circumstances. If investigation is sufficiently contained in an RUC
communication, and no special reason requiring FD-302 or local
dissemination is present, then a statement that nothing further will
be sent should be in the communication used.

(12) Classification 93

By: Preparing brief reports for USA. Do not
duplicate data already in USA's files. Furnish such reports to FBIHQ
only when case originated in Department of Justice.

(13) In espionage and foreign counterintelligence cases--
| See the|National Foreign Intelligence Program|Manual.

(14) In civil rights cases in which inquiry has been
limited to interviews with complainants and/or victims--

By: LHM, using FD-302 where applicable

(15) In following Civil Rights Act, 1964 cases: public



accommodation cases in states or municipalities which have accommodation laws; proposed or actual testing of public accommodations or public facilities (no interferences involving personal injury, threat of serious injury, or substantial damage to property, and no complaint of refusal of service); complaints re discrimination in public facilities; complaints re discrimination in public education; and complaints of interference not involving personal injury, threat of serious injury, or substantial damage to property--

By: LHM, using FD-302 where applicable

(16) ITSMV recovery values

(a) In all ITSMV cases, including cases with more than one investigative character--

By: FD-515

(b) In unknown subject ITSMV communications, except teletypes, to Legal Attaches from domestic offices or from Legal Attaches to domestic offices, communications should be directed to the Legal Attaches or domestic offices involved. Two copies should be made for each addressee and two copies for FBIHQ (one copy designated for Interstate Theft/Government Reservation Crimes Unit (IT/GCRU), Criminal Investigative Division (CID), and one copy designated for the International Relations Section, CID)-- (See Correspondence Guide-Field, 2-2.3(9) & 2-7.3(8); Legal Attache Manual, 7-9(2).)

By: All copies of communications should be forwarded to FBIHQ by routing slip, Attention: ITSMV Desk. Two copies will be forwarded to office or Legal Attache involved. Communication is not placed on record at FBIHQ and after 90 days IT/GRCU's copy is destroyed.

(17) Results of investigation by office of origin and auxiliary office(s) in classifications 162, 165 and 166--

No reports will be submitted in substantive organized crime cases until such time as a prosecutive stage is reached. In lieu of reports, progress electronic communications will be submitted to FBIHQ after a case has been opened for 180 days containing basis upon which case was opened, a summary of investigation conducted to date, and a statement regarding investigation contemplated during next 180 days. A case may be closed administratively prior to having been opened 180 days, but after 180 days a closing electronic



communication to FBIHQ will be required. When a prosecutive stage (complaint, information, indictment, or federal grand jury action) is reached, reports are to be submitted to FBIHQ and to USA and/or Strike Force. (See MIOG, Part I, 166-3.)

(18) Results of investigation by office of origin and auxiliary office(s) in classifications 143, 144, 168, 179 and 182--

In A and B cases, an electronic communication to FBIHQ should be submitted within 60 days of opening the case. A progress electronic communication should be submitted every 180 days restating the predication and a summary of the investigation. The results and/or summary of investigation should be reported to FBIHQ by electronic communication. In C cases, no reporting to FBIHQ is required. (See MIOG, Part I, 143-8, 144-7, 168-5, 179-6, & 182-9.)

(19) Results of investigation by office of origin and auxiliary office(s) in classification 172--

All allegations of sports bribery must be expeditiously reported to FBIHQ. In A and B cases, an electronic communication to FBIHQ should be submitted within 60 days of opening the case. A progress electronic communication should be submitted every 180 days restating the predication and a summary of the investigation. The results and/or summary of investigation should be reported to FBIHQ by electronic communication. In C cases, no reporting to FBIHQ is required, other than the initial advisement of sports bribery. (See MIOG, Part I, 172-5.)

(20) Results of investigation by office of origin and auxiliary office(s) in classifications 183 and 281--

Electronic communication to FBIHQ within 60 days: include predication, investigative summary, data on members/associates, drugs imported/distributed, organizational structure/operation, drug purchases, objectives furthered by purchases; and plan/objectives for 180 days. Progress electronic communication every 180 days: include investigative summary, additional subjects/organizational hierarchy developed; and plan for 180 days. Closing electronic communication within 60 days: restate predication, summarize investigation conducted, identify ELSUR/UCO utilized, accomplishments attained, and assessment of whether the organization was dismantled or significantly disrupted. (See MIOG, Part I, 183-8 & 281-5.1.)

(21) Results of investigation by office of origin and



auxiliary office(s) in classifications 122, 156, 159 and 195--

An initial electronic communication with LHM will be submitted to FBIHQ within 60 days. Progress electronic communication will be submitted every 180 days containing a summary of the investigation conducted to date and a statement regarding investigation contemplated during the next 180 days only in cases involving La Cosa Nostra members/associates. A closing electronic communication should be submitted to FBIHQ with an LHM restating the predication, summarizing the investigation and detailing disposition, including the final opinion of the USA. (See MIOG, Part I, 122-3, 156-6, 159-10, & 195-3.2.)

(22) In all criminal NON-Organized Crime Program classifications when a La Cosa Nostra (LCN) member or known LCN associates are developed as suspects/subjects or otherwise involved in a case.

By electronic communication to FBIHQ, Attention: Organized Crime Section, set forth the name of the LCN member/associate; the LCN family involved; identifying data, if available; position/relationship to the LCN family, if known; nature of case under investigation and particular activity of the LCN member/associate. Copies also are to be submitted to FBIHQ entity managing the classification under which investigation is being conducted and to the field office, if applicable, which is responsible for the particular LCN family.

(23) In Domestic Security/Terrorism investigations (100 classification)--

Report or LHM when completed; or report not later than 180 days after an investigation is initiated, at the end of the first year, and every 180 days thereafter as the investigation continues. When a Domestic Security/Terrorism investigation is completed or nearing expiration, the results of the investigation are to be furnished to FBIHQ in an LHM with a cover electronic communication recommending an extension or closing of the matter. This report is due no later than 180 days after the initiation of the investigation. A second report is due at the end of the first year of investigation. These reports should be presented in a summary, narrative form. They need not be lengthy and need not set out all facts concerning the person or group gained during the authorized period. They need only contain specific and articulable facts adequate to meet the "reasonable indication" standard of the Attorney General Guidelines on General Crimes, Racketeering Enterprise, and

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Domestic Security/Terrorism investigations for renewal, or sufficient information which warrants the investigation being placed in a closed status. (See MIOG, Part I, 100-3.1.1.)

(24) In all investigations where it is believed that information developed may raise significant concerns regarding the "safety and soundness" of any depository institution doing business in the United States.

Subsequent to obtaining an opinion from an AUSA that disclosure is required, an LHM setting forth the facts which raise significant concern regarding the safety and soundness, shall be disseminated to the appropriate federal regulatory agency. (See MIOG, Part I, Section 29-6.5.)

EFFECTIVE: 06/23/97

10-10 MISCELLANEOUS INSTRUCTIONS CONCERNING WRITTEN
COMMUNICATIONS

EFFECTIVE: 10/20/88

10-10.1 Information Furnished FBIHQ

Letters, airtels, and teletypes submitted to FBIHQ or to another office in accordance with FBIHQ instructions on the use of these communications should contain the name of the Agent making the investigation, all necessary dates and other documentations which make the communication complete without further inquiry. Show the status of the case on the first page of airtels, letters, and teletypes next to the file number of the office sending the communication.

EFFECTIVE: 10/20/88

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PRINTED: 02/10/98



10-10.2 Caution Statements

Where specific facts justify, include as a special warning on appropriate communications, and in subject's NCIC record, current information as to:

- (1) Armed and dangerous
- (2) Drug addict
- (3) Escape risk
- (4) Physical or mental condition/illness
- (5) Suicidal tendencies

(6) "Warning: Known or suspected HIV (Human Immunodeficiency Virus) infected person." (This warning should only be used in internal communications when also accompanied by the "Armed and Dangerous" warning or when other information is developed that the possibility of violence during an arrest is imminent.)

EFFECTIVE: 05/03/93

10-10.3 Deadlines

(1) Unless otherwise indicated, FBIHQ deadline date means the date the communication is to reach FBIHQ.

(2) If a deadline has been set by FBIHQ, set it out after case caption by use of "BUDED" and date in intra-Bureau communications.

EFFECTIVE: 07/19/84



10-10.4 Inquiries Concerning Status of Bureau Cases

When a state official has expressed interest in prosecutive status of a Bureau case, for a legitimate reason, such as deferment of state prosecution pending outcome of Federal case, insure that such official is kept appropriately advised, including final outcome of matter.

EFFECTIVE: 07/19/84

10-10.5 File Numbers

(1) Intra-Bureau Correspondence:

(a) Include FBIHQ file number and the file numbers of all offices, if known, receiving copies of the correspondence on all intra-Bureau correspondence. Set forth immediately after the name of the sending and receiving offices. In interoffice letters and airtels, set forth FBIHQ file number, when known, as the last item in the subject; in interoffice reports, as the first item under "Reference" on Form FD-263.

(b) When designating a copy of any communication to FBIHQ or a field office for a file other than that of the captioned communication, FBIHQ or field office file number, if known, and name of subject or subject matter must be indicated.

(2) Correspondence to other agencies - Include the file numbers of other agencies on letters and reports when these file numbers are known and copies of communications are directed to those agencies. In Bureau reports disseminated to an intelligence agency, place reference file number after the name of the agency on FD-204, or FD-517 in prosecutive reports.

EFFECTIVE: 07/19/84

10-10.6 Preparation of Signed and Sworn Statements

Instructions as to preparation of signed and sworn statements can be located in the Legal Handbook for Special Agents.



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EFFECTIVE: 07/19/84

10-10.7 Records Furnished by Criminal Justice Information Services
(CJIS) Division

(1) Proper phraseology when referring to the existence or nonexistence of fingerprint records.

(a) Since fingerprint records furnished by the CJIS Division under FBI numbers contain civil as well as criminal notations, they should be referred to as "identification," rather than "criminal," records.

(b) When a search is made against the criminal fingerprint file and no record is found, CJIS Division will use the phraseology, "No Arrest Record FBI." Field offices and other FBIHQ divisions likewise should use such phraseology in their communications when applicable.

(2) Certain information is added to the FBI copy of an identification record on a separate restricted page called the "Bureau" page. For example, such information may include data pertaining to a "Return" fingerprint card, i.e., contributor of the fingerprint card, subject's name, date of arrest or receipt, and the charge and disposition, etc. Typed at the bottom of this page in capital letters will be the notation, "THIS PAGE SHOULD NOT BE DISSEMINATED OUTSIDE FBI." Persons forwarding copies of identification records to sources outside the Bureau should be governed accordingly. (See MIOG, Part II, 14-13.3.)

EFFECTIVE: 04/08/96

Sensitive
PRINTED: 02/10/98



10-10.8 Preparation of Delay Letter (FD-205) to FBIHQ

Form FD-205 is to be used by field to advise FBIHQ that a deadline in a case will not be met. It is also permissible to use Form FD-205 to notify FBIHQ reason for delinquency of nondeadline cases and date it is anticipated a report or other communication will be submitted. Use of this form in no way relieves field offices from promptly advising FBIHQ of important developments in any case and form is not to be used to delay an investigation unjustifiably. Form 0-1 is used by FBIHQ when it is desired that status of a case be known. Both of these forms may be filled out in longhand; however, names of subjects must be hand printed.

EFFECTIVE: 07/31/89

10-10.9 Approval of Outgoing Communications

EFFECTIVE: 07/31/89

10-10.9.1 Approval by Individuals Delegated to Act on Behalf of
Higher Bureau Officials

Subordinate persons exercising delegated authority must clearly indicate they are acting for their superior. This is to be accomplished by use of the words "Acting" or "By Direction of" or "For" preceding the title of the authorizing officials, or by initialing with a slash separating the superior's initials from the subordinate's (Example: "ABC/XYZ" rather than their own initials alone "XYZ").

EFFECTIVE: 07/31/89



10-10.9.2 Reports

(1) When available to do so, Agents are to read reports dictated by them prior to dissemination or transmittal to FBIHQ; in any event, dictating Agents shall read and initial all their reports within 30 days of dates of reports or at first practicable opportunity thereafter.

(a) If approved, initial the first page of the file copy.

(b) If corrections are to be made, send to supervisor with corrections indicated.

(2) The SAC may use SAC's initials when approving reports. When reports are approved by supervisory officials other than the SAC, the initials of the SAC and the initials of supervisory official must be placed on the original.

(3) The SAC and other supervisory officials must place their initials on file copies of reports approved by them.

(4) Stenographers must initial the file copy of the reports transcribed by them in the lower left corner of the first page.

(5) Agents are to initial originals of FD-302s when used to record results of investigation dictated by them.

EFFECTIVE: 07/31/89

||10-10.9.3| Letters

The original of a letter on FBI memorandum paper must be initialed in front of "From" with the initials of the SAC. If a supervisory employee other than the SAC approved the document, his/her initials must appear with those of the SAC. The original of a letter on letterhead stationery must bear the signature of the SAC.

(1) If going out of the Bureau, only the signature of the SAC must appear. No initials of supervisors on the outgoing.

(2) If intra-Bureau, the initials of the person signing must appear as well.

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(3) The initials of the SAC or the person signing the original must appear on the file copy in all instances.

EFFECTIVE: 05/30/89

||10-10.9.4| Letterhead and Blind Memoranda

Initials must not appear on the original or copies but must appear on yellow.

EFFECTIVE: 05/30/89

||10-10.9.5| Teletypes

The SAC is responsible for the use and content of all teletypes originated from the SAC's field division. At the SAC's discretion teletype approval authority may be delegated to field supervisors or above within the field division.

EFFECTIVE: 05/30/89

||10-10.9.6| Routing Slips

Routing slips are approved by an authorized supervisor. A notation, including date, is placed on serial giving rise to routing slip.

EFFECTIVE: 05/30/89

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PRINTED: 02/10/98



10-10.10 Initialing of Incoming Communications

(1) Personal attention must be initialed by the SAC personally before filing.

(2) Others must be initialed by the investigative employee to whom routed as authority for filing.

(3) Support employees must initial in the space provided by the block-stamp impression to show who searches, serializes, indexes, and files the document.

(4) After the necessary action has been taken, the following communications may be initialed for filing by the support employee designated by the SAC:

- (a) Letters transmitting checks or bonds from FBIHQ
- (b) Incoming bills of lading (blue copy - Form SF-1103b)
- (c) FBI Law Enforcement Bulletins

EFFECTIVE: 05/30/89

10-10.11 Addressing of Envelopes

Envelopes are addressed in the following manner:

- (1) To FBIHQ
Director
Federal Bureau of Investigation
935 Pennsylvania Avenue, Northwest
Washington, D.C. 20535-0001
(For Criminal Justice Information
Services Division, use ZIP
Code 20537-9700)
- (2) To field offices:
Federal Bureau of Investigation
General P.O. Box 1769
New York, New York 10116
- (3) To Anchorage, Honolulu, and San Juan:



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- (a) Anchorage:
Federal Bureau of Investigation
P.O. Box 560
Anchorage, Alaska 99510

VIA FIRST CLASS

- (b) Honolulu:
Federal Bureau of Investigation
300 Ala Moana Boulevard
Honolulu, Hawaii 96850

VIA FIRST CLASS

- (c) San Juan:
Federal Bureau of Investigation
GPO Box BT
San Juan, Puerto Rico 00918

VIA FIRST CLASS

EFFECTIVE: 02/28/96

10-10.12 Obtaining FBIHQ File Number

Form FD-217 is used by the field to obtain an FBIHQ file number in those instances in which FBIHQ is the Office of Origin. FBIHQ also uses the FD-217 to inform the field of the FBIHQ file number. FD-217 is a 3 X 5 inch yellow form. Only the original of the form is to be prepared. It may be typed or hand-printed. The form is to be executed by filling in the name of the field office, squad, and subject. Attach to the top of the first page of the document being sent to FBIHQ. Upon receipt of FD-217 at FBIHQ, the FBIHQ file number will be placed thereon and returned to the field office.

EFFECTIVE: 08/27/93

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10-10.13 Requesting FBIHQ Advice

Communications requesting FBIHQ advice or instructions should set out problem, contain specific recommendations of SAC as to action to be taken, and give sufficient background and supporting logic to permit FBIHQ officials to reach decision. Requests should be placed at the beginning of the communication immediately following references, if any, under the caption "Request of FBIHQ." UACB communications must also contain sufficient facts to permit complete FBIHQ appraisal and should be sent sufficiently ahead of action date to permit FBIHQ to reply.

EFFECTIVE: 12/19/88

10-10.14 Communications With Character "Miscellaneous - Information Concerning"

Except for those communications which are to be disseminated outside the FBI; e.g., letterhead memoranda and investigative report forms (FD-204), communications submitted to FBIHQ under the character "Miscellaneous - Information Concerning" or any like nonspecific characterization should show parenthetically following the character the identity of the interested FBIHQ section or division, if known.

EFFECTIVE: 12/19/88

10-11 CONFIRMATION TO USA - TIME LIMITS

Oral opinions of USAs are to be confirmed in writing by means of reports, letters, or FD-320s (which may be used to request further investigation, immediate declination, filing of complaint, presentation to Federal grand jury, and filing of information, or in other situations that do not clearly fall within one of the previously mentioned categories). On the FD-320 an explanation should be provided under "Synopsis of Case" when using the "Other" category. The above methods of confirmation may be used in the regular course of business, except as follows:

(1) Form FD-351, Arrest Advisory/Assumption of Custody Request, must be sent to the USA within five working days of the taking of a subject into Federal custody.



(2) Confirmation must be sent to USA within five working days after he/she authorizes prosecution and a complaint is filed in a case where subject not taken into Federal custody. This confirmation may be by investigative or prosecutive report, letter enclosing pertinent FD-302s when practical, or Form FD-320. In those districts in which USA uses a form to record data furnished by an Agent to authorize prosecution, confirmation will not be necessary if a copy of the USA's form is furnished for field office file and it receives field supervisory approval.

(3) If an FD-320 is used, Senior Resident Agents in resident agency cities where there is a USA or AUSA who has authorized a complaint and the complaint has been filed before the U.S. Magistrate in the same resident agency city may sign the SAC's signature on the original and first copy of the form and transmit it directly to the USA. The second copy of the form should be mailed to the headquarters city for filing in the case file. In a case of major importance which it is apparent will involve substantial publicity, the Senior Resident Agent is to advise the SAC of the complaint by an appropriate means of communication depending on the urgency of the case.

(4) In Crime Aboard Aircraft and Destruction of Aircraft or Motor Vehicles cases where the initial LHM submitted to FBIHQ contains an opinion of a USA, one copy of this LHM should be directed to the USA, confirming his/her opinion in lieu of doing so by means of a separate letter when it would merely repeat same information contained in LHM. In carrying out these rules, common sense should be exercised with the underlying thought being the FBI's obligation to make certain there is no delay in the disposition of a case by the USA because of a failure on our part. It is recognized that an FD-351, after a taking into Federal custody, may not contain complete investigative results, but it should contain sufficient information for the USA to proceed with any necessary prosecutive action.

(5) The fact that the field supervisor and the SAC are also responsible does not lessen the Agent's responsibility to follow his/her cases, to make certain there is no delay in investigations and in the submission of appropriate communications to the USA, and to follow prosecutive action closely with the USA to make certain proper action is taken as soon as possible.



EFFECTIVE: 12/19/88

10-12 NOTES MADE DURING INVESTIGATIONS

The types of written material developed in interviewing witnesses, and which should be retained, are the following:

- (1) Written statements, signed by the witness.
- (2) Written statements, unsigned by the witness, but approved or adopted in any manner by the witness.
- (3) Original notes of interview with prospective witnesses and/or suspects and subjects must be retained in the 1A section of the case file. That is, in any interview where preparation of an FD-302 is required (an interview where it is anticipated the results will become the subject of court testimony) the rough handwritten notes are to be retained.
- (4) Material dictated on tape cassette, memo belts, etc., contemporaneously or substantially so, with the interview in lieu of handwritten notes, may be viewed by a court as "original notes" and, therefore, must be retained. Dictation on tape cassette and/or memo belts of the total results of an interview for transcription to a final FD-302 is not "original note" material and need not be retained.
- (5) In other situations than those just set forth, the Agent's notes do not constitute a statement under the statute and need not be retained.
- (6) If an Agent is questioned on this procedure, |he/she| should reply that it is a policy established by the Assistant Attorney General, Criminal Division, Department of Justice.
- (7) An Agent's notes of a precise character, made to record |his/her| own findings, must always be retained. Such notes include, but are not limited to, accountant's work papers and notes covering matters such as crime scene searches, laboratory examinations, and fingerprint examinations. If a doubtful situation arises, resolve the question in favor of keeping the notes.
- (8) Notes should be kept for ten years on FBI applicant investigations which were discontinued before completion and no report was submitted because no derogatory information was obtained; however,



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if no correspondence has been submitted to FBIHQ and file has been closed administratively, such notes may be destroyed when three years old.

(9) When investigations, such as credit, arrest, or Government agency checks, are conducted by an individual other than the Agent who dictates the report, all notes, work sheets, and flimsies of such checks are to be submitted with the typed report to the supervisor, who will destroy the notes after review of report, unless the notes are of the special types described in the above paragraphs.

EFFECTIVE: 04/22/85

10-13 REPORTING INFORMATION THAT MAY BECOME TESTIMONY

When a Government witness testifies in court for the prosecution, the defense counsel may ask for the FBI's written record of the information brought out in the testimony. The FBI must have such information readily available for production in court. Inasmuch as the defense is entitled to see only the written record of the information brought out in testimony, that information should be recorded in such a manner that it can be produced without disclosing other information obtained in connection with the case. There are three general types of information which may become testimony and which may have to be produced in court.

(1) First, a signed statement of a subject or a witness. If this signed statement covers all the information received from the subject or witness, it stands by itself, and can be copied into the details of investigative reports. Written statement is required, where possible, in any case of confession or admission of guilt. If subject admits truth of statement but will not sign, write and witness an addendum that subject read statement, or that it was read to him/her, whichever is correct, and orally acknowledged it to be true. Report and preserve unsigned statements in same manner as signed statements.

(2) Second, information not in a signed statement received from a witness, and concerning which the witness may testify. This should be reported on Form FD-302. If the witness gives a signed statement, and then gives additional information orally, both the signed statement, and the oral information should be recorded on FD-302. Statements of witnesses in any way favorable to the defense

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must be reported on Form FD-302 just as are those of witnesses for the prosecution. It may be held that the defense can call for those statements.

(3) Third, information which may be the subject matter of testimony of an FBI Agent, other FBI employee, or non-FBI employee involved in an investigation. This should be reported on Form FD-302. If a subject gives a signed (or unsigned) statement, and gives additional information orally, both the statement and the additional information should be recorded on FD-302. A description is sufficient additional information to require that all be put on FD-302.

EFFECTIVE: 07/27/90

10-13.1 Recording of Information of Record

(1) Information of record, such as bank or telephone records, obtained by subpoena duces tecum or search warrant will be reported fully on an FD-302 containing the authority by which it was obtained, and as a general rule, the identity of the person furnishing the information.

(2) In addition, information furnished confidentially by a banking or telephone institution without a search warrant or subpoena duces tecum should be reported on an FD-302 containing the identity of the source of the information. Do not use language indicating the information can be obtained only by a subpoena duces tecum. A copy of the FD-302 with the identity of the source deleted will be used to disseminate the information outside the FBI. Where the original FD-302 contains information that should not be disseminated, the facts that are to be disseminated may be abstracted and reported as having been furnished by a confidential source of information without reference to the institution. In such instances where the identity of the source is not included in the FD-302, the circumstances, the identification of the person making the information available to the FBI, and the name and title of the person to whom a subpoena duces tecum should be directed, where appropriate, will be included in the administrative pages accompanying the report or other communication to be disseminated outside the FBI.

(3) A custodian of records, to whom a subpoena duces tecum would be addressed, should not be used as a confidential source of information because following the testimony of the custodian, the defense would be entitled to examine any statement of the custodian in



the possession of the Government which relates to the subject matter in the testimony.

EFFECTIVE: 07/27/90

10-13.2 "Statements" - Definition per Title 18, U.S. Code, Section 3500

In preparing reports, letters, and memoranda, signed statements received from prospective Government witnesses and any other communications of the same origin which are both written and signed (or written statements the truth of which has been acknowledged by the witness but which he/she refuses to sign) may be referred to as "statements" inasmuch as they clearly meet the definition in Title 18, USC, Section 3500. When the information is recorded in any other form, however, as by memorandum of an oral interview, there may be a judicial question as to whether it is a "statement." Such recordings must be referred to by using the word "information" or some synonymous term.

EFFECTIVE: 07/27/90

10-13.3 Recording Results of Information on Report Form (FD-302)

(1) Information which may become testimony obtained by investigative personnel shall be reported with the appropriate person set out as the author, such as Special Agent, Investigative Assistant, other properly designated FBI employee, or appropriate non-FBI personnel. Non-FBI personnel should include their title, full name, and agency on the form's author line.

(2) Copies of the interviews thus recorded can be utilized as inserts for reports or other communications as elsewhere provided and as employed in major cases. They may also be used as a memoranda for the file or as channelizing memoranda. FD-302s and FD-302a's may be utilized in our reporting system in the same manner that inserts or memoranda are used.

(3) Whenever a person being interviewed could be called upon to testify at any time in the future in a trial, administrative-type hearing, or quasi-judicial proceedings, the results of the interview shall be reported on FD-302; if more than one



page is necessary, use FD-302a for second and succeeding pages. It is not necessary that FD-302 be utilized when the results of the interview with an individual are not pertinent. If the interview goes to the merits of the case or is of value to the USA for the purpose of determining the desirability of prosecution, the interview shall be recorded on FD-302. For example, five are present at the time a bank robbery occurs, three observe the bank robber, and the other two witnesses, for one reason or another, do not observe the bank robber; all are pertinent interviewees and all should be recorded on FD-302s.

(4) In all instances in criminal-type cases, whether prosecution is declined or not, use FD-302, and FD-302a if more than one page, where applicable, because the Department may instruct that prosecution be undertaken, or because the USA may decide subsequently to prosecute the case as a result of additional evidence or information. It should be used also in OPM security referral (140A and 140C) cases, security-type cases, and civil-type cases (such as Renegotiation Act, Federal Tort Claims Act, and similar matters).

(5) In absence of information indicating a violation of Title 18, USC, Section 1001 (Fraud Against the Government) it is not necessary to utilize FD-302 in Bureau applicant or National Academy applicant investigations because no hearing or judicial-type proceeding can be reasonably anticipated. In other applicant investigations, FD-302, and FD-302a if more than one page, shall be utilized to record pertinent (pro or con) interviews relating to derogatory information or Fraud Against the Government violations arising from false statements in the application forms or other official forms.

(6) In using FD-302, the first page of the original and the first page of each copy shall be on the printed form. If an interview is more than one page long, the second and succeeding pages should be typed on Form FD-302a. A sufficient number of copies shall be made so that the FD-302s and FD-302a's can be used as pages/inserts of investigative reports or other communications. When the number of copies needed is not known, an original and two copies should be prepared. If additional copies are needed later, they may be photocopied.

(7) One interview is to be recorded per form. If two persons, such as husband and wife, are interviewed at the same time, there shall be a separate form for each. If a person is interviewed and gives information about more than one event, there shall be a separate FD-302, and if more than one page, the second and succeeding pages should be on Form FD-302a, for each event; it is not necessary



to write a separate FD-302 and FD-302a for each person involved in the event, such as a bank robbery. If information received pertains to different subject matters, separate FD-302s, and if more than one page, FD-302a's, shall be prepared on each and filed in the pertinent files.

(8) If the complainant in any case may be a witness, the complaint shall be reported on an FD-302, and if more than one page, on FD-302a's. In such cases, the complaint form (FD-71) may be used as an administrative aid to facilitate opening the case.

(9) In the beginning of the details of an FD-302, the name, date of birth and address of the person interviewed are to be recorded. If the date of birth is not obtained, the reason for its absence must be documented in the interview report along with an approximate year of birth for that individual. Where applicable, terminology similar to the following should be used to begin an FD-302:

"JOHN Z. QUICK, date of birth 12/31/68, 112 March Street, Seattle, Washington, furnished the following information:

"He is the owner of...."

(a) If the date of birth cannot be obtained, the phrase "born approximately 1968" should be substituted for the specific date of birth and the reason for its absence must be subsequently documented in the interview report. This may be done when supplying other identifying or descriptive information about the interviewee or at the conclusion of the interview report.

(b) The date of birth of the person interviewed and/or the reason for not obtaining this information, along with an approximate year of birth, is also required on any other type of document that may be utilized to report the interview results.

(c) The name of the Agent(s) or other appropriate personnel (unless a warning and waiver of rights are applicable) and the date of the interview should not be set out in the beginning of the FD-302. The appearance of the latter two items at the bottom of the page in the space provided is sufficient. However, where a continuing interview is carried on over a period of two or more days, the dates should also be set out in the details of the FD-302 (and FD-302a). The material covered on particular dates shall be set out under the dates the information was obtained.



Transcriptions of consensually monitored tapes should begin: "The following is a transcript of a conversation between PAUL CLARK and JOHN BROWN which occurred on August 21, 1984, at 1111 Main Street, New Orleans, Louisiana." (See Correspondence Guide - Field, Section 2-11.6.3(2)(d) and the corresponding sample which appears on page 284.)

(10) The following is an example of an FD-302 to be submitted when conducting background investigations:

"JOHN Z. QUICK, Date of Birth (DOB) 1/1/44, 112 March Street, Seattle, Washington 90020, telephone (home) (206) 555-1234, (office) (206) 555-6789, was advised of the identity of the interviewing Agent and/or other FBI/non-FBI personnel, as well as the fact that he was being interviewed in connection with the background investigation of Ms. MARY DOE. Mr. QUICK provided the following information:"

(11) Composite FD-302: In limited situations involving extended or a series of related interviews of a witness and/or victim, the preparation of a composite FD-302 may be necessary. For example, a cooperative key interviewee during the early stages of an extended interview in a complex investigation will relate a set of facts which to him or her at the time is the best recollection. After a review of actual records or the disclosure of other facts developed through investigation by the interviewer, the interviewee's memory is refreshed and the initial thoughts of the interviewee might be modified or changed. Preparation of a composite FD-302 at the conclusion of the interview, containing only the actual facts as known to the interviewee, would assist in effecting increased efficiency in prosecution.

(a) A single composite FD-302 of a key cooperating witness and/or victim may be prepared when an FBI supervisor determines the following:

1. The interview will concern numerous or complex details;
2. Discussion of all the information desired will require an extended interview which may not be completed for days, weeks, or months;
3. It is anticipated the witness is willing to talk but may refine the information as the interview develops and his/her recollection is refreshed;



4. The Assistant United States Attorney (AUSA) concurs with the preparation of a composite FD-302. The AUSA may participate in the extended interview with the Special Agent; the latter, however, is to take and retain notes of each interview session.

(b) The composite FD-302 will be based upon the interviewer's understanding of the composite information furnished by the witness. The latter should adopt the FD-302 as the statement he/she intended to give. Adoption by the witness may be in the form of (1) a signed statement, (2) an unsigned statement adopted by oral declaration, or (3) the report of information furnished by the witness, the substance of which was reviewed fully with the witness and adopted by the latter as the full and correct report of the statement he/she desired to furnish. Adoption by the witness will provide a defense to any allegations that the report represented that which the interviewer wished the witness would say, rather than that which the witness intended to say.

(c) When preparing a composite FD-302, set forth the dates of each interview session in the space provided on the first page of the FD-302 form. The preparation of the FD-302 should be effected within five days following the final interview session.

(d) Interview notes are to be taken during each interview session and retained for investigative purposes. The notes would not be producible as Jencks material unless they were substantially verbatim because the statement adopted by the witness would constitute the Jencks material. However, any Brady (exculpatory) information contained in the notes which is not reflected in the composite FD-302 must be provided to the AUSA.

(12) For recording of interviews of subjects or suspects on FD-302 and advising them of rights, see the Legal Handbook for Special Agents.

(13) On occasion, an Agent will be requested to participate in an interview with an Assistant United States Attorney or with a Department of Justice attorney and will be specifically directed not to record the interview on an FD-302. Because of the disadvantages this would create for the Agent should he/she be later called to testify concerning that interview, if such a request is made, the Agent should decline to participate in the interview and should not be present when the interview takes place.



EFFECTIVE: 02/14/92

10-13.4 Initialing Original (FD-302) and Dating

The original of an FD-302 is to be read and initialed where his/her name is typed by the reporting employee who will thus certify to the accuracy and completeness of the interview. FD-302 is to be dated in upper right corner and is to bear the date of which the typing was completed; the date of dictation is to appear on FD-302 at the lower right corner where other data is set out. If rough draft is made, the date of the rough draft shall be date of dictation. Date of dictation must be within five working days of the action. (For instruction on correcting errors discovered in FD-302s after FD-302s have been initialed, see Part II, 10-22.4, of this manual.)

EFFECTIVE: 02/14/92

10-13.5 Page Numbering of FD-302 and FD-302a

The original and all copies of FD-302 are to be numbered at the top of the page in the center. The second and succeeding pages on FD-302a are to be numbered in the space provided on the form. The number of the last page is to be underlined. If Form FD-302 is the only page, the copies of this page are to be numbered "1" at the top center and underlined. When a report consists of nothing but FD-302s, or ends with one of them, put asterisk after last page number; it should not be put on the originals.

EFFECTIVE: 02/14/92

10-13.6 Recording Office of Origin File Number on FD-302

When an FD-302 will become an insert in a report to be written by the office of origin, the auxiliary office is to show the office of origin file number, when known, on FD-302 beneath the space provided for the file number of the submitting office.



EFFECTIVE: 02/14/92

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EFFECTIVE: 02/14/92

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When an FD-302 will become an insert in a report to be written by the office of origin, the auxiliary office is to show the office of origin file number, when known, on FD-302 beneath the space provided for the file number of the submitting office.



EFFECTIVE: 02/14/92

10-13.7 Deleted

EFFECTIVE: 02/14/92

10-13.8 Administrative Handling of FD-302

(1) Original FD-302s are to contain no markings other than the initials of the author(s) and the serial number. The original document is to be filed along with a second block stamped copy. The third copy of the document is the "Agent Copy" and is not to be serialized nor charged out, and should be destroyed by recipients when no longer needed. However, if the "Agent Copy" is marked for indexing, it is to be returned to the rotor employee. Upon accomplishing the requested indexing, the rotor employee should destroy the copy or return it to the Special Agent, if requested. It is not necessary to transfer indexing markings to the file copy. If additional copies of the FD-302 are required, they may be photocopied. FD-302s that contain grand jury information must be prepared on removable diskettes that are placed in secure storage when not in use. The hard copies must be kept in the grand jury subfile (see MIOG, Part II, 2-9.7); MAOP, Part II, 2-4.3.2, 2-4.4.4; CG-F, 2-11.4.10.)

(2) When copies of FD-302s are received from another office as an enclosure, the original transmittal communication and two copies of the enclosed FD-302s (one block stamped) are to be filed. The second copy of the transmittal communication with the third copy of the enclosed FD-302 is the "Agent Copy," and is not to be serialized nor charged out, and should be destroyed by recipients when no longer needed. However, if the "Agent Copy" is marked for indexing, it is to be returned to the rotor employee. Upon accomplishing the requested indexing, the rotor employee should destroy the copy or return it to the Special Agent, if requested. It is not necessary to transfer indexing markings to the file copy. (See MAOP, Part II, 2-3.6.1 (6).)

(3) Deleted

(4) Deleted



EFFECTIVE: 07/12/95

10-13.9 Indexing of FD-302s

If indexing of FD-302s is necessary, and a report is not being immediately prepared, the Agent to whom the case is assigned shall use the third copy ("Agent Copy") as an indexing copy. The necessary names or items to be indexed should be underlined or circled, as appropriate, in red and the copy sent to the rotor employee. Upon accomplishing the requested indexing, the rotor employee should destroy the copy or return it to the Special Agent, if requested. It is not necessary to transfer indexing markings to the file copy. If a report is being prepared immediately, indexing on the third copy of the FD-302 is not necessary; the Agent is to indicate the necessary indexing on the copy of the report.

EFFECTIVE: 02/14/92

10-13.10 Furnishing Original FD-302s to Office of Origin and/or USA

(1) Original FD-302s and 1A envelopes are to be forwarded to OO at time prepared and/or acquired with exception of those 1A envelopes which are to be returned to the contributor in the jurisdiction wherein they were obtained. Lead office may retain excepted 1A envelopes until they have served their purpose or until lead office file has satisfied the destruction criteria at which time these 1A envelopes should have served their purpose and should be returned to contributor. (See MAOP, Part II, 2-4.3.2.)

(2) The original of an FD-302 is to be filed along with a second block-stamped copy. The initialing of the FD-302 by the reporting employee constitutes the necessary authority to serialize and file. The original is to contain no markings other than the initials of the author(s) and serial number. If prosecution proceeds by trial, the pertinent originals shall be furnished to the USA in the same manner as signed statements are furnished to the USA. When the FD-302 is utilized as a memorandum, it should be date-stamped and filed as a serial after it has been initialed for the file.

EFFECTIVE: 10/16/96

10-13.11 Use of T Symbols

b2 (1) There is to be no use of T symbols in reporting information in criminal-type cases. If the name of the person giving the information cannot be used or if the information itself is of confidential nature, i.e., selective service records in other than selective service cases, [REDACTED] information, etc., the information obtained shall be set forth in the cover pages accompanying an investigative report or in a separate communication.

(2) In noncriminal, civil-type, OPM security referral (140A and 140C), and security-type cases, a T symbol may be used when necessary to conceal the identity of a person interviewed. But when the T symbol must be used, it may be used only on the copies and must not appear on the originals of FD-302s. The name of the FBI Agent concerned will appear on all FD-302 originals and copies, whether the T symbol is used or not. It must be remembered that when a witness takes the stand there must be available for production in court or hearing an original FD-302 or signed statement containing the true name of the person who gave the information.

(3) When Legal Attaches are reporting information received from confidential sources in criminal cases, they shall not use T symbol but shall say "The following information was furnished by a confidential source (or sources) abroad," and then set out the information. The Legal Attaches will submit with this information a cover letter explaining the sources of information. If the extremely remote possibility of one of these sources being called to testify should occur, the written document which might have to be produced in court would be the original of the report from the confidential source. If FBI office has to submit a report including this information, the words "confidential source (or sources) abroad" should be used and the information received should be summarized unless received from Legal Attache in properly prepared insert form.

EFFECTIVE: 02/14/92



10-13.12 Reliability and Evaluation of Witnesses

In all investigative reports, no matter what type investigative matter is being recorded, there shall be no statement as to the reliability of any of the persons interviewed on pages where reported. There shall be no evaluation of the witness, although he/she may be described. In criminal-type investigative matters, report information as to the reliability of the persons interviewed as administrative data in a cover page(s) accompanying the report. If the information is of interest to the USA, a suitable letterhead memorandum should be prepared. FBIHQ and other offices receiving copies of the report shall be furnished copies of the letterhead memorandum in a number equal to the copies of the report to which it relates. One copy of the letterhead memorandum should be furnished to the USA by letter accompanying the report. In these instances it is not necessary to repeat as administrative data in the cover pages of the report information set forth in the letterhead memorandum. Where T symbols authorized, the reliability and evaluation of the sources shall be set forth in the typed or stamped statement on the first page of the report (FD-204), preferably in the lower right portion of the page: "Sources whose identities are concealed herein have furnished reliable information in the past except where otherwise noted." Sources which are exceptions should be characterized when first mentioned in the report (for example, "NYT-4, a confidential source abroad, advised" or "NYT-2, with whom there has been insufficient contact to establish reliability of witness' information, advised"). No information furnished by a source concealed by a T symbol should be incorporated in a report as its original recording but should be placed first into informant report, file memorandum or FD-302, in event it must later be produced in court.

EFFECTIVE: 02/14/92

| 10-13.13 FBI Laboratory Reports

| (1) FBI Laboratory reports will be furnished in a form suitable for dissemination or for production in court. Three copies of all outgoing Laboratory reports are to be forwarded to recipient offices. Original Laboratory reports are to contain no markings. The original document is to be filed along with a second blockstamped copy. The third copy of the Laboratory report is the "Agent Copy" and is not to be serialized nor charged out, and should be destroyed by recipients when no longer needed. However, if the "Agent Copy" is



marked for indexing, it is to be returned to the rotor employee. Upon accomplishing the requested indexing, the rotor employee should destroy the copy or return it to the Special Agent, if requested. When it becomes necessary to permanently remove the original document for court, etc., a notation is to be placed on the blockstamped copy. (See MIOG, Part II, 13-4.1 & 13-4.2 and Correspondence Guide-Field.)

(2) Auxiliary office will request FBIHQ to furnish original Laboratory reports, latent fingerprint reports, and if appropriate, the evidence to OO upon completion of the examinations. (See MIOG, Part II, 15-4.2.)

EFFECTIVE: 09/24/93

10-14 TYPES OF REPORTS

There are three types of nonprosecutive reports used in the Bureau; namely, prosecutive, investigative, and nonprosecutive summary reports. Use the following listing to locate elsewhere in the section detailed information concerning these reports and other associated information.

- (1) Prosecutive report, see Part II, 10-15, of this manual,
- (2) Cover page(s) (FD-263) accompanying investigative report, see Part II, 10-16, of this manual,
- (3) Investigative report (FD-204), see Part II, 10-17, of this manual,
- (4) Guide for dictation and assembling of cover page(s) (FD-263) and investigative report (FD-204), see Part II, 10-18, of this manual,
- (5) Inserts for investigative report, see Part II, 10-19, of this manual,
- (6) Nonprosecutive summary report, see Part II, 10-20, of this manual

EFFECTIVE: 02/14/92

10-15 PROSECUTIVE REPORT

A prosecutive report is prepared whenever a criminal case is ready for prosecutive action, or at any other time during the investigation at the request of a supervisor or USA.

EFFECTIVE: 02/14/92

10-15.1 Classification Affected by the Prosecutive Reports

Prosecutive reports will be submitted in the following classifications: 4, 6, 7, 8, 9, 10, 15, 17, 18, 25, 26, 27, 28, 31, 39, 40, 42, 43, 45, 46, 47, 49, 51, 52, 58, 62, 63, 69, 70, 71, 72, 74, 75, 76, 78, 86, 87, 89, 90, 91, 103, 115, 119, 122, 125, 139, 141, 142, 143, 144, 145, 146, 147, 148, 149, 152, 154, 156, 159, 160, 164, 165, 166, 167, 168, 172, 175, 178, 179, 181, 182, 183, 186, 192, 194, 195, 196, 198, 206, 207, 208, 209, 210, 213, 245, 249, 250, 251, 253, 254, 256, 257, 258, 262, 265, 266, 267, 272, 279, 281, and 286.

EFFECTIVE: 06/18/97

10-15.2 Organizing the Prosecutive Report

The prosecutive report is organized into two parts. Part I contains material which ordinarily is not released to defense attorneys under the Jencks decision, while Part II contains that information which may be subject to Jencks and, therefore, can be released to the defense. The prosecutive report is transmitted to FBIHQ by use of an FD-272 (cover page).

EFFECTIVE: 07/14/82



10-15.2.1 FD-272 (Cover Page)

The following rules regarding the use of the FD-272 (pink) are being set forth:

- (1) The word "SUMMARY" is to be deleted and the word "PROSECUTIVE" typed under it. If an FD-272 is submitted to amend the previous one, the word "SUMMARY" is to be deleted and in lieu thereof type the words "AMENDED PROSECUTIVE REPORT." Also, always make reference to the date of the previous and most recent FD-272.
- (2) Only one reference is necessary and may be any communication previously forwarded to FBIHQ. The title on the report should coincide with the referenced communication. If the title is changed, it should be marked "CHANGED" (see 10-16.7.4 in this section for rules governing changed titles).
- (3) When the prosecutive report contains a declination, the letter "C" (indicating a closing prosecutive report) will be typed after the reference. Otherwise no other status symbol need be used.
- (4) When enclosures are sent to FBIHQ and are not to be disseminated outside the FBI, type the word "ENCLOSURE" below the reference and/or status followed by a very brief description of them.
- (5) The only information of an administrative nature to be included will be the symbol numbers of informants whose information appears on FD-302s which appear in the report. These symbol numbers will appear under the heading "INFORMANTS."
- (6) There will be no leads set out in the prosecutive report.
- (7) The case Agent must make a determination as to who in the Department, military investigative agencies, Federal agencies, etc., are to receive copies of the report. This information is to be listed in the "Copies Made" section of the FD-272 and in the "Copy to:" portion of the FD-517. (See MAOP, Part II, Section 9, for dissemination of information.)

EFFECTIVE: 07/14/82



10-15.2.2 Part I of Prosecutive Report

Part I of the prosecutive report will consist of an FD-517, Table of Contents Page(s), FD-518, Enclosure Page(s), Names of Defendants Page(s), Prosecutive Status Page(s), Witness Page(s), Evidence Page(s), and Unproductive Investigation Page(s). These pages will be lettered as follows: FD-517 - no letter; Table of Contents Page(s) - A-1, A-2, etc.; FD-518 - B-1, B-2, B-3, etc.; Enclosure Page(s) - C-1, C-2, C-3, etc.; Name of Defendants Page(s) - D-1, D-2, D-3, etc.; Prosecutive Status Page(s) - E-1, E-2, E-3, etc.; Witness Page(s) - F-1, F-2, F-3, etc.; Evidence Page(s) - G-1, G-2, G-3, etc.; and Unproductive Investigative Page(s) - H-1, H-2, H-3, etc. It is recognized that not all reports will include all of these lettered pages. If an enclosure page is not needed, the Name of Defendants Page(s) would then be lettered C-1, C-2, etc. This numbering system lends itself to the inclusion of supplemental pages.

(1) FD-517 - This is the first page of the prosecutive report seen by the USA and other designated recipients. It contains the FBI seal, the name "Federal Bureau of Investigation," and information concerning the type of report as well as the title and character of the case, and a determination as to who will receive copies of the report. Caution statements, if appropriate, are to be included immediately after the case caption. If desired, an appropriate stamp may be used for this purpose.

(2) Table of Contents Page - Follows the FD-517 and is lettered "A-1," etc.

(3) FD-518 - This page contains a "Narrative of Offense," which states the basis for the investigation and describes in narrative form the facts surrounding the offense. Caution statements, if appropriate, are to be included at the end of the narrative.

(4) Enclosure Page - Sets forth in brief narrative form those items accompanying the prosecutive report and includes a statement indicating who is to receive the enclosures. Only enclosures to recipients outside the FBI are narrated in this section.

(5) Names of Defendants Page(s) - Contains a listing of all subjects with as complete a description as is available for each subject. A statement, indicating the location in the report of each appropriate FD-302 and whether or not the subject has furnished a signed statement, should be included.



(6) Prosecutive Status Page(s) - This page(s) will include the prosecutive opinions of the USA during the course of the investigation and results of prosecutive actions taken, such as arrests, indictments, etc.

(7) Witness Page(s) - This page(s) will contain a list of potential Government witnesses and witnesses furnishing Brady (exculpatory) information. Witnesses' names, addresses, telephone numbers, and a short statement as to the testimony they can provide will also appear. As in the defendants page(s), a statement as to the location in the report of the appropriate FD-302s should appear.

(8) Evidence Page(s) - A list of evidence available to the USA, which is critical to prosecution of the case, should appear on these pages. A brief description of the evidence; who obtained it; its physical location, as well as the location of the appropriate FD-302 in the report, should be mentioned on this page(s).

(9) Unproductive Investigation Page(s) - If a particular line of investigation was pursued, and had the results contributed to the USA's prosecutive effort, those results should be included on this page(s).

EFFECTIVE: 04/30/93

10-15.2.3 Part II of Prosecutive Report

Part II of the prosecutive report is arithmetically numbered and is designed so it may be separated from Part I and turned over to the defense. This portion will contain a listing of identification records, prior arrest information, scientific and technical reports, and FD-302s.

EFFECTIVE: 05/31/84



10-15.3 Conducting and Reporting Supplemental Investigation

When conducting investigation subsequent to the preparation of a prosecutive report, the results are reflected on supplemental pages which are either lettered or numbered according to the area of the report they logically fit. For example, if Page D-1 is dedicated to the names of defendants and the defendants' descriptions constitute three pages in the prosecutive report (D-1, D-2, D-3), additional descriptive data which is obtained will appear on a page(s) lettered D-4, D-5, etc. These supplemental pages would then be forwarded to the appropriate recipients and inserted in the prosecutive report by the recipient. These pages are transmitted by the use of a cover communication.

EFFECTIVE: 04/23/91

10-15.4 Deleted

EFFECTIVE: 04/23/91

10-16 COVER PAGE(S) (FD-263) ACCOMPANYING INVESTIGATIVE REPORT

The first page of the cover page(s) is an FD-263.

EFFECTIVE: 04/23/91

10-16.1 Reporting Office

The name of the office at which the report is prepared.

EFFECTIVE: 04/23/91



10-16.2 Office of Origin (See MAOP, Part II, 10-2.1.6(6); MIOG,
Part I, 89-5.10, 257-13, & 264-11.)

The office of origin is:

- (1) The office to which a complaint is first made; or
 - (2) The office designated as such in an RUC communication prepared by the office to which the complaint was first made; or
 - (3) The office within which the subject was convicted in cases involving parole, probation, and mandatory release violators; or
 - (4) The office within which the escape was made in Escaped Federal Prisoner and escaped deserter cases; or
 - (5) FBIHQ in all applicant, Background Investigation - Pardon Attorney's Office (73) cases; or
 - (6) FBIHQ in OPM security referral (140A and 140C) cases;
- or
- (7) Foreign Police Cooperation cases--see MIOG, Part I, 163-11;
 - (8) The office designated by FBIHQ as such in any case;
- or
- (9) ITSMV cases - place of recovery of car; and
 - (10) The New York Office in courier cases.
 - (11) The office within which the contempt of court violation occurred, in cases where there is a violation of an order, judgment, or decree issued from any judicial district in an FBI civil RICO case.

EFFECTIVE: 07/31/97

10-16.3 Date

This date is the date on which the typing was completed.

EFFECTIVE: 04/23/91

10-16.4 Investigative Period

Only the first and last dates the investigation was conducted. (This should include dates of investigation by auxiliary office(s), results of which are incorporated in report by office of origin.)

EFFECTIVE: 04/22/85

10-16.5 Report Made By (Author of Report)

The report is made by the Agent, special employee, or other investigative personnel dictating it. Where the results of investigation are prepared in rough draft and several Agents are involved, the Agent who conducted the major portion of the investigation is to be shown as the author.

EFFECTIVE: 04/22/85

10-16.6 Report Typed By

Initials of employee typing report.

EFFECTIVE: 04/22/85

10-16.7 Title of Case

Set forth in entirety in cover page(s) to first report and in any report or other communication sent to auxiliary office where such information is necessary to the investigation or for proper indexing; otherwise, merely set forth name of principal subject and alias, if appropriate, abbreviated "aka" followed by the phrase "et al." if more than one subject.



EFFECTIVE: 04/22/85

10-16.7.1 Where Subject Known

Full, true name, known used variations of true name, nicknames, and aliases of all subjects with most widely known variation or alias listed first after true name; other aliases in alphabetical sequence. List names in columnar form. "Nee" should be used preceding the maiden name of a married woman.

(1) In |Deserter| cases the first name listed must be exactly the same as the name first listed in the request from the military service followed by the social security account number. A suffix after the number will be "A," "AF," "N," or "MC" to designate the branch of the service from which subject deserted. Following this will be the serial number as previously carried by the Army, Air Force, Navy, or Marine Corps. Those individuals who have enlisted in the Army or Air Force after 7/1/69 and in the Navy or Marine Corps after 1/1/72, will carry only the social security account number. Include in aliases of the deserter his/her true name, if true name other than name listed in service request, followed by the words "true name" in parentheses.

(2) Where FBI vehicle involved in accident, title should be "Accident Involving Bureau vehicle _____ (fill in Bureau vehicle number, year and make), Driven by SA _____ on _____ (date)." If action under Federal Tort Claims Act results from Bureau vehicle accident, name of plaintiff should be added to the title.

EFFECTIVE: 04/22/85

10-16.7.2 Additions to Titles

In certain cases it is necessary to put additional names and/or identifying data in title in communications though subject is known:

(1) In selective service cases, the selective service number of the registrant should be in the title.

(2) In Department of Energy (116 classification) cases



zone designation is necessary in order that case may be routed properly within the Department of Energy.

(3) |Deleted|

(4) If an applicant, the word "Applicant" should be added to the title in (2) above unless that fact is shown in the character of the case.

(5) Where crime is against -

(a) Individuals - Set out name of individual followed by word "VICTIM" in first report by office of origin. In situations where there are multiple victims, the word "VICTIM" will appear after each individual victim listed.

(b) Organization having contract with, insured by, or chartered by U.S. Government - Set out name of organization, its location, and date of offense in first communication of office of origin to ensure proper indexing.

(6) When a victim is a fugitive, name and alias(es) of victim should be included in title. See item (7) below for additional material to be added in this instance.

(7) The word "FUGITIVE" in capital letters followed immediately by the priority letter designation "A," "B," "C," or "D," together with the identification order, wanted flyer, check circular, or Fubank number, if any, should follow the name of each subject and each victim in a fugitive status. "FUGITIVE" and the appropriate priority letter designation should be carried in the title of correspondence first reporting the subject or victim as a fugitive and in all subsequent communications up to and including the cover page(s) accompanying the report (teletype) in routine deserter cases - include priority letter designation just after character FUDE) recording:

(a) Taking into Federal custody, even though subject became a fugitive subsequent to the preceding communication.

(b) Filing of a Federal detainer.

(c) Dismissal of charges.

(d) Location of a mandatory release violator, parole violator, probation violator, or bond default fugitive and advising the U.S. Marshal.



~~SECRET~~

Sensitive

(e) Location and disposition of a deserter fugitive.

(8) The Chinese telegraphic code number, if available, should be included in the title when reporting a Chinese name.

(9) The Korean telegraphic code number, if available, should be included in the title when reporting a Korean name.

EFFECTIVE: 04/23/91

10-16.7.3 Unknown Subject Cases

(1) If alias(es) is known, "Unknown Subject(s)" is followed by alias(es).

(2) If no alias(es) known, and

(a) Crime is against persons - "Unknown Subject(s)" is followed by name of the person and the word "VICTIM." In situations where there are multiple victims, the word "VICTIM" will appear after each individual victim listed.

(b) Crime is against property - "Unknown Subject(s)" shall be followed by descriptive data of the property involved; serial numbers if available should be utilized. If the property involved was in the custody of an institution, company, or Federal agency, the name and address of same and the date of the offense shall be included in the title.

(c) In cases in which neither of above types of crimes is involved, such as in cases of an intelligence or subversive nature, identifying data should be included in title.

EFFECTIVE: 02/29/84

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

~~SECRET~~

Sensitive

PRINTED: 02/10/98

5-20-98
CLASSIFIED BY: [Signature]
REASON: 1.5 (C.D.)
DECLASSIFY ON: 1.6
(M40P)



10-16.7.4 "CHANGED" Title

(1) Communications to FBIHQ - "CHANGED" when title is not in exact conformance with that of previous correspondence to or from FBIHQ. Usual changes include adding or deleting names of subject, victims or aliases; changes in spelling; or setting out more complete name developed during course of investigation. New or correct names are to be set out in title. Not necessary to set forth complete title unless otherwise required or when necessary to identify previous communication, such as when changed from "UNKNOWN SUBJECT" or from "J. SMITH" to "JOHN HENRY SMITH." The word "CHANGED" is to be typed as first word in caption. Explain change in first paragraph of communication following title and character of case, on FD-263, indicating specifically what has been added, deleted, or changed with sufficient clarity so that at least the principal name in title of prior communication can be reconstructed. Drop the word "CHANGED" from subsequent communications.

(2) Communications to field offices - The title of any communication to a field office shall be marked "CHANGED (INTEROFFICE)" when title is not in exact conformance with that of previous correspondence to or from the field office. The regulations set forth immediately above in item (1) apply to the use of "CHANGED (INTEROFFICE)" title on communications to field offices. The use of "CHANGED (INTEROFFICE)" on communications to field offices does not alter existing procedures with respect to correspondence forwarded to FBIHQ which require the title of a communication to be marked "CHANGED" if such title is not in exact conformance with other correspondence sent to or received from FBIHQ.

(3) Communications to FBIHQ and field offices - In correspondence to FBIHQ where previous correspondence to an auxiliary office requires notification of change, the copies to the auxiliary office, as well as file copies, are to be marked "CHANGED (INTEROFFICE)." The FBIHQ copies are not to be so marked. Explain change fully in the first paragraph of the communication. This explanatory paragraph is to appear on all copies of the communication, including those designated for FBIHQ.

EFFECTIVE: 02/29/84



10-16.8 Character of Case

(1) The character of a case is descriptive of the violation or subject matter involved. If there is more than one violation involved, the characters of all are to be shown. If the subject of a case has not reached his/her 18th birthday, to the character add "Juvenile Delinquency Act." If the juvenile is handled under the Deferred Prosecution System, add this to the character. To each character is given a classification number for filing purposes, but this does not appear in the character section of communications.

(2) In reports containing the results of accounting investigation, there should appear in the space set out for the character of the case, and on a separate line below the character, the words "(Accounting Investigation)" between parentheses, on FD-263 and FD-204.

(3) The character of a case may be abbreviated on FD-263 and intra-FBI communications.

EFFECTIVE: 10/17/83

10-16.9 Reference

When an investigation is based upon any communication to or from FBIHQ or a written communication to or from another division, the communication is known as a reference. Unless there is a "CHANGED" title explanation, "Reference" follows title and character of case on FD-263 and the character and office of origin in other intra-FBI communications.

EFFECTIVE: 10/17/83



10-16.10 Status

The status of an investigation:

- (1) In the office of origin -
 - (a) Pending - P
 - (b) Pending inactive - P*
 - (c) Closed - C
- (2) In an auxiliary office -
 - (a) Pending - P
 - (b) Pending inactive - P*
 - (c) Referred upon completion to the office of origin

- RUC

EFFECTIVE: 02/14/92

10-16.11 Enclosures

If enclosures being sent with cover pages and report intra-FBI and are not to be disseminated outside FBI, type word "Enclosures" after reference(s) and status on FD-263. If enclosures being sent with report to outside agency, type word "Enclosures" after synopsis and status on FD-204, and do not refer to them in FD-263 except to include them in the numerical count of enclosures which is put on FD-263 under caption "Copies made."

- (1) Indicate offices to which enclosures are to be forwarded.
 - (a) Itemize enclosures
 - (b) Describe each
- (2) On FD-263, after the number of copies and places to which sent in area marked "Copies made," set forth between parentheses be abbreviation "Enc.," followed by a numeral showing exact number of enclosures being transmitted to each place.



(3) Originating offices are to forward to designated recipient offices a minimum of two copies of all outgoing documents and enclosures, excluding FD-302s, inserts, and Laboratory reports, of which three copies are required. Administrative-type enclosures, such as investigative reports, should be stapled to the original report. Substantive-type enclosures, such as signed statements or other documents, should be placed in a metal-clasped envelope clearly marked as to the contents. The envelope should be stapled to the report; the enclosure should also have identifying data attached to it. Attach the envelope to the report so the flap faces up. Copies of enclosure(s) are to be attached to copies of the report.

EFFECTIVE: 02/14/92

10-16.12 Copies of Reports

(1) FBIHQ - The number of copies of reports to be sent to FBIHQ is governed by the number of agencies to which they are to be disseminated. In the following instances, the number of copies indicated are to be sent to FBIHQ:

(a) When the Department has requested the investigation: original and one.

(b) When a clear indication exists that the Department or some other Government agency will receive a copy: original and one. One for each additional agency.

(c) Unknown subject cases where basic allegation is from FBIHQ source: Original and one copy.

(d) Submit four copies of all reports involving violations by Department of the Treasury employees and by other persons in matters within the administrative control of the Department of the Treasury.

(e) When stolen and/or counterfeit securities are involved and the following criteria are met, original and one should be sent to FBIHQ, the copy marked Attention: Securities Unit, General Crimes Section, Criminal Division, Department of Justice. Included within the term, securities, would be: bonds; stock certificates; debentures; warrants; certificates of deposit; notes (except personal); letters of credit; \$5,000 or more of value or an aggregate



of \$5,000 or more of value of U.S. savings bonds, Treasury bills, notes and coupons, and Federal Reserve Bank notes and coupons; and \$25,000 or more or an aggregate of \$25,000 or more in actual or potential value involving travelers checks, cashiers checks, or money orders.

(f) Refer to 10-23 in this section for information concerning copies of reports to FBIHQ.

(2) United States Attorney - One, the first copy. Where the USA is in an office other than the reporting office, the copy of the report is sent to the office covering for distribution. This is indicated by: "3 - Kansas City (1 - USA, Topeka)."

(3) Office of origin - Original and one copy unless specific need for more plus copies for USAs.

(4) Office of prosecution - At least two plus those for USAs.

(5) Auxiliary offices receiving leads - At least two.

(6) Other offices for information - Original and one copy. When a communication may be of value to another field office for information only, it should be so indicated on the first page next to the name of receiving office by word "Info." In cover page(s), under caption of "Leads," and in other communications on last page, a specific explanation must be set out as to why copies sent.

(7) U.S. Army Intelligence and Security Command, Naval Investigative Service Command, Office of Special Investigations - One each. Sent in accordance with the "Agreement Governing the Conduct of Defense Department Counterintelligence Activities in Conjunction with the Federal Bureau of Investigation" in matters covered by that agreement. Indicate on the FD-263 in the space provided the name of the city at which the office of the intelligence agency is located.

(8) Secret Service - One. Sent in accordance with agreement between FBI and Secret Service concerning protective responsibilities in matters covered by that agreement.

(9) Immigration and Naturalization Service - One, when there is good and substantial reason; e.g., aliens receiving court sentences or aliens involved in White Slave Traffic Act violations or in other activities which might have a bearing on deportation or denaturalization.



(10) File in the reporting office - Original and one
copy.

(11) Refer to MAOP, Part II, Section 9, for Dissemination
of Information.

EFFECTIVE: 02/14/92

10-16.13 File Number

(1) The Office of Origin will assign a case number
numerically for each case, regardless of the classification. This
number is then used by all Auxiliary Offices throughout the
investigation.

(2) The Office of Origin file number should appear after
the name of the office in the "Copies Made" section of the FD-263.

(3) When designating a copy of any communication to FBIHQ
or field office(s) for a file other than that of the captioned
communication, file number, if known, and name of subject or subject
matter must be indicated.

EFFECTIVE: 08/27/93

10-16.14 Administrative Data (See Correspondence Guide-Field,
2-10.2.7.)

Where appropriate the following items are to be included
in the cover page(s):

(1) Enclosures - if not previously set out following
status on Form FD-263.

(2) Leads (for additional information see 10-16.15
below.)

(3) Advise as to why copies are furnished for
informational purposes. (See MAOP, Part II, 10-16.12(6).)



- (4) Identity of each Agent participating in physical surveillances in security cases who observed activity of a subject which is set forth in the details. (See MAOP, Part II, 10-17.11.1(9); FCI Manual, Introduction, 1-2.6(6).)
- (5) Identity of Agent who obtains information or material from confidential informants.
- (6) Explanation of pretext used in interviews and the identities of the Agents conducting the pretext interview.
- (7) Each informant, including those furnishing negative information, and, if temporary, reason for use of T symbol, and a reference to any FBIHQ communication to the field furnishing information from a confidential source abroad.
- (8) Justification for nonuse of a warning and waiver form (FD-395) should be set out in the administrative section of the report containing results of the interview.
- (9) If only one Agent present and no witness available when signed statement obtained, a brief explanatory note regarding circumstances should be set out in the administrative section.
- (10) Any failure to cover fugitive leads within the required deadlines must be explained in the cover page(s) accompanying an investigative report or in the details of any other communication utilized to report coverage of such leads.
- (11) When a report is dated 30 or more days after the last date of investigation included in the investigative period, an explanation must be included in the cover page(s).
- (12) The action taken when a new case grows out of a case under investigation and identity of the new case.
- (13) Miscellaneous administrative data, such as background for the assistance of offices covering leads which have not previously received reports or information.
- (14) Deleted
- (15) Identity of the federal agency having security responsibility for a key facility where the subject of a security case is there employed, and identities of all the interested agencies.



(16) A statement indicating whether an atomic energy facility has an interest in the subject matter of a security-type case.

(17) In security-type cases, location of the original FD-302 when information is extracted therefrom.

(18) Statement that final disposition form (R-84) has been submitted to Criminal Justice Information Services Division.

(19) Deleted

EFFECTIVE: 04/08/96

10-16.15 Leads (See MAOP, Part II, 10-16.14(2); Correspondence Guide-Field, 2-10.2.9.)

A lead is defined as a request for investigation to assist in bringing a case to a logical conclusion.

(1) In reports - set out in cover page(s):

(a) Set out leads to develop all investigation which appears desirable from the information obtained and recorded in the investigative report. Indicate clearly the investigation desired by other offices, using specific language.

(b) Set out leads under the office to which sent and the city where the work is to be done. Where to restate in the lead long lists of names or other information would unduly lengthen the cover page(s), indicate in the lead the investigation desired by referring to the pertinent numbered page of the details in report.

(c) Set out residence and business addresses of persons to be interviewed. The most complete address available should be set out including subdivisions, boroughs, etc., for large cities, e.g., 923 West 183rd St., Manhattan, New York, N.Y.

(d) Leads for the reporting office are to be set out in the cover page(s) when the information on which they are based is set out in the report.



(e) An auxiliary office may set out leads based on information in an RUC report.

(f) Leads are to be set out in the cover page(s) under the caption "Leads."

(g) Leads may be restated by the office of origin at 60-day intervals. An asterisk must precede a restated lead.

(h) List leads numerically if there is more than one lead in the same city.

(2) Requests of FBIHQ: (See MAOP, Part II, 10-10.13; Correspondence Guide-Field, 2-5.1, 2-5.5.7, 2-5.5.12; Legal Attache Manual, 7-7.)

(a) All requests to FBIHQ must be by letter, electronic communication or teletype. The communication requesting FBIHQ action should contain sufficient background and supporting logic to permit FBIHQ officials to reach a decision. Request should be placed at the beginning of the communication immediately following references, if any, under the caption "Request Of FBIHQ."

(b) Generally, when leads are to be handled through a Legat they are put in a teletype, electronic communication (EC), or a letterhead memorandum, which is sent to FBIHQ, with a cover letter requesting that the matter be referred to a Legat. All pertinent data should be included in the letterhead memorandum or FD-302 (submit original and five copies) so it can be delivered to the appropriate foreign investigative agency without being retyped. Leads, which should be so captioned should be set forth on a separate numbered page at the end of the memorandum. Leads should not refer to the Legat and should not request investigation by a particular agency abroad. For additional information regarding restrictions on setting out leads for Legats, see the National Foreign Intelligence Program Manual, Part I, 1-8. All correspondence, whether from Legats to FBIHQ or field divisions, or from FBIHQ and field divisions to Legats, should contain one copy of each item of such correspondence for the International Relations Section (IRS), CID. (See MAOP, Part II, 10-4.1; Correspondence Guide-Field, 2-3.3, 2-8.3.)

(3) Leads for Other Countries:

For additional information regarding setting out leads



abroad; see the National Foreign Intelligence Program Manual, Part I,
1-8.

(4) Deleted

(5) To field offices:

(a) Leads must be set out by letter, teletype, or electronic communication rather than by report if the report is lengthy and the complete report is not essential. This includes leads in major cases where there is no need for the entire report. This procedure conserves paper, reading time, and filing space.

(b) Index check requests, if negative, stamp "no record" - return by routing slip.

(c) Record check requests. Form FD-356 may be used to set out lead to check records of outside agencies. When used, send form in duplicate to office making check. (Office making check is to retain copy for its files.) Also send a copy of FD-356 for each office which is to receive a copy of reply. No file copy of FD-356 need be made, but make a notation on top serial of file showing date FD-356 was submitted, office to which it was directed, and initials of Agent who set out lead. Upon return of copy of FD-356, it is to be serialized and filed. When FD-356 is used to obtain check of state automated motor vehicle records, and only action required is the check of such records, office receiving lead need not search and index names and aliases appearing in title.

(d) When preparing correspondence to the Miami and San Juan Divisions for coverage of leads in the Northern or Central Caribbean areas, designate a copy for the IRS, CID.

EFFECTIVE: 03/08/96



10-16.15.1 Preparation of Letters, Teletypes, and Airtels Designed To
Set Out Leads

(1) First, set out concise general summary and background of matter. (Information which will prepare reader's mind so that they will be able to decide as to subsequent action desirable.)

(2) Second, set forth any descriptive data necessary, action taken, new developments, or other facts upon which the recommendations are based.

(3) Third, set forth instructions, recommendations, or leads in numerical order.

(4) Fourth, set out former case Agent's name, and if not known, the initials of the dictator of most recent communication if the auxiliary office that is to be recipient of the lead communication was previously a lead office in the same case.

EFFECTIVE: 02/14/92

10-16.15.2 Provisions Applicable to All Leads

(1) Leads requesting investigation by all offices may be set out only with the personal approval of the SAC and a copy furnished to FBIHQ.

(2) When the office to which leads are directed has covered and reported the investigation requested by a lead, it may be disregarded without reply.

(3) When leads are to be covered within the territory of an office, prepare sufficient copies of the communication (form, letter, memorandum, etc.) on which the lead is based to permit dissemination to personnel who must cover the leads.

(a) Leads are not to be left to the discretion of the office of origin but are to be set out by the office developing the information on which the lead is based.

(b) Unnecessary aliases and variations in spelling are not to be set out in leads.

(c) Notations may be made on the serial setting out



the lead to indicate the serial number and page of the memorandum or report covering the lead.

(d) |An original and a copy|sent to office for information must have explanation set out under leads with that office as heading (Omaha - Info).

EFFECTIVE: 02/14/92

10-16.16 Typing and Form of Cover Page(s)

(1) The first cover page (original and all copies) is FD-263.

(2) Cover page(s) must be typewritten and single spaced. Pages which are needed in addition to the first page shall be lettered B, C, D, etc., and shall have the words "Cover Page" under each letter. Put asterisk by letter of last page of cover pages. If FD-263 is the only cover page used, it should be lettered A* with "Cover Page" underneath.

(3) Caution statements, if appropriate, are to be included|immediately after the case caption|of the first cover page. If desired, an appropriate stamp may be used for this purpose.

EFFECTIVE: 04/30/93

10-17 INVESTIGATIVE REPORT (FD-204)

EFFECTIVE: 05/31/84



10-17.1 By Whom is Report Submitted

The Agent to whom the case is assigned except in those cases in which another Agent has done sufficient work to justify a report by him/her. If the case is reassigned, the Agent resigns, is transferred, or is assigned to other work precluding further investigation, this Agent must dictate a report, memorandum, or letter on the investigation conducted by him/her.

EFFECTIVE: 05/31/84

10-17.2 First Page (FD-204)

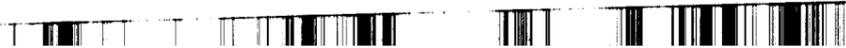
The first page of the actual investigative results or report shall be the Form FD-204. On this page are certain printed headings. The data to be typed opposite these headings is described in paragraphs 10-17.3 through 10-17.7 which follow.

EFFECTIVE: 05/31/84

10-17.3 Copies

After the heading "Copy to:" it is to be blank, except when copy or copies to be disseminated to outside agencies, such as USA, Omaha, or NISO, Chicago. When copies are designated to outside agencies, all the outside dissemination is to be shown on each FD-204; i.e., 1 - NISO, Chicago (file number, if known), 1 - MIG, Chicago (file number, if known). (Of course, this dissemination is also to appear on the FD-263s.)

EFFECTIVE: 05/31/84



10-17.4 Date, Reporting Office, and Dictator Information

After the heading "Report of:" set out name of employee preparing report (immediately following, set out initials of typist if an employee other than the one who typed FD-263 types FD-204; not necessary on FD-204 if same employee types both); after "Office:" put name of reporting office; after "Date:" put the same date as shown on FD-263.

EFFECTIVE: 05/31/84

10-17.5 File Numbers

After the heading "Field Office File #:" set out the file number of the office preparing the report; after the heading "Bureau File #:" set out file number of the Bureau if available.

EFFECTIVE: 05/31/84

10-17.6 Title

After heading "Title:" set out the following:

(1) True name only of subject(s) plus additional data as previously outlined above in paragraphs 10-16.7 through 10-16.7.2.

(2) If subject is unknown, use same title as in cover page(s) (FD-263).

(3) If title on FD-263 changed, do not mark title on FD-204 changed; however, take the following action:

(a) If change is to merely add aliases, carry previous title without change on FD-204.

(b) If change is from unknown subject(s) to known subject(s), set out true name only of subject(s) on FD-204.

(c) If change is to add one or more subjects, show true name of all subjects.

(d) If name of subject changed legally, show present



name.

(e) In (b), (c), and (d) above, the first sentence of synopsis should contain sufficient information for receiving agency to identify with previous communications.

EFFECTIVE: 10/27/86

10-17.7 Character

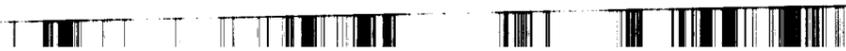
After the heading "Character:" set out character as it appears on cover page(s) (FD-263). Do not abbreviate except certain countries may be abbreviated and letters may be used for organizational activity or nationalistic tendency as provided in 10-24 in this section.

EFFECTIVE: 10/27/86

10-17.8 Synopsis

A synopsis of facts is a clear and concise summary in chronological or logical order of the important facts reported. Statements in the synopsis must be substantiated by information set out in the details except in some instances involving caution statements. The synopsis must contain information regarding all of the items below involved in the case:

- (1) Condition of subject(s) who may be abnormal mentally.
- (2) When a suspect in a criminal-type case is a civilian Government employee or applicant for Government employment, set forth his/her Government employment.
- (3) Caution statement, if appropriate (where justified, include in all capital letters at the end of synopsis specific information that subject (1) is considered armed and dangerous, or (2) has suicidal tendencies, or (3) has a physical or mental condition or illness which may require immediate or professional care, or (4) escape risk). Include basis for such statement. Once FBIHQ and receiving offices have been advised of basis, statement may be shown in subsequent communications, as long as facts exist, in abbreviated form, such as "ARMED AND DANGEROUS," "SUICIDAL TENDENCIES," "SUBJECT



IS A DIABETIC," "SUBJECT PREVIOUSLY CONFINED TO A MENTAL INSTITUTION."
"WARNING: KNOWN OR SUSPECTED HIV (HUMAN IMMUNODEFICIENCY VIRUS)
INFECTED PERSON" should only be used in internal communications when
also accompanied by the "ARMED AND DANGEROUS" warning or when other
information is developed that the possibility of violence during an
arrest is imminent. | If desired, an appropriate stamp may be used for
this purpose. (Not necessary in details after first reported.)

(4) Deleted

(5) Indexing information in criminal cases because at
FBIHQ, indexing of reports in criminal cases is done only on the basis
of the names appearing in the title or as indicated by field dictating
Agent. | (See MAOP, Part II, 2-3.3.1.) |

(a) Synopsis must contain all the names, aliases,
and variations by which a suspect is known.

(b) Clearly indicate date of birth, birthplace and
address of suspect(s).

(c) It is not desired that all available identifying
information appear in the synopsis, but the best available information
should appear.

(d) If there are numerous aliases and more than one
suspect, the use of "aka" in the synopsis and a general statement,
such as "suspects set forth," will serve to flag necessary indexing.

(e) In criminal-type cases, when reporting a contact
or interview with a nationally known, prominent, or controversial
individual and that name will not logically appear in the synopsis,
the fact of such contact should be recorded in a separate letter to
accompany the report.

EFFECTIVE: 05/03/93

10-17.9 Status

| See 10-16.10 above.



EFFECTIVE: 04/22/85

10-17.10 Enclosure(s)

See 10-16.11 above.

EFFECTIVE: 04/22/85

10-17.11 Details of Report

(1) The basis for the investigation (predication) shall be set forth as a first paragraph of the details in the initial report of the office of origin.

(2) The details shall be accurate statements of essential facts. They shall be written in logical sequence and in a clear, concise, and complete manner. There must be no sacrificing of thoroughness in order to meet deadlines. If a report covers two or more violations, the prosecutive steps must be identified with each violation. Derogatory data must be verified, proved, or disproved, if possible. Except on FD-302s the date of each investigative act, including interviews, shall be set out in the first sentence of the paragraph reporting same.

(3) Testimony of potential witnesses for the defense, and all other evidence favorable to the defendant, encountered during the course of the investigation for the government, must be incorporated in the reports to the USA, accurately and in all pertinent detail.

(4) Persons named in the title of a report should be referred to in the details according to their status in the various types of cases; i.e., subject, applicant, registrant, employee, victim, plaintiff, etc.

(5) Obscene or objectionable language which is deemed necessary and essential to proper reporting should be set forth in a separate enclosure in a sealed envelope marked "obscene" and stapled to the report. The report should not be marked "obscene," but reference should be made to the obscene enclosure at the appropriate place in the details.

(6) If possible, rumor or gossip must be verified,



proved, or disproved; if it is not possible to do so, put it in a letterhead memorandum and not in a report. (See MAOP, Part II, 9-4.4.3.)

(7) Unless otherwise stated, it will be assumed that all information reported was obtained through personal investigation by the person named on the FD-204 opposite "Reported by"; any difference must be explained. For instance, if another employee obtained it, his/her name should be set forth; or if obtained telephonically, that fact should be set out. If it is not desired to disclose name of employee(s) involved in report, explain in cover page(s).

(8) Negative investigative results may be summarized. Information of value to USA or information going to the merits of the case or favorable interviews in applicant cases should never be summarized. Report negative results as follows:

(a) Where no need to protect informant - "The following stated they had no information concerning the whereabouts of John Smith: John Doe, 34 Cole Avenue; Mary Roe, 9 Winter Place; etc."

(b) Where criminal informants must be protected - Summarize in cover pages. Unnecessary to identify in cover page(s) informants contacted as long as record maintained in field office.

(c) Where security informants must be protected - Put in details a statement to the effect that confidential informants (other confidential informants if one or more gave pertinent information) familiar with some Communist Party (or other appropriate description) activities in the (town, county, or state) area advised they knew nothing about subject (employee or applicant). These informants should be identified by symbol number in the cover page(s).

(9) In a case in which numerous Agents in one field office territory are reporting results of investigation, each Agent should submit the results of any investigation not set out on FD-302 in "insert" form unless contrary instructions are received from the report writer. The first paragraph is to contain the name of the Agent and a brief predication for the investigation. Each new subject matter should be placed on a separate page; this will enable the report writer to arrange the inserts in such a manner that a logical report can be made. (See MAOP, Part II, 10-19.)

(10) Information obtained from other files and documents must be attributed to original sources with dates action took place and dates sources reported the information. If necessary, obtain full



original information from auxiliary offices.

(11) When constructing the details of a report, common sense should be used. Certain types of cases can be reported more understandably if the investigative results are set out chronologically. Others can be reported better with the use of topical headings, e.g., background investigations, OPM security referral (140A and 140C) cases, certain security cases.

(12) Strong consideration should be given to inclusion of a table of contents and/or index in reports of 25 pages or more, and doubts about the appropriateness of either device should be resolved in a favor of its use.

(13) In unknown subject cases, cases in which reliance must be placed on descriptions given by witnesses for identification of the subject, and fugitive cases where positive and complete descriptive data are not available, descriptions should be obtained from witnesses who have seen the subject and such descriptive data should be set out in the report as part of each interview. Thereafter, if deemed desirable, a composite description containing all pertinent items may be set out.

(14) In those instances of continuing investigations, from time to time, whenever practical, the indices should be rechecked. The indices should also be rechecked when a case is being reopened after having been in a closed status for a considerable period of time. If an NCIC computer terminal is readily available, the Interstate Identification Index (III) should be accessed to determine if an arrest record is indexed for your individual. If the individual inquired upon has a date of birth of 1956 or later and no record is located in III, no record exists in the FBI's Criminal Justice Information Services (CJIS) Division, and, therefore, no submission of an FD-9 is needed. If the individual has a date of birth prior to 1956 and no record is located, an FD-9 should be submitted to the FBI's CJIS Division because an arrest record may exist which is not automated and indexed in the III. Refer to your "NCIC Operating Manual," Part 10, which includes the "III User's Guide" for specific guidelines for accessing III. Information resulting from these indices checks not previously reported should be included in the current investigative report. (See MAOP, Part II, 10-17.11.1(7).)

(15) Do not include identification record in application for pardon after completion of sentence reports. (See MAOP, Part II, 10-17.11.1(7).)



EFFECTIVE: 04/08/96

10-17.11.1 The Details of a Report Must Contain

(1) Portions of FBI Laboratory reports recording laboratory findings and opinions to be set out verbatim in their entirety when any part thereof may be testimony or may be of value to the USA in considering prosecution. When a laboratory report is to be set out in its entirety, duplicating equipment may be used to copy the laboratory report for insertion thereafter in the report. (Under the foregoing circumstances, duplicating equipment may also be used to prepare a latent fingerprint report for inclusion in the report.) Otherwise, nonpertinent portions of the Laboratory's recorded findings may be excluded from reports. In such nonprosecutive situations, only that portion of the Laboratory's recorded findings necessary to the development of the investigation need be included in the report and such portions are to be set forth verbatim. None of the data set forth on laboratory transmittal forms is to be included in the details of reports.

(2) Opinions of the USA, whether oral or written, and where prosecution is declined, his/her reason therefor.

(3) Descriptions of subjects (unless in FD-302) - preferably set out near end of report.

(4) Descriptions of suspects who might become subjects - preferably set out near end of report. Identifications of suspects by witnesses must be in crystal-clear, unmistakable terminology, showing exact basis for such identification, plus corroboration for same wherever possible.

(5) Where enclosure referred to in details, identifying statement about the enclosure should be included after the first mention of it.

(6) Descriptions of persons carried as "victims" in the title of case shall be set out in report first carrying such victims in the title.

(7) Identification records of subjects and, where applicable, the arrest records obtained by checking records of all local law enforcement agencies in the area. The III should be



accessed to determine if an arrest record is indexed for your individual and an identification record exists in the FBI's Criminal Justice Information Services (CJIS) Division criminal files. Do not include identification record in application for pardon after completion of sentence reports. Duplicated copies of FBI identification records may be included in reports where length of records justifies. Copies may be duplicated on office equipment if more economical. If the record is lengthy and numerous copies are needed, they may be requested through III (refer to your "NCIC Operating Manual," Part 10, which includes the "III User's Guide" for specific guidelines for accessing III) or an FD-9 submitted to the FBI's CJIS Division for arrest records which do not exist in the automated index of III. (See (14) and (15) above; Correspondence Guide-Field.)

(8) Statement stop notice was placed and statement when removed.

(9) Identities of Agents who conducted physical surveillances and who can testify to their observations, except in security reports. Report physical surveillances in security cases by the use of a phrase to the effect that Special Agents of the FBI observed on (the date) If the observations made from a stationary lookout by an FBI Agent or FBI support personnel (support personnel are handling lookout duties in certain stationary lookouts), the phrase "A representative of the FBI observed ..." should be used. (See MAOP, Part II, 10-16.14(4).)

(a) The surveillance log will show the identities of all Agents who participated in the physical surveillance.

(b) With regard to disclosing identities of Special Agents who participated in surveillances, see also Foreign Counterintelligence Manual, Introduction, 1-2.6.1.

(10) Except in OPM security referral (140A and 140C) and background investigations conducted for other government agencies, information obtained from pretext interview is to be put in report and identified as such.

(11) Police reports, where additional investigation has been conducted by an Agent, are to be included in the report prepared by the Agent.



EFFECTIVE: 04/08/96

10-17.11.2 Do Not Include in Details of Report

(1) Do not include in details of report opinions or conclusions of Special Agents or other employees drawn from information gained by virtue of investigation. (Employees may offer information gained from personal association, but if the employees do offer their opinions they must recuse themselves from further participation in any FBI conduct of background investigations.) (See MAOP, Part I, Section 1-15.3(4).)

(2) Descriptions of subjects in antitrust cases.

(3) Words or phrases which might be regarded as objectionable or offensive to any race, creed, or religious sect.

(4) Words, such as "left wing," "red," "pink," "radical," "anti-Semitic," "anti-Negro," etc. If person interviewed uses such words, and therefore they must be reported, he/she should be asked to furnish facts causing his/her conclusion and what he/she actually means by such terminology.

(5) En bloc reproduced materials not essential to report, which add only limited information. A succinct summary of pertinent facts should be reported in details only and reproduced material should be filed as bulky exhibit or forwarded to USA as an enclosure to report or by separate communication. If there is compelling reason to include en bloc material in details of a report, complete justification should be set forth on the administrative pages.

(6) Information concerning a person's refusal to submit to or volunteer for a polygraph examination.

EFFECTIVE: 04/23/91



not the result of investigation by these agencies.

(2) If information obtained from an agency's files was received by the agency from a confidential informant or from a person who desires his/her identity be kept confidential, protect the source by the use of a "T" symbol.

(3) In criminal or civil cases, when necessary to protect these agencies, set forth the information in the cover page(s) and do not include the details in the report. However, on all Bureau applicant cases, details should be included in the report and information set forth in the cover page(s). When necessary to conceal a government agency, information should be set forth as from "T" symbol, another government agency which conducts intelligence or personnel investigations, etc.



b3

EFFECTIVE: 11/25/94

10-17.12.3 When Reporting Security Information FBI Has Received From a Foreign Security or Police Agency

b2

abroad." (1) Describe agency as [redacted] a confidential source

(2) Make no statement as to source's reliability.

(3) Do not specify country in which source located.

(4) Paraphrase information.

(5) If agency evaluates reliability of its original informant, report such evaluation in same language. Thus, if foreign agency furnishes information from "a usually reliable source," FBI report should read, [redacted] a confidential source abroad, reported on (date) that a usually reliable source stated...." Foreign agency should be identified in cover page(s) as it is in FBI communication furnishing the information to the field office and the FBI communication should be identified.



(6) When reporting information in criminal matters which FBI has received from foreign agencies: Identify the foreign agency in body of report unless FBIHQ specifically instructs otherwise.

(7) When reporting information received from FBI's Legal Attaches:

(a) No mention should be made of them except in exceptional cases where they report information from personal knowledge. In such cases, describe them only as [redacted] a confidential source abroad" as in the case of foreign agencies except in criminal- or civil-type cases. b2

(b) Information received by them from foreign agencies should be attributed to such agencies as set forth above except in criminal- or civil-type cases.

(c) When reporting information received by them from confidential informants, the informants should be described in the same manner as domestic informants.

(d) In criminal- and civil-type cases, do not use "T" symbol; attribute the information to confidential source (or sources) abroad and summarize pertinent information unless received from Legal Attache in properly prepared insert form.

EFFECTIVE: 10/27/86

10-17.13 Characterizations

EFFECTIVE: 10/27/86



10-17.12 Use of T Symbol

(1) A "T" symbol may be used in cases of a noncriminal nature, including security-type and civil-type matters. Where T symbols are used in reports, the office submitting a report will prefix all T symbols therein with its office abbreviation unless, of course, inserts from another office are included in that report. If inserts from an office, other than the reporting office, are included in a particular report, all T symbols included in the insert should be prefixed with the office abbreviation of the office which prepares the inserts. If application of the foregoing rule in a specific instance tends to disclose the identity of an informant, proper reporting precautions should be taken in order to avoid such disclosure. When incorporating in domestic field reports information from Legal Attache sources whose identities must be concealed, T symbols should be preceded by abbreviation of reporting domestic field office. Except in espionage cases, when an office designates particular T symbol to be used in the place of the name of a particular informant in the first report by that office in a case, the same T symbol should be used for that particular informant throughout the first report and all subsequent reports by that office in order to avoid confusion about the number of informants in a case. This exception does not apply to prosecutive summary reports submitted in security-type cases where the same T symbol should be assigned to the same informant in all summary reports submitted in a given case.

(2) In cases in which the use of T symbols is authorized, use T symbols to conceal informants only where necessary; hold to absolute minimum; prior to concealing identities of informants or sources of other offices, check with such offices regarding current necessity for concealment unless files of reporting office contain sufficient information to make decision. Where a T symbol has been used to cover a source other than an active confidential informant and the location of the source is unknown, extensive investigation should not be conducted to locate him/her to determine whether his/her identity may be set forth in a report, unless the information furnished by him/her is of vital importance to the case.

EFFECTIVE: 10/27/86



10-17.12.1 Reliability and Evaluation of Informants

- (1) Report as provided elsewhere in this section (see 10-13.12)
- (2) Evaluate as:
 - (a) The informant has furnished reliable information in the past; or
 - (b) The informant has furnished both reliable or unreliable information in the past; or
 - (c) The informant is of known unreliability; or
 - (d) Contact with him/her has been insufficient to judge the reliability of his/her information. If this condition exists, describe informant sufficiently to permit outside agencies to judge reliability.
 - (e) Avoid use of "unknown reliability."
- (3) When the informant is uncertain of the accuracy of the information furnished, his/her reliability must be indicated and the statement that he/she is uncertain of the accuracy of the information included.
- (4) A temporary informant of unknown reliability is to be described by standing in the community and the length of time that he/she was familiar with the subject matter of the investigation indicated.

EFFECTIVE: 10/27/86

10-17.12.2 Reporting Information From Other Government Agencies

When reporting information received from the Department of State, Department of Energy, Nuclear Regulatory Commission, Office of Personnel Management, or Air Force, Army, and Navy intelligence agencies, do not protect the agency by the use of "T" symbols unless requested to do so in a specific case, with the following exceptions:

- (1) OPM and Air Force intelligence agency must be protected by the use of a "T" symbol where the information received is



10-17.13.1 Organizations

(1) When a field office requests or receives authorization to initiate a Domestic Security/Terrorism investigation of an organization within its territory, a single concise characterization of the organization should be included as part of the LHM submitted to FBIHQ. Characterizations should be outlined as the first paragraph of the LHM or as an appendix to the LHM. All characterizations should include a statement regarding the political or social goals of the group, its geographic area of operation, and a summary of the violence or criminal activity it either has been involved in or is advocating in the future. In instances where only advocacy of violence is present, a statement should also be included regarding the ability of group members to carry it out and the likelihood of the harm intended.

(2) If acceptable, a characterization will be placed into an FBIHQ file entitled, "Characterizations of Domestic Security/Terrorism Organizations" which shall be updated at least annually. These characterizations, which will be made available to a field office upon request, are disseminated to all members of the intelligence and Federal law enforcement communities. A copy of each will also be sent to all field offices on January 1, of each year.

EFFECTIVE: 10/27/86

| 10-17.13.2 | Deleted |

EFFECTIVE: 10/27/86

10-17.14 Documentation

Because it may be necessary to locate original documents and items of evidence readily for USAs, or for use at hearings, there is an administrative procedure called "documentation." Documentation is accomplished as follows: Whenever T symbol is used in a report, except for certain highly placed informants or confidential investigative techniques, the following must be tabulated in the cover page(s) under the general heading "Informants":

Name and address of person or permanent	Page of instant report -- or file number, serial number, page number,
---	---



symbol number and exhibit number if in another
file -- where original of each item
of information can be found.

EFFECTIVE: 10/27/86

10-17.15 Typing and Form of Investigative Reports

(1) The first page of the report (original and all
copies) is FD-204.

(2) Reports must be typewritten and single spaced. The
pages are to be numbered at the bottom. Put asterisk by number of
last page of report. If Form FD-204 contains the whole report, FD-204
should be numbered 1*.

(3) If there is a table of contents due to the length of
the report, it should be prepared on a separate sheet and precede the
details. The pages of the report, including the table of contents,
should be numbered consecutively. If an index is also prepared, it
should follow the details of the report on separate sheets and the
FD-204, table of contents, details, and index should be numbered
consecutively; place the asterisk, which indicates the last page, on
the last page of the index. If an appendix is used, it should precede
the index.

(4) Names of persons and organizations shall be typed in
all caps.

(5) Copies must be legible.

EFFECTIVE: 10/27/86

10-18 GUIDES FOR DICTATION AND ASSEMBLING COVER PAGE(S) (FD-263)
AND INVESTIGATIVE REPORT (FD-204)

EFFECTIVE: 10/27/86



10-18.1 Dictation Guide

Cover page(s) and reports are to be dictated promptly, rapidly, and in clear and concise language. FBIHQ is to be advised of any delinquency in this regard. They may not be prepared in longhand at field offices.

(1) Facts are to be marshaled and assembled before calling for a stenographer.

(2) The file must be in the possession of the dictator at the time of dictation.

(3) As a guide to dictation, the following order is suggested:

- | | |
|-----------------------------|------------------------------------|
| (a) File number | (h) Status |
| (b) Copies of the report to | (i) Enclosures |
| (c) Office of origin | (j) Cover page data |
| (d) Investigative period | (k) Investigative page
(FD-204) |
| (e) Title | (l) Details |
| (f) Character | (m) Names to be indexed |
| (g) References | |

(4) The dictation slip, Form FD-77, is a three-copy form with carbon insert. The original is to be filed in the case file until the dictation is transcribed and filed, at which time the FD-77 is to be purged and destroyed. The first carbon copy is to remain with the dictation until it is transcribed and filed, at which time it may be destroyed. The second carbon copy is to be routed to the case Agent if he/she is not the dictator; otherwise, the second carbon copy may be destroyed. The dictation slip is to be attached to rough drafts, or to dictation machine cassettes when these are used. When a rough draft is submitted or dictating machine cassette is used, the Agent should show on the dictation slip the total number of copies of the communication to be prepared.

(5) Dictating machines are available and may be used.

(6) The abbreviation "SA" may be used in place of "Special Agent" preceding the name of Agent; or other proper abbreviation preceding name of FBI employee.

(7) The Agent shall dictate the necessary classification markings to be assigned a communication if it contains information relating to the national security and therefore requires protection



under Executive Order 12356.

(8) The name of the Agent is to be used instead of "the writer."

EFFECTIVE: 09/27/91

10-18.2 Assembling Guide

(1) Assemble in following order:

(a) Cover pages, first page on FD-263 - Staple each copy in upper left corner.

(b) Investigative report, first page on FD-204, followed by details. Staple each copy in upper left corner.

(c) Letterhead memoranda recording reliability of sources. Staple in upper left corner a copy to the back of each investigative report.

(d) Enclosures

(2) Staple all of above together at top right (from top to bottom as above).

(3) Clip, do not staple, copies of investigative reports and other communications together when transmitting them.

(4) If a cover letter is being used to transmit material set out in item (a) above, assemble documents in following order from top: cover letters should be in one pack, letterhead memoranda other than those evaluating sources in one pack, investigative reports, etc., as assembled in item (a) above in one pack, stapled together once at top right corner.

(5) If additional copies are prepared and designated for FBIHQ files other than the substantive file, these copies should be assembled under the original communication and the necessary other copies of the document attached thereafter.

(6) Do not send inserts and copies of FD-302s to other offices unassembled.



EFFECTIVE: 02/14/92

10-19 INSERTS FOR INVESTIGATIVE REPORT

(1) When leads are covered by an Agent other than Agent to whom case is assigned, results of investigation may be reported by insert, either in final or rough-draft form. The complexity, extent of material to be reported, and the new leads to be set out within the division are factors which will govern proper method of reporting. Each Agent and supervisory official must use the most economical and practical means of reporting such data.

(2) Where adaptable, inserts should be used in lieu of memoranda for SAC to avoid unnecessary duplication in typing and avoid unnecessary duplication of material in file.

(3) Where inserts are prepared, indexing and correlation of material for report are responsibility of Agent to whom case assigned. Necessary indexing shall be done without delay in the same manner as outlined for FD-302.

(4) Dictation slips relating to dictating machine cassette tapes containing inserts must show on the dictation slip the investigative period.

(5) When inserts are prepared in final form (used primarily in major cases), sufficient copies must be prepared for reporting office and for offices that will receive copies of the report.

(6) If rough draft submitted contains leads for reporting office to cover, prepare sufficient copies of inserts for each Agent who will cover new leads plus one copy for Agent to whom case assigned.

(7) |Deleted|

(8) Inserts shall be used to report results of negative investigations by auxiliary offices provided in 10-9(10) of this section.

(9) When an insert is prepared by an auxiliary office for inclusion in a report of the office of origin, the file number, if known, of the office of origin should be shown on the first page of



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the insert beneath the file number of the submitting office at the upper left margin.

(10) All pages of inserts are to be numbered at the top center. The number of the last page is to be underlined. If the insert consists of one page only, it is numbered "1" at the top center and underlined.

(11) When the number of copies needed is not known, an original and two copies should be prepared. If additional copies are required later, they may be duplicated.

(12) The following is an example of an insert to be submitted when conducting a background investigation:

1

SE (file number)
ABC:def (Dictator's/typist's initials)

Seattle Division
At Seattle, Washington

Special Agent TOM PLAYFAIR conducted the following investigation on Monday, January 2, 1989:

JOHN Z. QUICK, Date of Birth (DOB) 1/1/44, 112 March Street, Seattle, Washington 90020, telephone (home) (206) 555-1234, (office) (206) 555-6789, was advised of the identity of the interviewing Agent as well as the fact that he was being contacted in connection with the background investigation of Ms. MARY DOE. Mr. QUICK provided the following information:

EFFECTIVE: 02/14/92

10-20 NONPROSECUTIVE SUMMARY | (See MIOG, Part I, 91-26;
MAOP, Part II, 10-14.) |

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EFFECTIVE: 05/04/93

10-20.1 Preparation of Report and Accompanying Cover Page(s)
(FD-272)

- (1) Prepared by: Office of origin.
- (2) Prepared when: Upon specific instructions of SAC or FBIHQ.
- (3) Titles: In entirety as of date prepared.
- (4) Character: May be abbreviated on FD-272 but not on FD-204, except certain countries may be abbreviated and letters may be used for organizational activity or nationalistic tendency as provided in this manual.

(5) Reports are prepared on SAC or FBIHQ instructions and should contain:

(a) Synopsis

(b) Summary of information in file in logical sequence

(c) Physical description of subject

(6) Caution statements, if appropriate, are to be included immediately after the case caption of the first cover page and at the end of the synopsis in a nonprosecutive summary. If desired, an appropriate stamp may be used for this purpose.

(7) Prepare on:

(a) For cover page, use Form FD-272, summary (pink)

(b) For report, use Form FD-204

(8) Copies: Rules as to copies of investigative reports apply.



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EFFECTIVE: 04/30/93

10-21 REPRODUCTION OF WRITTEN MATERIAL

EFFECTIVE: 07/18/85

10-21.1 Photostats

When material is sent to FBIHQ to have photostats made, the letter of transmittal must contain a detailed description of the material to be reproduced, including subject's name, classification, and field office and FBIHQ file numbers, if available. When photostats are made within a field office, a notation is to be made on the original as to the date and number of photostats prepared.

EFFECTIVE: 07/18/85

10-21.2 Xerox Copies, or Other Photocopies

When Xerox copies, or other photocopies are made of material, the date and the number of copies prepared must be set forth on the original.

EFFECTIVE: 07/18/85

10-22 CORRECTING ERRORS IN WRITTEN COMMUNICATIONS

EFFECTIVE: 07/18/85

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PRINTED: 02/10/98



10-22.1 Correcting Errors in Copies in Possession of Outside Agencies Including USAs

(1) Amended pages are not to be sent to outside agencies, including USAs.

(2) Corrections are to be called to the attention of the outside agency by letter with reference to the specific communication, page, and the change to be made.

(3) Such corrections shall be limited to those bearing on the substance and meaning of the information furnished. Letters relating to form and not context of communications should not be sent.

EFFECTIVE: 07/18/85

10-22.2 Correcting Errors in Copies in Field Offices

(1) Correcting errors without preparing amended pages.

(a) Minor corrections may be in ink where they can be done legibly and neatly. Otherwise, erasures may be made and correct data typed in. In letter to FBIHQ, reference only the document in which changes were made; if more than one document changed, there should be a separate letter concerning each.

(b) Date of correction and initials of Agent supervisor making correction must be recorded. Correspondence prepared to effect similar changes in other copies will in many instances preserve the necessary record of corrections made. When an error Form (0-17) is received from FBIHQ, the inked notation on the communication as to the receipt of the form should include a record of the corrections made, together with the initials of the Agent supervisor and the date of correction. Where such notation cannot be made legibly, the error form must be filed. When a substantive error is involved, the original of 0-17 is to be returned to FBIHQ promptly with explanations and recommendations.

(c) Where the above instructions do not provide the necessary record of who made the corrections and when they were made, the date of correction and initials of the Agent supervisor making correction shall be placed on each page corrected in ink.

(d) Corrections must be made on all copies in the



possession of Bureau at FBIHQ and in the field.

EFFECTIVE: 07/18/85

10-22.3 Amended Pages

(1) The amended page(s) are to be inserted in all copies of the communication which have not been disseminated. Page(s) containing incorrect information are to be destroyed if amended page(s) are prepared and inserted within sixty days of the date of the original document.

(2) The amended page(s) prepared sixty days subsequent to the date of the original communication are to be inserted in all copies of the communication which have not been disseminated. Staple one copy of the original incorrect page or pages to the back of the initialed communication retained by the office originating the communication and to the back of one copy of the communication in the files of auxiliary offices.

EFFECTIVE: 07/18/85

10-22.4 Errors in FD-302s

Errors discovered in FD-302 after initialing and filing, whether substantive or nonsubstantive, shall be corrected on the original only by typewriter, if possible, with no notations. Corrections on copies may be made in ink. If necessary to retype the FD-302 because of the extent of correction, then the original of the retyped page should be retained, along with the first original in the field office file. Agent whose name appears on original should be advised; and FBIHQ advised above has been done when copies have been submitted to FBIHQ. If corrections necessary on FD-302 before initialing and filing, then these are made as in other communications. Only the approved original FD-302 initialed by the Agent is to be retained in this case.

EFFECTIVE: 07/18/85



10-22.5 Errors in Field Communications

When errors are discovered in a communication previously submitted, the field may initiate the preparation of amended pages. Good judgment should dictate whether amended pages are necessary or whether correction can be made otherwise.

EFFECTIVE: 07/18/85

10-22.6 Administrative Handling of Errors

(1) If an error is detected within 5 workdays of the date of a communication which has been submitted to FBIHQ and which will be disseminated, immediately advise FBIHQ by teletype of the error and whether amended pages are being submitted; otherwise use a communication appropriate to the circumstances.

(2) Each field office must advise FBIHQ and other field offices receiving copies of the communication to be corrected of the specific changes to be made so all copies may coincide.

(3) Any substantive error in an investigative report or in any other type of document is to be handled on an individual basis; responsibility is to be fixed; explanations are to be obtained from personnel responsible; administrative action is to be considered. If a substantive error is detected in an investigative report or other communication at FBIHQ, explanations are to be obtained from the field, and the SAC, in forwarding appropriate explanations to FBIHQ, shall submit his recommendations as to what administrative action is deemed desirable. If the field detects a substantive error, the SAC shall, on his own initiative, obtain explanations from personnel responsible and submit his recommendations to FBIHQ at the same time that he submits the communication specifying the corrections to be made. When communications are disseminated locally or sent to FBIHQ before having been read by dictating Agents, form errors will not be scored against the dictating Agents nor will such Agents be censured for first review of such communications. This does not apply to reviewing field supervisors where errors should have been readily detected.

(4) If an error is discovered and it is necessary for FBIHQ to furnish a correction to the Office of Records Operations and Management of the Department of Justice or any other agency in order that their files may be corrected, appropriate explanations shall be



obtained from personnel responsible, together with recommendations of SAC as to administrative action deemed desirable. Where the field has already disseminated to an outside agency and errors are found requiring corrective advice to the outside agency, the SAC shall, on his own initiative, obtain explanations from personnel responsible and forward them to FBIHQ with his recommendations as to administrative action deemed desirable. This instruction is applicable to any type of error requiring corrective advice to an outside agency.

EFFECTIVE: 02/28/78

10-22.7 Typographical Errors

(1) Typographical errors and those of a routine type which are determined to be nonsubstantive and which are discovered in documents not disseminated outside the FBI should be brought to the attention of the appropriate employees and should be considered in the next performance rating. If FBIHQ detects a nonsubstantive or nonserious or typographical error, an appropriate error form is to be submitted to the field; explanations will not be requested by FBIHQ. The SAC is to bring to the attention of the appropriate employees the nature of the error and make a notation in the folder of each employee for use in preparing the next performance rating on each employee involved. These items are to be retained in the personnel folder until the next field office inspection.

(2) Each SAC must be aware of frequency and nature of typographical and nonsubstantive errors made by employees of SAC's division. If any employee (typist, stenographer, Agent, supervisor, or other employee) is responsible for as many as five nonsubstantive errors detected by FBIHQ in correspondence prepared by that employee during any period on nine consecutive months, the SAC shall prepare an appropriate communication summarizing the employee's error record and offering recommendations as to any administrative action deemed desirable. Supervisory employees shall be considered for administrative action when they are responsible for as many as ten nonsubstantive errors during any period of six consecutive months in correspondence reviewed and approved by them. In an enclosure consisting of a copy of material, such as an incoming letter, which has been typed by the stenographer, any error shall be charged against the stenographer only, and not against reviewing personnel who have approved the communication itself.

(3) A stenographer or typist who has passed the Bureau's



official stenographic and/or typing tests will be subject to the present rules and regulations the same as all other employees regardless of the length of service. When a stenographer or typist is assigned to a new type of work involving new procedures for less than 15 days, it is not necessary to write a memorandum for the personnel file or to recommend censure under the foregoing rules unless the errors are of mechanical nature, such as misspelling, which are not due to unfamiliarity with the work. However, a record should be maintained of such errors for the purpose of instructing and training such employees.

(4) Good judgment must be exercised in the cataloguing and handling of errors. Typographical errors can result in substantive errors and a series of form errors in a document can create a serious situation.

EFFECTIVE: 06/16/80

10-23 NUMBER OF FBIHQ COPIES IN INVESTIGATIVE REPORTS

The classification numbers, characters and copies of reports to FBIHQ are set out below. Office of Origin (OO) (field) and auxiliary offices receive two copies unless specific reason (such as leads) exists or unless otherwise indicated in column (2). The characters should be typed in capital letters in the reports. Those classifications which are subject to the prosecutive report guidelines are not included. For instructions involving the prosecutive report see MAOP, Part II, 10-15. An asterisk (*) after the classification indicates a reference classification only, to facilitate transmission of information to agency having jurisdiction. (See also MAOP, Part II, 10-16.12(1)(f).)

Classi- fication	Character	(1) Copies to FBIHQ	(2) Exceptions
	Substantive character - Conspiracy; e.g., Bank Robbery - Conspiracy. Same copies as for sub- stantive violation.		



1	Training Schools		
	FBI National Academy Applicant	0	Submit Airtel Summary
2	Neutrality Matters	4	9 to FBIHQ in Latin-American matters
3	Overthrow or Destruction of the Government	5	
5	Income Tax*		
11	Tax (other than income)*		
14	Sedition	4	
21	Food and Drugs*		
23	Prohibition*		
25	Selective Service Act - Reemployment; - Sedition; - Failure to Register, - Fraud Against the Government	3	If the case is closed administratively, original and three (3) copies of LHM to FBIHQ.
	Public Law 414, 82nd Congress (Title 8, USC, Section 1182(a)(22) Summary Report) Character remains "Selective Service Act."		If USA invokes Title 8, Section 1182(a)(22), submit original and 4 copies of LHM to FBIHQ. FD-165 and/or FD-65 may be necessary, when process is or is not obtained and/or dismissed.
32	Identification (Fingerprint Matters)		
33	Uniform Crime Reporting		



35	Civil Service*		
36	Mail Fraud*		
44	Racial Violence Racial Discrimination Religious Violence Religious Discrimination Voting Laws - Racial	2	If LHM is authorized by FBIHQ, submit original and two (2) copies
48	Postal Violations (except Mail Fraud)*		
50	Involuntary Servitude and Slavery	2	
54	Customs Laws and Smuggling*		
55	Counterfeiting*		
56	Election Laws	2	
60	Antitrust	2	
61	Treason	4	
	Misprision of Treason	4	
62	Personnel Matter	3	4 to FBIHQ if in- quiry arises out of a substantive case
65	Espionage - followed by full name of country for which committed		
	(Individual)	5	
	(Organization)	5	
	Espionage - X (when no foreign ramification)	5	
65X	Espionage - X (when a foreign power is implicated in computer hacking)	0	Submit Computer Fraud and Abuse (CFA) Data Trans- mittal Form



		FD-801	
66	Administrative Matters	1	
	Bureau Automobile Accidents	3	2 to 00 unless reason exists
67	Personnel Matters and Bureau Applicants	2	When no derogatory information is developed in BUAP cases, submit airtel or tele- type summary
73	Background Investigation - Pardon Attorney's Office	2	Telephonic con- tact and/or tele- type submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
77A	Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable	2	Telephonic con- tact and/or tele- type submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
77B	Background Investigation - U.S. Courts - 15 Year - Reimbursable	2	
77C	Background Investigation - U.S. Courts - 10 Year - Reimbursable	2	
77E	Background Investigation - Department of Justice - Nonreimbursable	2	
77F	Background Investigation - U.S. Attorney's Office (Staff) - Reimbursable	2	(See MIOG, Part I, Section 77; Part II, 17-2, 17-2.1; MAOP, Part II, 3-1.1, 3-1.2; Correspondence



			Guide-Field, 1-17.)
77H	Background Investigation - U.S. Attorney's Office (Attorney) - Reimbursable	2	
77I	Background Investigation - Department of Justice - Reimbursable	2	
77J	Background Reinvestigation - Department of Justice - 10 Year - Reimbursable	2	
77K	Background Reinvestigation - Department of Justice - 7 Year - Reimbursable	2	
77L	Background Reinvestigation - Department of Justice - 5 Year - Reimbursable	2	
77M	Background Reinvestigation - Department of Justice - 3 Year - Reimbursable	2	
80	Public Relations Matters		
83	Claims Court	2	2 cc of C report to original 00
88	Unlawful Flight to Avoid Prosecution, Custody or Confinement - followed by substantive offense involved	1	0 Reports to FBIHQ, unless reason exists
	Unlawful Flight to Avoid Giving Testimony - followed by nature of state crime charged	1	0 Reports to FBIHQ, unless reason exists
	Unlawful Flight to Avoid Prosecution, Custody or Confinement - Damaging Property	1	
	Unlawful Flight to Avoid Giving Testimony - Damaging Property	1	



93	Ascertaining Financial Ability	2	0 Reports to FBIHQ unless case originated in Department of Justice
94	Research Matters		
95	Laboratory Investigative Services (Other Than Bureau)		
97	Registration Act - followed by full name of country involved	4	9 to FBIHQ in Latin-American and Chinese matters
98	Sabotage	4	
100	Domestic Security/Terrorism	5	
102	Voorhis Act	4	
105	See National Foreign Intelligence Program Manual		
109	Foreign Political Matters	4	
110	Foreign Economic Matters	4	
111	Foreign Social Conditions	4	
112	Foreign Funds	4	
113	Foreign Military and Naval Matters	4	
116A	Department of Energy - Applicant	2	Telephonic contact and/or teletype submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
116B	Department of Energy - Five-Year Reinvestigation	2	
116C	Nuclear Regulatory Commission - Applicant	2	
116D	Nuclear Regulatory Commission -		



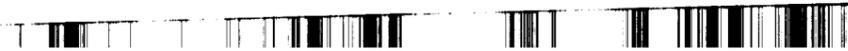
93	Ascertaining Financial Ability	2	0 Reports to FBIHQ unless case originated in Department of Justice
94	Research Matters		
95	Laboratory Investigative Services (Other Than Bureau)		
97	Registration Act - followed by full name of country involved	4	9 to FBIHQ in Latin-American and Chinese matters
98	Sabotage	4	
100	Domestic Security/Terrorism	5	
102	Voorhis Act	4	
105	See National Foreign Intelligence Program Manual		
109	Foreign Political Matters	4	
110	Foreign Economic Matters	4	
111	Foreign Social Conditions	4	
112	Foreign Funds	4	
113	Foreign Military and Naval Matters	4	
116A	Department of Energy - Applicant	2	Telephonic contact and/or teletype submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
116B	Department of Energy - Five-Year Reinvestigation	2	
116C	Nuclear Regulatory Commission - Applicant	2	
116D	Nuclear Regulatory Commission -		



	Five-Year Reinvestigation	2	(See also MIOG, Part II, 17-2, 17-2.1; MAOP, Part II, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
117	Atomic Energy Act	4	
120	Federal Tort Claims Act - Civil Suits and Claims (Non-FBI Programs)	2	
131	Admiralty Matter	2	
134	Foreign Counterintelligence Assets (See National Foreign Intelligence Program Manual.)		
140A	Office of Personnel Management - Referral	5	Telephonic con- tact and/or tele- type submission may be required in some instances and appropriately followed by
140B	Office of Personnel Management - Employees	2	report, FD-302 and/or insert
140C	Office of Personnel Management - Other	5	
			(See also MIOG, Part I, 140-3, Part II, 17-2, 17-2.1; MAOP, Part II, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
149	Destruction of Aircraft or Motor Vehicle - False Report	4	



150	For administrative use of the Operations Management Section in recording harboring fugitive statistics		
153	Automobile Information Disclosure Act	2	
155	National Aeronautics and Space Act of 1958	6	
157	Civil Unrest		0 Reports 5 LHM
161A	Level I-Presidential Appointment Level I-Presidential Appointment, Senate Confirmation	2	Telephonic con- tact and/or tele- type submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
161B	Level II-Presidential Appointment, Senate Confirmation (Non-White House)	2	
161C	Level III-Presidential Appointment Level III-Presidential Appointment Senate Confirmation	2	
161D	Level I-White House Staff	2	
161E	Level II-White House Staff Level II-White House Access Level II-National Security Council	2	(See also MIOG, Part I, 161-4, 161-5, 161-6, Part II, 17-2; MAOP, Part II, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
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)	2	
161G	Level III-White House Staff Level III-White House Access	2	
161H	Level III-White House Staff (Five-Year Reinvestigation) Level III-White House Access		



	(Five-Year Reinvestigation)	2	
161I	Level III-Congressional Committee		
161J	Level III-Congressional Committee (Five-Year Reinvestigation)	2	
161K	Expanded Name Check	2	
161L	Level II-Presidential Appointment Level II-Presidential Appointment, Senate Confirmation (White House)	2	
162	Interstate Gambling Activities	3	
163	Foreign Police Cooperation - General Criminal Matters (163A)	0	6 LHM to FBIHQ
	Foreign Police Cooperation - International Criminal Police Organization (INTERPOL) (163B)	0	6 LHM to FBIHQ
	Foreign Police Cooperation - Terrorism (163C)	0	6 LHM to FBIHQ
	Foreign Police Cooperation - Bureau files and Criminal Justice Information Services Division - Information Requests (163E)	0	6 LHM to FBIHQ
			(See MIOG, Part I, 163-6; MAOP, Part II, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
173	Civil Rights Act, 1964		
	Public Accommodations - Civil Rights Act, 1964	2	
	Public Accommodations - Civil		



	Rights Act, 1964, Interference with Federally Protected Activities	2	
	Public Facilities - Civil Rights Act, 1964	2	
	Public Facilities - Civil Rights Act, 1964 Interference with Federally Protected Activities	2	
	Public Education - Civil Rights Act, 1964	2	
	Public Education - Civil Rights Act, 1964 Interference with Federally Protected Activities	2	
	Employment - Civil Rights Act, 1964	2	
	Employment - Civil Rights Act, 1964 Interference of Federally Protected Activities	2	
174	Bomb Threats	4	Where appropriate, 7 LHM to FBIHQ
	Explosives and Incendiary Devices	4	Where appropriate, 7 LHM to FBIHQ
176	Antiriot Laws	3	
177	Discrimination in Housing	2	
184	Police Killings	2	
185	Protection of Foreign Officials and Official Guests of the United States	7	



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187	Privacy Act of 1974 - Criminal	2	3 LHM to FBIHQ
188	Crime Resistance	2	
189	Equal Credit Opportunity Act	2	
190	Freedom of Information/Privacy Acts	2	
197	Civil Actions, Claims Against the Government, or Subpoena Matters - Civil Suits and Claims (FBI Programs)	0	3 LHM to FBIHQ (See MIOG, Part I, 197-3.2(1) and 197-8.5 for exceptions pertaining to automobile accidents and other instances in which the incident giving rise to a claim has been previously reported.)
198	Crime on Indian Reservation - Failure to Report Child Abuse	0	2 LHM to FBIHQ
	Crime on Indian Reservation - Trafficking in Native American Human Remains (Cultural Items)	0	2 LHM to FBIHQ
199	International Terrorism - Country (See National Foreign Intelligence Program Manual.)		
200	See National Foreign Intelligence Program Manual		
202	See National Foreign Intelligence Program Manual		
203	See National Foreign Intelligence Program Manual		
204	Federal Revenue Sharing	2	4 LHM to FBIHQ
205	Foreign Corrupt Practices Act of 1977	0	4 LHM to FBIHQ
211	Ethics in Government Act of 1978	0	4 LHM to FBIHQ
212	See National Foreign Intelligence Program Manual		

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214	Civil Rights of Institutionalized Persons Act	2	
218 through 229	See National Foreign Intelligence Program Manual		
230 through 232 and 234 through 240	Training Received - Foreign Counterintelligence; - Organized Crime; - Drug Matters; - White-Collar Crime; - Civil Rights; - Fugitives; - Government Reservation Crimes; - Interstate Theft; - Violent Crimes; - Terrorism; - Other (See Manual of Investigative Operations and Guidelines (MIOG) for instructions.) (See MAOP, Part II, 3-1.1, 3-1.2, 3-3.2(3)(a) & 3-4.5 & MIOG, Part I, Sections 231-240.)		
242	Automation Matters (See MIOG for instructions.)		
243	See National Foreign Intelligence Program Manual		
246 through 248	See National Foreign Intelligence Program Manual		
254	Destruction of Energy Facilities	2	
255	Counterfeiting of State and Corporate Securities	0	2 LHMs to FBIHQ, by cover communication, when appropriate
257	Trademark Counterfeiting Act	1	
259	Security Clearance Investigations Program	2	
260	Industrial Security Program	2	
261	Security Officer Matters	2	
262	Overseas Homicide/Attempted Homicide - International Terrorism	3	

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263	Office of Professional Responsibility Matter	3	4 to FBIHQ if inquiry arises from a sub- stantive case
264	Computer Fraud and Abuse	0	6 LHMs to FBIHQ by CFA Data Transmittal Form FD-801 within 20 days of complaint
265	Acts of Terrorism - International Terrorists	3	
266	Acts of Terrorism - Domestic Terrorists	3	
267	Drug-Related Homicide	2	
268	Engineering Technical Matters - FCI (See MIOG for instructions.)		
269	Engineering Technical Matters - Non-FCI (See MIOG for instructions.)		
271	See National Foreign Intelligence Program Manual		
278	See National Foreign Intelligence Progam Manual		
281	Organized Crime/Drug Investigations	2	
282	Color of Law	2	If LHM is authorized by FBIHQ, submit original and two (2) copies
283	See National Foreign Intelligence Progam Manual		
286A	FACE - Force or violence against person(s)	2	
286B	FACE - Threat of force or intimidation against person(s)	2	



- 286C FACE - Property damage or destruction
only 2
- 286D FACE - Religious freedom at a place
of worship 2
- 286E FACE - Civil Action 2

*Reference classification only, to facilitate transmission of
information to agency having jurisdiction.

EFFECTIVE: 01/03/97

10-24 STANDARDIZED BUREAU ABBREVIATIONS

EFFECTIVE: 12/12/91

10-24.1 General Abbreviations Authorized in Intra-Bureau
Communications

Abbreviations authorized for use in all intra-Bureau
communications:

ACDA U.S. Arms Control and Disarmament Agency
ACMN Altered Confidential Motor Number
ACSI Assistant Chief of Staff, Intelligence, U.S. Air
Force
ACSN Altered Confidential Serial Number
ACVIN Altered Confidential Vehicle Identification Number
ADM Administrative Matters
ADW Assault with a Dangerous Weapon
AEA Atomic Energy Act
AFA Ascertaining Financial Ability
AFM Adoptive Forfeiture Matters
AFO Assaulting a Federal Officer
AFOSI Air Force Office of Special Investigations
AFSN Air Force Serial Number
AG Attorney General of the United States
AGO Adjutant General's Office
AI Administrative Inquiry



AID Agency for International Development
AIDA Automobile Information Disclosure Act
AIS Automated Identification System
AKA Also Known As
ALF Anonymous Letter File
AMN Altered Motor Number
AOTDT Acts of Terrorism - Domestic Terrorists
AOTIT Acts of Terrorism - International Terrorists
AP Aircraft Piracy
APACS Application for Pardon after Completion of Sentence
APCM Alien Property Custodian Matter
APLI Applicant (General)
APMN Altered Public Motor Number
APRCR Application for Pardon to Restore Civil Rights
APSN Altered Public Serial Number
APVIN Altered Public Vehicle Identification Number
ARL Antiriot Laws
ARRFP Authority Requested to Release Facts to the Press
ASAC Assistant Special Agent in Charge
ASIO Australian Security Intelligence Organization
ASN Altered Serial Number (ITSMV Cases)
ASN Army Serial Number
ATF Bureau of Alcohol, Tobacco and Firearms
AUSA Assistant United States Attorney
AVIN Altered Vehicle Identification Number

BB Bank Burglary
BDC Bomb Data Center
BE Bank Extortion
BEP Bureau of Engraving and Printing
BKRY Bankruptcy Fraud
BKTCY Bankruptcy
BL Bank Larceny
BLA Bills of Lading Act
BOL Broadcasting Obscene Language
BPMS Bureau Personnel Management System
BR Bank Robbery
BT Bank Threats
BUAP Bureau Applicant
BUCAR Bureau Car
BUDED Bureau Deadline

CAA Crime Aboard Aircraft
CAFM Crime Against Family Member
CAI Con Artist Index
CCSCAKA Congressional, Cabinet, and Supreme Court



Assassination, Kidnapping, and Assault
 CDF Credit and/or Debit Card Fraud
 CFA Computer Fraud and Abuse
 CFPO Corruption of Federal Public Officials
 CFTC Commodity Futures Trading Commission
 CGR Crime on Government Reservation
 CHS Crime on High Seas
 CI Criminal Informant
 CIA Central Intelligence Agency
 CID Criminal Investigation Detachment
 CIR Crime on Indian Reservation
 CMN Confidential Motor Number
 CO Conscientious Objector
 COB Close of Business
 COC Contempt of Court
 COI Conflict of Interest
 COPMAT Copyright Matter
 CP Communist Party
 CPUSA Communist Party, USA
 CR Civil Rights
 CRA-64 Civil Rights Act, 1964
 CRIPA Civil Rights of Institutionalized Persons Act
 CS-B Controlled Substance - Burglary
 CS-R Controlled Substance - Robbery
 CSCS Counterfeiting of State and Corporate Securities
 CSLPO Corruption of State and Local Public Officials
 CSN Confidential Serial Number
 CTCL Claims Court
 CVIN Confidential Vehicle Identification Number
 CWAA Carrying Weapons Aboard Aircraft

 DAA-50 Dependents Assistance Act of 1950
 DAMV Destruction of Aircraft or Motor Vehicles
 DAPLI Departmental Applicant
 DBA Doing Business As
 DCA Defense Communications Agency
 DCII Defense Clearance and Investigations Index
 DCSI Deputy Chief of Staff for Intelligence, U.S. Army
 DEA Drug Enforcement Administration
 DEF Destruction of Energy Facilities
 DEPT Department or Departmental
 DGP Destruction of Government Property
 DIA Defense Intelligence Agency
 DIH Discrimination in Housing
 DIP Destruction of Interstate Property
 DIS Defense Investigative Service



DMP Damaging Property
DNA Defense Nuclear Agency
DOB Date of Birth
DOD Department of Defense
DOE Department of Energy
DOE-A Department of Energy - Applicant
DOE-E Department of Energy - Employee
DOED Department of Education
DOF Desecration of the Flag
DOJ Department of Justice
DOKEX Document Examiner
DOT Department of Transportation
DP Disorderly Person
DPOB Date and Place of Birth
DRH Drug-Related Homicide
DUPREQ Duplicate Request

EAR Escape and Rescue
EC Environmental Crimes
ECT Extortionate Credit Transactions
EEOA-72 Equal Employment Opportunity Act of 1972
EFP Escaped Federal Prisoner
EFTA Electronic Fund Transfer Act
EGA-78 Ethics in Government Act of 1978
EGP Embezzlement of Government Property
EID Explosives and Incendiary Devices
EL Election Laws
ELSUR Electronic Surveillance
EOD Entry on Duty
EPA Environmental Protection Agency
EPOW Escaped Prisoner of War
ERISA Employee Retirement Income Security Act
ESP Espionage
ETFCI Engineering Technical Matters - FCI
ETM Engineering Technical Matters - Non-FCI
EXT Extortion

FAA Federal Aviation Administration
FACE..... Freedom of Access to Clinic Entrances Act of 1994
FAG Fraud Against the Government
FAMNIFA False Advertising or Misuse of Names to Indicate
Federal Agency
FBI Federal Bureau of Investigation
FBIHQ Federal Bureau of Investigation Headquarters
FCA Farm Credit Administration
FCC Falsely Claiming U.S. Citizenship



FCC Federal Communications Commission
 FCI Foreign Counterintelligence
 FCLAA Federal Cigarette Labeling and Advertising Act
 FCU Federal Credit Union
 FDIC Federal Deposit Insurance Corporation
 FED.R.CIV.P. ... Federal Rules of Civil Procedure
 FED.R.CRIM.P. .. Federal Rules of Criminal Procedure
 FED.R.EVID. Federal Rules of Evidence
 FEMA Federal Emergency Management Agency
 FERIC False Entries in Records of Interstate Carriers
 FI False Information
 FIF Financial Institution Fraud
 Abbreviations approved for
 use in these cases are as
 follows: FCU ... Federal Credit Union
 SLA ... Saving and Loan Association
 FISUR Physical Surveillance
 FJDM Federal Juvenile Delinquency Matters
 FLIA Federal Lending and Insurance Agencies
 FNU First Name Unknown
 FOIA Freedom of Information Act
 FPC Foreign Police Cooperation
 FR False Report
 FRAID Fraud and Related Activity in Connection With
 Identification Documents
 FRLA Federal Regulation of Lobbying Act
 FTCA Federal Tort Claims Act
 FTWS Federal Train Wreck Statute
 FUDE Fugitive-Deserter
 FUG Fugitive
 FY Fiscal Year

 G-2 Office of the Deputy Chief of Staff, G-2 (applies to
 some major Army Commands)
 GAO General Accounting Office
 GOVT Government or Governmental
 GSA General Services Administration

 HA Hatch Act
 HHS Department of Health and Human Services
 HLPESA Hazardous Liquid Pipeline Safety Act of 1979
 HT Hostage Taking
 HUD Department of Housing and Urban Development
 HUDM Department of Housing and Urban Development Matters

 IDAS Identification Division Automated Services System



IGA Interstate Gambling Activities
 IGB Illegal Gambling Business
 IGB-F Illegal Gambling Business - Forfeiture
 IGB-O Illegal Gambling Business - Obstruction
 ILO International Labor Organization
 IMP Impersonation
 INC Incorporated
 INS Immigration and Naturalization Service
 IO Identification Order
 IOC Interception of Communications
 IOHTC Interstate Obscene or Harassing Telephone Calls
 IPGP Illegal Possession of Government Property
 IRS Internal Revenue Service
 ISP Industrial Security Program
 ISS Involuntary Servitude and Slavery
 ITAR Interstate Transportation in Aid of Racketeering
 ITF Interstate Transportation of Fireworks
 ITGD Interstate Transportation of Gambling Devices
 ITLT Interstate Transportation of Lottery Tickets
 ITOM Interstate Transportation of Obscene Matter
 ITPMG Interstate Transportation of Prison-Made Goods
 ITSA Interstate Transportation of Stolen Aircraft
 ITSB Interstate Transportation of Strikebreakers
 ITSL Interstate Transportation of Stolen Livestock
 ITSMV Interstate Transportation of Stolen Motor Vehicle
 Abbreviations approved for use in these cases are
 as follows: VIN...Vehicle Identification Number
 MN...Motor Number
 SN...Serial Number
 Prefixes for use of the above are: A....Altered;
 C....Confidential; P....Public
 ITSP Interstate Transportation of Stolen Property
 ITSP-CT Interstate Transportation of Stolen Property -
 Commercialized Theft
 ITSP-MT Interstate Transportation of Stolen Property - Major
 Theft
 ITUR Interstate Transportation of Unsafe Refrigerators
 ITWI Interstate Transmission of Wagering Information
 ITWP Interstate Transportation of Wagering Paraphernalia
 IWFC Interference with Flight Crew
 IWU Illegal Wearing of Uniform

 JCS Joint Chiefs of Staff
 JDA Juvenile Delinquency Act

 KFO Killing a Federal Officer



KID Kidnapping
 KRA Kickback Racket Act

 LDB Local Draft Board
 LEGAT Legal Attache
 LEUN Loyalty of Employees of the United Nations and Other
 Public International Organizations
 LFPS Latent Fingerprint Section
 LHM Letterhead Memorandum
 LMRA Labor Management Relations Act, 1947
 LMRDA-IM Labor-Management Reporting and Disclosure Act of
 1959 - Investigative Matter
 LNU Last Name Unknown

 MAOP Manual of Administrative Operations and Procedures
 MEMO Memorandum
 MEMOS Memoranda
 MF Mail Fraud
 MIG Military Intelligence Group, U.S. Army
 MIOG Manual of Investigative Operations and Guidelines
 MISC Miscellaneous
 MISUR Microphone Surveillance
 MN Motor Number
 MO Modus Operandi
 MP Missing Person
 MPD Metropolitan Police Department
 MRV Mandatory Release Violator
 MSN Marine Serial Number

 NA National Academy
 NAANF National Automobile Altered Numbers File
 NAC National Agency Check
 NACC National Agency Check Center, Department of the Army
 NASA National Aeronautics and Space Administration
 NBA National Bankruptcy Act
 NCAVC National Center for the Analysis of Violent Crime
 NCIC National Crime Information Center
 NFA National Firearms Act
 NFCF National Fraudulent Check File
 NIC Naval Intelligence Command
 NISC Naval Investigative Service Command
 NISO Naval Investigative Service Office (Field
 Installations)
 NLETS National Law Enforcement Telecommunications System
 NLRB National Labor Relations Board
 NMI No Middle Initial



NMN No Middle Name
NO Number
NRC Nuclear Regulatory Commission
NRC-A Nuclear Regulatory Commission - Applicant
NRC-E Nuclear Regulatory Commission - Employee
NRC-OPM Nuclear Regulatory Commission - Office of Personnel
Management
NSA National Security Agency
NSF National Science Foundation
NSN Naval Serial Number
NSP National Stolen Property
NVMRA Northern Virginia Metropolitan Resident Agency

OCAF Open Case Ammunition File
OCI Obstruction of Criminal Investigations
OCO Obstruction of Court Orders
OHAHT Overseas Homicide/Attempted Homicide -
International Terrorism
OMB Office of Management and Budget
OO Office of Origin
OOJ Obstruction of Justice
OPM Office of Personnel Management
OPRM Office of Professional Responsibility Matter
OSD Office of Secretary of Defense

PA Public Accommodations
PAREN Parenthesis
PBV Probation Violator
PC Peace Corps
PCDTF Public Corruption Data Transmittal Form
PD Police Department
PE Public Education
PERJ Perjury
PF Public Facilities
PFO Protection of Foreign Officials
PHS Public Health Service
PIDWD Mailing Private Identification Documents Without a
Disclaimer
PIOB..... President's Intelligence Oversight Board Matters
PMN Public Motor Number
POB Place of Birth
PPSAKA Presidential and Presidential Staff Assassination,
Kidnapping and Assault
PSN Public Serial Number
PV Parole Violator
PVIN Public Vehicle Identification Number



RA Registration Act
 RCA Red Cross Act
 RCMP Royal Canadian Mounted Police
 REAIRTEL Reference Is Made to Airtel
 REBUAIRTEL Reference Is Made to Bureau Airtel
 REBUCAL Reference Is Made to Bureau Call
 REBUFAC Reference Is Made to Bureau Facsimile
 REBULET Reference Is Made to Bureau Letter
 REBURS Reference Is Made to Bureau Routing Slip
 REBUTEL Reference Is Made to Bureau Teletype or Telegram
 RECAL Reference Is Made to Call
 REFAC Reference Is Made to Facsimile
 REI Racketeering Enterprise Investigation
 RELET Reference Is Made to Letter
 REMEMO Reference Is Made to Memorandum
 REMEMOS Reference Is Made to Memoranda
 REMYMEMO Reference Is Made to My Memorandum
 REMYMEMOS Reference Is Made to My Memoranda
 REREP Reference Is Made to Report
 RERS Reference Is Made to Routing Slip
 RETEL Reference Is Made to Teletype or Telegram
 REURAIRTEL Reference Is Made to Your Airtel
 REURCAL Reference Is Made to Your Call
 REUREP Reference Is Made to Your Report
 REURFAC Reference Is Made to Your Facsimile
 REURLET Reference Is Made to Your Letter
 REURMEMO Reference Is Made to Your Memorandum
 REURMEMOS Reference Is Made to Your Memoranda
 REURS Reference Is Made to Your Routing Slip
 REURTEL Reference Is Made to Your Teletype or Telegram
 RICO Racketeer Influenced and Corrupt Organizations
 RUC Referred Upon Completion to Office of Origin

SA Special Agent
 SAA Special Agent Accountant
 SAB Sabotage
 SAC Special Agent in Charge
 SB Sports Bribery
 SBA Small Business Administration
 SC Special Clerk
 SCIP Security Clearance Investigations Program
 SCM Security Countermeasures
 SE Special Employee
 SED Sedition
 SFCAA State Firearms Control Assistance Act



SGE Security of Government Employees
 SI Security Informant
 SKA Switchblade Knife Act
 SLA Savings and Loan Association
 SN Serial Number
 SO Sheriff's Office
 SOM Security Officer Matters
 SPEN State Penitentiary
 SPM Subpoena Matter
 SPM Security Programs Manager
 SPOL State Police
 SPR State Prison
 SSA Selective Service Act
 SSADM Social Security Administration
 SSAN Social Security Account Number
 SSCO Selective Service Conscientious Objector
 SSN Selective Service Number
 SUAIRTEL Submit Airtel
 SUCOP Submit Copy
 SULET Submit Letter
 SUREP Submit Report
 SUTEL Submit Teletype Summary

 T/A Trading As
 TCA Trademark Counterfeiting Act
 TCP Tampering with Consumer Products
 TECIP Top Echelon Criminal Informant Program
 TENFUG Ten Most Wanted Fugitives
 TESUR Technical Surveillance
 TFIS Theft From Interstate Shipment
 TGP Theft of Government Property
 TR Treason and Related Statutes
 TRAC Terrorist Research and Analytical Center
 TWEA Trading with the Enemy Act

 UACB Unless Advised to the Contrary by Bureau
 UFAC Unlawful Flight to Avoid Custody or Confinement
 UFAP Unlawful Flight to Avoid Prosecution
 UFAT Unlawful Flight to Avoid Testimony
 UISC Unreported Interstate Shipment of Cigarettes
 UMTD Use of Mails to Defraud
 UNSUBS Unknown Subjects
 UPRF Unlawful Possession or Receipt of Firearms
 USA United States Attorney
 USAF United States Air Force
 USAIRR United States Army Investigative Records Repository



- USCAPLI United States Courts Applicant
- USCG United States Coast Guard
- USDC United States District Court
- USDJ United States District Judge
- USIA United States Information Agency
- USM United States Marshal
- USMAGIS United States Magistrate
- USMC United States Marine Corps
- USPS United States Postal Service
- USSS United States Secret Service

- VA Veterans Affairs, Department of
- VAM Veterans Affairs Matters
- VICAP Violent Criminal Apprehension Program
- VIKEX Victim Extortion
- VIKID Victim Kidnapping
- VIN Vehicle Identification Number
- VRA-65 Voting Rights Act, 1965

- WF Wanted Flyer
- WH White House
- WHO World Health Organization
- WSTA White Slave Traffic Act

EFFECTIVE: 07/21/95

10-24.2 Abbreviations to be Used in Espionage and Foreign
Counterintelligence Cases (See MAOP, Part II, 10-17.7;
Correspondence Guide-Field, 1-6.3, 2-10.3.5(8)(c);
Correspondence Guide-FBIHQ, 1-2.3.)

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EFFECTIVE: 09/13/93

10-24.3 Abbreviations of Authorized Field Office Locations (See
Correspondence Guide-Field, 1-6.4 and Correspondence
Guide-FBIHQ, 1-2.4.)

Abbreviations of field office locations:

CITY	ABBREVIATION	CITY	ABBREVIATION
Albany	AL	Memphis	ME
Albuquerque	AQ	Miami	MM
Anchorage	AN	Milwaukee	MW
Atlanta	AT	Minneapolis	MP
Baltimore	BA	Mobile	MO
Birmingham	BH	Newark	NK
Boston	BS	New Haven	NH
Buffalo	BF	New Orleans	NO
Charlotte	CE	New York	NY

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Chicago	CG	Norfolk	NF
Cincinnati	CI	Oklahoma City	OC
Cleveland	CV	Omaha	OM
Columbia	CO	Philadelphia	PH
Dallas	DL	Phoenix	PX
Denver	DN	Pittsburgh	PG
Detroit	DE	Portland	PD
El Paso	EP	Richmond	RH
Honolulu	HN	Sacramento	SC
Houston	HO	Saint Louis	SL
Indianapolis	IP	Salt Lake City	SU
Jackson	JN	San Antonio	SA
Jacksonville	JK	San Diego	SD
Kansas City	KC	San Francisco	SF
Knoxville	KX	San Juan	SJ
Las Vegas	LV	Seattle	SE
Little Rock	LR	Springfield	SI
Los Angeles	LA	Tampa	TP
Louisville	LS	Washington Field Office	WFO

METROPOLITAN RESIDENT AGENCIES:

Brooklyn-Queens BQ

METROPOLITAN OFFICES:

Maryland Metropolitan

Office at
Calverton MMOC

EFFECTIVE: 03/14/97

10-24.4 Abbreviations of Foreign Office Locations (See
Correspondence Guide-Field, 1-6.5.)Abbreviations of foreign office locations - to be used for
identifying second and subsequent pages:

FOREIGN OFFICE	ABBREVIATION
Athens	ATH
Bangkok	BAN
Bern	BER
Bogota	BOG
Bonn	BON
Bridgetown	BRI
Brussels	BRU
Canberra	CAN
Caracas	CAR
Hong Kong	HON
London	LON
Madrid	MAD
Manila	MAN
Mexico City	MEX
Montevideo	MON



Ottawa	OTT
Panama City	PAN
Paris	PAR
Rome	ROM
Tokyo	TOK
Vienna	VIE
LIAISON OFFICE	
Honolulu	HL
Miami	MM
San Juan	SJ

EFFECTIVE: 11/16/93

10-24.5 Abbreviations of States

Two-letter abbreviations of state and territory names are authorized for use with ZIP Codes only - all caps; no periods or inner spaces are necessary.

STATE	ABBREVIATION
Alabama	AL
Alaska	AX
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU



Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Dakota	SD
Tennessee	TN
Texas	TX
Trust Territories	TT
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY



EFFECTIVE: 01/23/86

10-25 FBI FORMS

EFFECTIVE: 10/19/90

10-25.1 Definition of Forms (See Legal Attache Manual, 2-16 & 2-16.1.)

Basically, forms are pieces of paper with constant data and allotted blank space for fill-in information, numbered or unnumbered, temporary or permanent, prepared within or outside the reproducing facilities of an organization. Forms may also be automated for printing on FBI personal computer equipment. ALL FBI FORMS, WHETHER THEY ARE AUTOMATED OR NOT, MUST BE APPROVED BY FBIHQ. Forms being submitted for approval of adoption, revision, consolidation, deletion or automation usage must be forwarded by electronic communication to the Information Resources Division, marked "Attention: Forms Desk." This communication must show complete justification for any proposed FBI form. The justification must include the following pertinent information:

- (1) What is the purpose of the form?
- (2) Where is the form to be used?
- (3) When is the form used? (daily, weekly, monthly, quarterly, etc.)
- (4) Why is the form necessary? (production, permanent record)
- (5) How is the form used and by whom? (manually, operationally)
- (6) Frequency of use (daily, monthly, etc.)
- (7) Type(s) of paper and color on which form is printed.
- (8) Should the form be prepunched for filing. Where?

Forms proposed for automation will be researched for frequency of use



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| by the Forms Desk. |

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10-25.2 FD- (Field) Forms - Supply Items

Approval communication for FD- (Field) forms must include the following statement if forms are to be made Bureau Stock Items:
| "These|forms|should|be made Bureau Stock Items for the purpose of distribution to all appropriate Bureau personnel."

EFFECTIVE: 10/17/97

10-25.3 FBI Form Book (See Legal Attache Manual, 2-16 & 2-16.1.)

(1) All FBI authorized forms are maintained in form books, supervised in the field by Administrative Officers/Office Services Managers and at FBIHQ by designated employee in each division.

(2) Upon receipt of FBIHQ approval for the use of a form in an individual field office, a copy of the numbered form should be placed in the section of the FBI Form Book designated for same, and two numbered copies of the form forwarded to FBIHQ by|electronic communication|for the attention of|Forms Desk,|Information Resources Division. Form numbers consist of the teletype abbreviation of the office followed by consecutive numbers|(assigned by the Forms Desk)| and the date of the FBIHQ approval|communication. |

(3) Field offices are authorized to reproduce only those forms approved for use in each respective office.

(4) The Table of Contents and Index for the field form book is revised by FBIHQ on a semiannual basis. Supplies of forms on hand by a field office are to be kept to a minimum and should not exceed the number anticipated for use over a 3-month period.

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10-25.4 Annual Forms Survey

(1) Each field office, LEGAT office, and FBIHQ division is required to conduct a detailed review of forms approved for its use. In addition to this annual review of individual office forms, four field offices are selected and advised by FBIHQ to review approved FD- (Field) forms. This does not preclude submission of FD- forms proposals by remaining offices.

(2) An administrative tickler should be maintained by all field offices and FBIHQ divisions to ensure that results of the review (sent by electronic communication) reach the Forms Desk, Information Resources Division, by February 15.

(3) Certain considerations should be given during an annual review:

- (a) Deletion of forms serving no useful purpose;
- (b) Consolidation of forms having similar functions;
- (c) Revision of forms to improve and streamline operational procedures.

(4) Forms proposed for adoption, revision, consolidation, or deletion, as a result of this annual review, must be submitted to Forms Desk, Information Resources Division, for approval. Include all proposals and justification in one communication.

EFFECTIVE: 10/17/97



10-25.5 Reminders

(1) Employee responsible for the form book should ensure current samples of forms are on file; current forms must be used in proposing revisions of forms. |Obsolete forms should be removed from the form book and destroyed.|

(2) Forms proposals for the exclusive use of individual field offices must be submitted by |electronic communication to the Forms Desk, Information Resources Division (IRD). | FORM |NUMBERS are assigned by Forms Desk, IRD. |

(3) Upon distribution of a new revision of a form to field offices, PENDING REQUESTS previously received at FBIHQ WILL BE CANCELED.

(4) FD- (Field) forms are not to be reproduced on PHOTOCOPYING EQUIPMENT except in extreme emergency.

(5) The FBI Form Book should be up to date with copies of current revisions even though existing supplies of previous revisions may be depleted. This is particularly important in instances in which proposed revisions of forms are submitted by a suggestion.

| (6) Public-Use Forms: Forms that are to be used by the public (outside of the FBI) MUST be approved by the Forms Desk. Further outside approval may be necessary.

| (7) Font Style: TIMES ROMAN is the font style designated for use in forms (DOJ Graphics Standards Manual).

| (8) Customization: Names, addresses, and telephone numbers should be omitted from forms in order to allow for greater distribution and longer use. The addition of specifications such as official Bureau names creates confusion in the Bureau's supply program and results in greater expenditure due to the constant form revisions caused by personnel transfers and reorganizations.

| (a) Customization of stationery is prohibited. As set out in the DOJ's Graphics Standards Manual, "The primary consideration in the design of stationery is ORGANIZATION identification.... The printing of names of officers or officials of the executive or judicial branches of the government on official stationery and preprinted mastheads may be accomplished ONLY after approval by the Joint Committee on Printing."



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(b) Customization of forms is prohibited. For example, if there has been an FD form (one devised for use by all divisions) created for a specific purpose (such as the facsimile form, FD-448), proposed new forms used for the SAME purpose will NOT be approved and should NOT be used.

(9) Unapproved and Obsolete Forms: Use of unapproved and obsolete forms is prohibited. This INCLUDES the creation and use of forms designed by computer software.

(10) Forms Supply Requests: Division supply technicians should be requested to place orders for ALL forms. FD and O forms (i.e., Form FD-448, O-4) should be ordered via supply requisition (FD-218). FBIHQ division forms (i.e., 3-790) should be ordered via printing requisition (Form O-11) and should be sent to the Forms Desk. There are several Standard Forms (SF)--NOT considered FBI forms--listed in the Bureau supply catalog (can be ordered via FD-218); however, most Standard Forms must be ordered through the General Services Administration via Requisition for Supplies and/or Equipment, FD-369. DOJ forms must also be ordered via FD-369. The Forms Desk can obtain FD and O forms for requesters if URGENTLY needed; however, the Forms Desk does not retain a supply of all forms and maintains control of ONLY FBI forms (FD forms, O forms, and forms unique to FBIHQ, field offices and Legats).|

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