"(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."

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."

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

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.

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 electronic communication 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.

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.

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.

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.

9-8.2 Dissemination of Classified Information

See the National Foreign Intelligence Program Manual (NFIPM) for guidelines and particulars concerning dissemination of classified information.

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).

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.)

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 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 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.

9-12 ACCESS TO DOCUMENTS BY CURRENT AND FORMER FBI EMPLOYEES

Access to FBI records is available through the Freedom of Information Act (Title 5, USC, Section 552) and the Privacy Act (Title 5, USC, Section 552a), to the extent provided in those Acts, as well as under procedures established pursuant to the Johnson v. Reno (No. 93-0206 (D.D.C. 1993)) settlement agreement (see the AIRTEL to all SACs and others, subject: "Implementation of Settlement Agreement with Black Special Agents - Personnel Files," dated October 5, 1994, and the enclosure to that AIRTEL entitled, "Procedures for Employees to Access Personnel Files," at paragraph 6). In addition, current and former FBI employees may request access to FBI records in accordance with Department of Justice regulations, including those contained in 28 C.F.R. Part 16, Subpart G, "Access to Documents by Former Employees of the Department," and Department of Justice Order 2710.8C, "Removal and Maintenance of, and Access to, Documents," dated November 7, 2000. Requests for removal of and access to FBI records under this authority must be submitted in writing to the head of the component where the employee works or worked. Pursuant to 28 C.F.R. Section 16.300(b), "?t his authority may not be delegated below the level of principal deputy component head." While retaining full concurrent authority, the FBI Director has delegated to the Executive Assistant Director for Administration the authority to approve such requests from employees who serve or served at or below that level (except that they may not act on their own requests). (See also MAOP, Part 1, 20-4.2, re instructions for employees to access their personnel files.)

9-13 DISSEMINATION BY FIELD INTELLIGENCE GROUPS

(1) Information is to be shared by rule and withheld by exception – subject to appropriate procedures and processes. The following sections provide broad guidelines for the sharing of information across internal organizational boundaries and with the larger National Security, Homeland Security, and federal, state, tribal, local, and international law enforcement communities.

(2) The FIG will serve as the central point of contact for internal and external consumers of FBI intelligence products. Inherent in this role is the responsibility to provide central management and coordination of dissemination and information sharing.

(3) The FIG will also manage the Field Office's participation in information sharing initiatives and networks that are established through national or local efforts. This includes participation in Multi-Agency Intelligence Centers (MAIC) and Fusion Centers.

SECTION 10. WRITTEN COMMUNICATIONS

**EffDte: 02/28/1978 MCRT#: 0 Div: D1D3D5D6RM Cav: SecCls:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-26-2007 BY 60324 AUC BAW/CPB/STP

10-1 DEFINITIONS

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

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-1.1 Letters |(See MAOP, Part 2, 10-2.2.)|

| In the FBI's|vocabulary,|the word "letter" means a
| communication|from either|FBIHQ|or|a field|office to|any outside
| agency or|person. Note|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."
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."

**EffDte: 08/02/2000 MCRT#: 1008 Div: RM Cav: SecCls:

| 10-1.2 Memorandum |(See MAOP, Part 2, 10-3.)|

In our vocabulary, the word "memorandum" ordinarily means a
communication (on FBI memorandum paper) to the Attorney General and
| other departmental|officials; although|it is applicable to the omnibus
types, such as memoranda to all SACs.

**EffDte: 08/02/2000 MCRT#: 1008 Div: RM Cav: SecCls:

10-1.3 Letterhead Memorandum

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

**EffDte: 07/19/1984 MCRT#: 0 Div: RM Cav: SecCls:

10-1.4 Cover Letter

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

**EffDte: 07/19/1984 MCRT#: 0 Div: RM Cav: SecCls:

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.)

**EffDte: 07/19/1984 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 07/19/1984 MCRT#: 0 Div: RM Cav: SecCls:

10-1.7 Teletype

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

**EffDte: 07/19/1984 MCRT#: 0 Div: D4RM Cav: SecCls:

| 10-1.8 Airtel |(See MAOP, Part 2, 10-6.)|

|The airtel was eliminated with the implementation of the electronic communication (EC). ECs replaced airtels, certain letters, certain memoranda, and most teletypes.|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

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.

**EffDte: 08/31/1983 MCRT#: 0 Div: D5 Cav: SecCls:

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. |An insert is also used to document nontestimonial
| information.|

**EffDte: 07/03/2003 MCRT#: 1289 Div: D6 Cav: SecCls:

| 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.

**EffDte: 08/31/1983 MCRT#: 0 Div: D6D9 Cav: SecCls:

10-2 LETTERS

**EffDte: 08/31/1983 MCRT#: 0 Div: RM Cav: SecCls:

| 10-2.1 |Letters|on FBI Memorandum Paper

Letters from FBIHQ divisions to the Department of Justice
| are prepared in the FBI memorandum format. |(See MAOP, Part 2,
| 10-3.)| Letters done for intra-Bureau purposes were eliminated with the implementation of the electronic communication (EC).

**EffDte: 08/02/2000 MCRT#: 1008 Div: RM Cav: SecCls:

| 10-2.1.1 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.2 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.3 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.4 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.5 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.6 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: D3D5D6D7 Cav: SecCls:

| 10-2.1.7 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.8 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.9 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.10 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.11 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.12 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.13 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.1.14 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.2 On Letterhead Stationery |(See MAOP, Part 2, 10-1.1.)|

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.

**EffDte: 08/02/2000 MCRT#: 1008 Div: RM Cav: SecCls:

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.

**EffDte: 04/30/1993 MCRT#: 2 Div: D6RM Cav: SecCls:

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

**EffDte: 05/31/1984 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 05/31/1984 MCRT#: 0 Div: RM Cav: SecCls:

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.)|
```

**EffDte: 05/03/1993 MCRT#: 11 Div: RM Cav: SecCls:

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.

**EffDte: 05/31/1984 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: RM Cav: SecCls:

10-2.2.9 Deleted

**EffDte: 02/14/1992 MCRT#: 0 Div: RM Cav: SecCls:

| 10-2.3 Regulations Affecting|Letters Prepared on Letterhead Stationery|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

10-2.3.1 Enclosures

Originating offices are to forward to designated recipient
| offices|one copy|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)." 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 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.

**EffDte: 02/14/2000 MCRT#: 952 Div: RMD7 Cav: SecCls:

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.|

**EffDte: 05/02/1997 MCRT#: 665 Div: D3RM Cav: SecCls:

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.

**EffDte: 07/19/1984 MCRT#: 0 Div: RM Cav: SecCls:

10-2.3.4 Copies

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

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-2.3.5 |File Number|

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

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

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.

**EffDte: 02/29/1984 MCRT#: 0 Div: SYRM Cav: SecCls:

| 10-3 MEMORANDA |(See MAOP, Part 2, 10-1.2 and 10-2.1.)|

Use of memoranda (EXCEPT for memoranda to all SACs and
| employees|and memoranda from FBIHQ to Department of Justice
| officials--see Correspondence Guide - FBIHQ, Sections 4, 6, and 7)|was discontinued with the implementation of the electronic communication (EC).

**EffDte: 08/02/2000 MCRT#: 1008 Div: RM Cav: SecCls:

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 serialized in file HQ
| 66-A9999904 by the Manuals Desk,|Records Management|Division. Additional serialization is not necessary. Advise FBIHQ, Manuals Desk, if paper copies have not been received. 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. (See also MAOP, Part 2, 2-4.5.12 and 2-4.5.17.)

**EffDte: 08/15/2002 MCRT#: 1074 Div: RM Cav: SecCls:

10-4 LETTERHEAD MEMORANDA

**EffDte: 02/14/1992 MCRT#: 0 Div: D5D6OIRM Cav: SecCls:

| 10-4.1 When Used |(See MAOP, Part 2, 10-16.15 (3)(b).)|

(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.

(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.)

**EffDte: 01/15/2004 MCRT#: 1316 Div: D5D6OIRM Cav: SecCls:

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."

**EffDte: 05/02/1997 MCRT#: 665 Div: RM Cav: SecCls:

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 1, 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 (Bombing Matters), submit
| LHM as an electronic attachment. 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.|
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 2, 10-11; MIOG, Part 1, 149-3.)

| (e) |Deleted|

(f) In FBI applicant cases, field offices should set leads to all Legats when initiating background investigation. In cases where no Legat coverage is available, advise the Bureau Applicant Employment Unit (BAEU) immediately and provide details of lead(s) to be covered via facsimile. BAEU will set leads to the U.S. Department of State if necessary. (See MIOG, Part 1, 67-9.3 (4); 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 Operations Section, Investigative Services Division, FBIHQ.

**EffDte: 04/25/2000 MCRT#: 963 Div: OID5D6D7CT Cav: SecCls:

10-4.4 Deleted

**EffDte: 12/12/1991 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 12/12/1991 MCRT#: 0 Div: RM Cav: SecCls:

10-4.6 File Number

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

**EffDte: 12/12/1991 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 12/12/1991 MCRT#: 0 Div: RM Cav: SecCls:

10-4.8 Use of "T" Symbols

It is permissible in Security of Government Employee security referral cases (140A and 140C) to utilize "T" symbols in LHMs. 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, [redacted] a confidential source abroad, advised...." or [redacted] 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. b2

**EffDte: 09/16/1999 MCRT#: 919 Div: D3 Cav: SecCls:

10-4.9 Transmittal

| Transmit by cover|electronic communication|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 2, 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 2, 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.

**EffDte: 11/18/1999 MCRT#: 933 Div: D6D9OIRM Cav: SecCls:

10-5 TELETYPES

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

**EffDte: 07/15/1993 MCRT#: 39 Div: D4D6 Cav: SecCls:

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.|

**EffDte: 04/30/1993 MCRT#: 2 Div: D4D6 Cav: SecCls:

| 10-6 AIRTELS (See MAOP, Part 2, 10-1.8.)

Airtels were eliminated with the implementation of the electronic communication (EC). ECs replaced airtels, certain letters, certain memoranda, and most teletypes.

**EffDte: 08/02/2000 MCRT#: 1008 Div: RM Cav: SecCls:

| 10-6.1 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.2 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.3 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.4 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.5 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.6 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.7 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-6.8 |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

10-7 BLIND MEMORANDA

**EffDte: 05/31/1983 MCRT#: 0 Div: D5RM Cav: SecCls:

10-7.1 When Used

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

**EffDte: 05/31/1983 MCRT#: 0 Div: D5RM Cav: SecCls:

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.

**EffDte: 05/31/1983 MCRT#: 0 Div: D5RM Cav: SecCls:

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

(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).

**EffDte: 06/06/1996 MCRT#: 566 Div: D2D3D5FDRM Cav: SecCls:

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 (See also MIOG, Part 1, 67-3.11 and 67-9):

(a) Applicant No Longer Interested/Presently Not Available --

If applicant has not yet begun background processing, office ascertaining that applicant is no longer interested in position or is presently not available for FBI employment should immediately notify the hiring entity and/or Personnel Resources Unit, Administrative Services Division (ASD), FBIHQ.

If background processing has already begun, office ascertaining that applicant is no longer interested in position or is presently not available for FBI employment should immediately notify Bureau Applicant Employment Unit (BAEU), Administrative Services Division, FBIHQ, and follow up with EC with details regarding the applicant's status. BAEU will notify applicant that his/her application has been placed into an inactive status.

(b) Derogatory Information

If prior to background processing, submit details of derogatory or potentially disqualifying information to the hiring entity or PRU, FBIHQ. If background processing has already begun, submit details or derogatory or potentially disqualifying information to BAEU, FBIHQ. BAEU will notify applicant and hiring entity if processing has been discontinued.

(c) Notification of Lead Offices

Upon notification that case has been discontinued, lead offices should submit reports for all investigation conducted to date and submit all investigative notes to BAEU, FBIHQ.

(4) Deleted

(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 lead 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 lead 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 lead office of no immediate benefit in solution of case or location of subject in all classifications-- (See MAOP, Part 2, 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 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 lead 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 lead 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 a 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. One copy should be made for each addressee with two attention lines for FBIHQ (one attention line designated for Major Theft/Transportation Crimes Unit, Criminal Investigative Division (CID), and one attention line designated for the International Operations Section, Office of International Operations) -- (See Correspondence Guide-Field, 2-2.3(9) & 2-7.3(8); Legal Attache Manual, 7-9(2).)

By: Communications should be uploaded with leads for both FBIHQ divisions mentioned above. Communications will be forwarded to office or Legal Attache involved.

(17) Deleted

(18) Deleted

(19) Deleted

(20) Deleted

(21) Deleted

(22) Deleted

| (23) In|Terrorism Enterprise Investigations (TEI)|(100 classification)--

| |EC for the initial opening of a 100 preliminary inquiry (PI) after 180 days. An EC and LHM are required for an extension. EC and LHM to FBIHQ is required with a full-field investigation (FFI) TEI. An FFI TEI must be renewed after 365 days with an EC and LHM to FBIHQ.

| When a TEI 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 a PI TEI and 365 days for an FFI TEI investigation. A second report is due at the end of the first year of a PI TEI 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 Terrorism Enterprise Investigations (TEI) investigations for renewal, or sufficient information which warrants the investigation being placed in a closed status.| (See MIOG, Part 1, 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 1, Section 29-6.5.)

**EffDte: 07/09/2003 MCRT#: 1286 Div: D3D6CTOI Cav: SecCls:

10-10 MISCELLANEOUS INSTRUCTIONS CONCERNING WRITTEN COMMUNICATIONS

**EffDte: 10/20/1988 MCRT#: 0 Div: D1D6D9PARM Cav: SecCls:

10-10.1 Information Furnished FBIHQ

|Electronic communications (ECs)|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|ECs|and teletypes next to the file number of the office sending the communication.

**EffDte: 11/18/1999 MCRT#: 933 Div: D5D6RM Cav: SecCls:

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.)|

**EffDte: 05/03/1993 MCRT#: 3 Div: D5D6CT Cav: SecCls:

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.

**EffDte: 07/19/1984 MCRT#: 0 Div: D3D5D6CT Cav: SecCls:

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.

**EffDte: 07/19/1984 MCRT#: 0 Div: D3D6CT Cav: SecCls:

10-10.5 File Numbers

(1) Intra-Bureau Correspondence:

(a) Include FBIHQ file number and the file numbers
| of all offices, if known,|or Universal Case File Number
| (UCFN)|receiving copies of the correspondence on all intra-Bureau
| correspondence.

(b) When designating a copy of any communication to FBIHQ or a field office for a file other than that of the captioned
| communication,|UCFN,|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.

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

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.

**EffDte: 07/19/1984 MCRT#: 0 Div: D9 Cav: SecCls:

| 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.)|

**EffDte: 04/08/1996 MCRT#: 527 Div: D1 Cav: SecCls:

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.

**EffDte: 07/31/1989 MCRT#: 0 Div: D3D5D6 Cav: SecCls:

10-10.9 Approval of Outgoing Communications

**EffDte: 07/31/1989 MCRT#: 0 Div: DO Cav: SecCls:

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").

**EffDte: 07/31/1989 MCRT#: 0 Div: DO Cav: SecCls:

| 10-10.9.2 |Approval of FBIHQ Communications Addressed to All Divisions

| FBIHQ communications addressed to All Divisions, to All
| SACs, or to All Employees must be approved by the cognizant Executive
| Assistant Director (EAD) if the communication involves a policy change
| or tasks offices to respond (such as a communication requiring that
| field offices submit materials, conduct a survey, or complete an
| intelligence canvas). Routine communications such as annual reports,
| intelligence reports, and reminders to conduct annual performance
| appraisals should be approved by the cognizant Assistant Director or
| equivalent, with copy provided to the cognizant EAD.|

**EffDte: 07/15/2002 MCRT#: 1212 Div: DO Cav: SecCls:

| |10-10.9.3| Reports |(Formerly 10-10.9.2)|

(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.

**EffDte: 07/15/2002 MCRT#: 1212 Div: D6DO Cav: SecCls:

| |10-10.9.4| Deleted |(Formerly 10-10.9.3)|

**EffDte: 07/15/2002 MCRT#: 1212 Div: RM Cav: SecCls:

| |10-10.9.5| Letterhead and Blind Memoranda |(Formerly 10-10.9.4)|

Initials must not appear on the original or copies but must appear on yellow.

**EffDte: 07/15/2002 MCRT#: 1212 Div: D5RM Cav: SecCls:

| |10-10.9.6| Teletypes |(Formerly 10-10.9.5)|

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.

**EffDte: 07/15/2002 MCRT#: 1212 Div: D4D0 Cav: SecCls:

| |10-10.9.7| Routing Slips |(Formerly 10-10.9.6)|

Routing slips are approved by an authorized supervisor. A notation, including date, is placed on serial giving rise to routing slip.

**EffDte: 07/15/2002 MCRT#: 1212 Div: RMDO Cav: SecCls:

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) |Block stamps are no longer required for incoming
| communications. However, if the office has deemed it necessary to
| continue the use of the block stamp, then|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

**EffDte: 02/14/2000 MCRT#: 952 Div: D2FDRM Cav: SecCls:

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, DC 20535-0001
|

| (2) |To Criminal Justice Information Services Division:

| Federal Bureau of Investigation
| Criminal Justice Information Services Division
| 1000 Custer Hollow Road
| Clarksburg, WV 26306|

| |(3)| To field offices:

Federal Bureau of Investigation
General P.O. Box 1769
New York, NY 10116

| |(4)| To Anchorage, Honolulu, and San Juan:

(a) Anchorage:
Federal Bureau of Investigation
P.O. Box 560
Anchorage, AK 99510

VIA FIRST CLASS

(b) Honolulu:
Federal Bureau of Investigation
300 Ala Moana Boulevard
Honolulu, HI 96850

VIA FIRST CLASS

(c) San Juan:
Federal Bureau of Investigation
GPO Box BT
San Juan, PR 00918

VIA FIRST CLASS

**EffDte: 06/10/2002 MCRT#: 1208 Div: D3D1RM Cav: SecCls:

10-10.12 Obtaining FBIHQ File Number

| |With the implementation of the Universal Case File Number
| (UCFN), FBIHQ does not assign FBIHQ file numbers to field office
| cases. FBIHQ uses the UCFN on field investigations. In those
| instances in which FBIHQ is the Office of Origin, FBIHQ informs the
| field office of the file number via EC when feasible.|

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-10.13 Requesting FBIHQ Advice|(See MAOP, Part 2, 10-16.15 (3).)|

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.

**EffDte: 01/15/2004 MCRT#: 1316 Div: RM Cav: SecCls:

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.

**EffDte: 12/19/1988 MCRT#: 0 Div: RM Cav: SecCls:

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. (See OG, Part 1, 149-3, 164-8; MAOP, Part 1, 10-4.3.)

(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.

**EffDte: 12/19/1988 MCRT#: 0 Div: D6D9 Cav: SecCls:

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 on FBI applicant investigations should be
| forwarded to the office of origin (Bureau Applicant Employment Unit,
| Administrative Services Division, FBIHQ), upon completion of
| investigation.|

(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.

**EffDte: 09/16/1999 MCRT#: 919 Div: D9 Cav: SecCls:

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 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.

**EffDte: 07/27/1990 MCRT#: 0 Div: D9 Cav: SecCls:

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.

**EffDte: 07/27/1990 MCRT#: 0 Div: D9 Cav: SecCls:

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.

**EffDte: 07/27/1990 MCRT#: 0 Div: D9 Cav: SecCls:

| 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. (See Correspondence Guide - Field, 2-11.)

(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: (See MAOP, Part II, 2-3.6.1.)

"JOHN Z. QUICK, date of birth December 31, 1968, 112 March Street, Seattle, Washington, furnished the following information:

"He is the owner of...." (See Correspondence Guide - Field, 2-11.)

(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 waiver of rights is 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) January 1, 1944, 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.

**EffDte: 08/03/1998 MCRT#: 808 Div: D9 Cav: SecCls:

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.)

**EffDte: 02/14/1992 MCRT#: 0 Div: D6D6D0 Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: D6D9D0 Cav: SecCls:

| 10-13.6 Recording Office of Origin File Number on FD-302|(See Correspondence Guide-Field, 2-11.4.5.)|

When an FD-302 will become an insert in a report to be
| written by the office of origin, the|lead|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.

**EffDte: 02/14/2000 MCRT#: 952 Div: D6RM Cav: SecCls:

10-13.7 Deleted

**EffDte: 02/14/1992 MCRT#: 0 Div: PA Cav: SecCls:

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 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|Information Management Analyst/Clerk (IMA/IMC).|
| Upon accomplishing the requested indexing, the|IMA/IMC|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
| 2, 2-9.7); MAOP, Part 2, 2-4.3.2,|2-4.4.1,|2-4.4.4; CG-F, 2-11.4.10).

| (2) |When FD-302s|are received|by the OO|from another
| |office, the original and one copy of the FD-302 are|to be filed. |When
| FD-302s are sent to the OO, a transmittal communication is not needed,
| because the FD-302 should already be serialized in the OO's file.|
(See MAOP, Part 2, 2-3.6.1 (6).)

(3) Deleted

(4) Deleted

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 10-13.9 Indexing of FD-302s |(See MAOP, Part 2, 2-3.6.1, 2-4.3.2 (2).)|

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|Information
| Management Analyst/Clerk (IMA/IMC).| Upon accomplishing the requested
| indexing, the|IMA/IMC|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.

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

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 2, 2-4.3.2.)

(2) The original of an FD-302 is to be filed along with a |second 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|filed|as a serial after it has been initialed for the file.

**EffDte: 02/14/2000 MCRT#: 952 Div: RMD9 Cav: SecCls:

10-13.11 Use of T Symbols

(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. b2

(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.

**EffDte: 02/14/1992 MCRT#: 0 Div: D3D6D9 Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: D6 Cav: SecCls:

10-13.13 FBI Laboratory Reports

| (1) |An original Laboratory report will be provided to the
| contributor of the evidence, unless otherwise requested in the
| incoming electronic communication (EC) or letter. Laboratory reports
| will be uploaded into ACS and available for downloading by field
| offices. Laboratory reports issued to outside contributors will not
| contain the file or serial number. File copies of Laboratory reports,
| and supporting technical documentation, will be maintained in the
| Laboratory Division file room.| (See MIOG, Part 2, 13-4.1 and 13-4.2
and Correspondence Guide-Field.)

| (2) |Deleted|

**EffDte: 10/01/2004 MCRT#: 1355 Div: D7 Cav: SecCls:

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

**EffDte: 02/14/1992 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: D6 Cav: SecCls:

10-15.1 Classification Affected by the Prosecutive Reports

Prosecutive reports will be submitted in the following classifications: 4, 6, 7, 9, 10, 15, 18, 25, 26, 31, 40, 42, 43, 45, 46, 47, 49, 51, 52, 58, 62, 69, 70, 71, 72, 74, 75, 76, 78, 87, 89, 90, 91, 103, 115, 119, 122, 125, 139, 141, 143, 144, 145, 146, 149, 152, 156, 159, 160, 164, 165, 166, 167, 168, 172, 175, 178, 179, 181, 182, 183, 186, 192, 194, 195, 196, 198, 206, 207, 209, 245, 249, 250, | 251, 253, 254, 256,|258, 266,|267, 272, 279,|281, 286, and 315.|

**EffDte: 04/09/2004 MCRT#: 1329 Div: D5D6CT Cav: SecCls:

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).

**EffDte: 07/14/1982 MCRT#: 0 Div: D6D9 Cav: SecCls:

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.)

**EffDte: 07/14/1982 MCRT#: 0 Div: D6 Cav: SecCls:

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 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).

**EffDte: 04/30/1993 MCRT#: 2 Div: D6 Cav: SecCls:

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.

**EffDte: 05/31/1984 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 04/23/1991 MCRT#: 0 Div: D6 Cav: SecCls:

10-15.4 Deleted

**EffDte: 04/23/1991 MCRT#: 0 Div: D6 Cav: SecCls:

10-16 COVER PAGE(S) (FD-263) ACCOMPANYING INVESTIGATIVE REPORT

The first page of the cover page(s) is an FD-263.

**EffDte: 04/23/1991 MCRT#: 0 Div: D6 Cav: SecCls:

10-16.1 Reporting Office

The name of the office at which the report is prepared.

**EffDte: 04/23/1991 MCRT#: 0 Div: D6 Cav: SecCls:

| 10-16.2 Office of Origin (See MIOG, Part 1,|89-5.10 and 295-3.11.)|

The office of origin is:

(1) The office to which a complaint is first made; or

(2) Deleted

(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 1, 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.

**EffDte: 08/12/2002 MCRT#: 1206 Div: D3D5D6OI Cav: SecCls:

10-16.3 Date

This date is the date on which the typing was completed.

**EffDte: 04/23/1991 MCRT#: 0 Div: D6 Cav: SecCls:

10-16.4 Investigative Period

Only the first and last dates the investigation was
| conducted. (This should include dates of investigation by|lead| office(s), results of which are incorporated in report by office of origin.)

**EffDte: 02/14/2000 MCRT#: 952 Div: D6 Cav: SecCls:

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.

**EffDte: 04/22/1985 MCRT#: 0 Div: D6 Cav: SecCls:

10-16.6 Report Typed By

Initials of employee typing report.

**EffDte: 04/22/1985 MCRT#: 0 Div: D6 Cav: SecCls:

| 10-16.7 Title of Case |(See MAOP, Part 2, 10-16.7.2; MIOG, Part 2, 14-15.4.1.)|

Set forth in entirety in cover page(s) to first report and
| in any report or other communication sent to|lead|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.

**EffDte: 02/14/2000 MCRT#: 952 Div: D6 Cav: SecCls:

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.

**EffDte: 04/22/1985 MCRT#: 0 Div: D6FD Cav: SecCls:

| 10-16.7.2 Additions to Titles |(See MAOP, Part 2, 10-16.7.)|

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.

(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.

**EffDte: 08/10/2001 MCRT#: 1133 Div: D3D5D6 Cav: SecCls:

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.

**EffDte: 02/29/1984 MCRT#: 0 Div: D6 Cav: SecCls:

| 10-16.7.4 "CHANGED" Title |(See MAOP, Part 2, 2-3.3.1 (1), 10-5.1, 10-15.2.1 (2).)|

(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|a lead|
| office requires notification of change, the copies to the|lead|
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.

**EffDte: 02/14/2000 MCRT#: 952 Div: D6 Cav: SecCls:

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.
|

**EffDte: 10/17/1983 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 10/17/1983 MCRT#: 0 Div: D6 Cav: SecCls:

| 10-16.10 Status |(See MAOP, Part 2, 2-5.2 and 10-17.9.)|

The status of an investigation:

(1) In the office of origin -

(a) Pending - P

(b) Pending inactive - P*

(c) Closed - C

| (2) |Deleted|

| (a) |Deleted|

| (b) |Deleted|

| (c) |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: RMD6 Cav: SecCls:

| 10-16.11 Enclosures |(See MAOP, Part 2, 10-15.2.1 (4), 10-17.10; Correspondence Guide - Field, 2-10.2.6.)|

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|one copy|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.

**EffDte: 02/14/2000 MCRT#: 952 Div: RMD6 Cav: SecCls:

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: Two copies.

(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: Two copies.

(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 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 copies if there is a specific need for copies for USAs.

(4) Office of prosecution - At least two plus those for USAs.

(5) Lead offices - One copy.

(6) Other offices for information - 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 copy sent. (See MAOP, Part 2, 10-16.14 (3).)

(7) U.S. Army Intelligence and Security Command, Naval Criminal Investigative Service, 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. (See NFIP Manual, Appendix, 3-1.2.1.)

(8) Secret Service - One. Sent in accordance with agreement between FBI and Secret Service concerning protective responsibilities in matters covered by that agreement. (See MIOG, Part 1, Section 175; Part 2, 18-6.)

| (9) |Bureau of Immigration and Customs Enforcement (BICE)| - One, when there is good and substantial reason; e.g., aliens receiving court sentences or aliens involved in White Slave Traffic | Act|and/or Trafficking Victims Protection Act|violations or in other activities which might have a bearing on deportation or denaturalization.

(10) The reporting office - One copy. Original is filed in the office of origin.

(11) Refer to MAOP, Part 2, Section 9, for Dissemination of Information.

**EffDte: 07/03/2003 MCRT#: 1289 Div: D6 Cav: SecCls:

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|lead 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.

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

| 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

**EffDte: 04/08/1996 MCRT#: 527 Div: D1D3D5D6D9 Cav: SecCls:

10-16.15 Leads (See MAOP, Part 2, 2-5.1.1, 10-16.14(2); Correspondence Guide-Field, 2-10.2.9.)

| |(1)| A lead is defined as a request for investigation to assist in bringing a case to a logical conclusion.

| |(a) There are three types of leads: Action
| Required, Discretionary Action, and Information Only.

| (b) Action Required leads are used if the sending
| office requires the receiving office to take some type of action.
| Action Required leads cannot be set out of zero (0) and double zero
| (00) files.

| (c) Discretionary Action leads are used if the
| sending office has some information that may be of importance to the
| receiving office. These leads may or may not require action by the
| recipient, and the recipient will decide what, if any, action to take.
| Discretionary Action leads can be set out of zero (0) and double zero
| (00) files.

| (d) Information Only leads are used for information
| only and when no specific action is required or necessary.
| Information Only leads can be set out of zero (0) and double zero (00)
| files.|

| |(2)| 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) A lead office may set out leads based on information in the report covering their lead(s).

(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.

| |(3)| Requests of FBIHQ: (See MAOP, Part 2, 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 electronic communication (EC) 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, EC, or a letterhead memorandum, which is sent to FBIHQ, with a cover EC 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. 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|Office of International Operations.| (See MAOP, Part 2, 10-4.1; Correspondence Guide-Field, 2-3.3, 2-8.3.)

| |(4) Deleted|

| |(5)| Deleted

| |(6)| To field offices:

(a) Leads must be set out by teletype or EC 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|Office of International
| Operations.|

**EffDte: 01/15/2004 MCRT#: 1316 Div: D3D5D6RMOI Cav: SecCls:

| 10-16.15.1 Preparation of|Teletypes and Electronic Communications|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|lead|office that is to be recipient of the|communication|
| was previously|office of origin|in the same case.

**EffDte: 02/14/2000 MCRT#: 952 Div: D4D6OIRM Cav: SecCls:

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|communication|
covering the lead.

| (d) |Deleted|

**EffDte: 02/14/2000 MCRT#: 952 Div: D3D5D6OIRM Cav: SecCls:

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.

**EffDte: 04/30/1993 MCRT#: 2 Div: D6 Cav: SecCls:

10-17 INVESTIGATIVE REPORT (FD-204)

**EffDte: 05/31/1984 MCRT#: 0 Div: D6 Cav: SecCls:

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 or electronic
| communication|on the investigation conducted by him/her.

**EffDte: 02/14/2000 MCRT#: 952 Div: D6 Cav: SecCls:

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.

**EffDte: 05/31/1984 MCRT#: 0 Div: D6 Cav: SecCls:

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.)

**EffDte: 05/31/1984 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 05/31/1984 MCRT#: 0 Div: D6 Cav: SecCls:

10-17.5 File Numbers

After the heading "Field Office File #:" set out the file
| number of the office preparing the|report.|

**EffDte: 02/14/2000 MCRT#: 952 Div: D6RM Cav: SecCls:

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.

**EffDte: 10/27/1986 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 10/27/1986 MCRT#: 0 Div: D3D5D6CT Cav: SecCls:

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.

**EffDte: 05/03/1993 MCRT#: 3 Div: D6RM Cav: SecCls:

10-17.9 Status

| See 10-16.10 above.

**EffDte: 04/22/1985 MCRT#: 0 Div: D6 Cav: SecCls:

10-17.10 Enclosure(s)

| See 10-16.11 above.

**EffDte: 04/22/1985 MCRT#: 0 Div: D6RM Cav: SecCls:

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 2, 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 2, 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 lead 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|the|ndividual. |All criminal
| history records maintained by the FBI's Criminal Justice Information
| Services (CJIS) Division for individuals with dates of birth 1956 or
| later are available via III. If no criminal history record is
| identified for the individual inquired upon and their date of birth is
| prior to 1956, an electronic communication 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 the "NCIC 2000 Operating
| Manual" for guidelines for accessing III. Information resulting from
| these indices checks not previously reported should be included in the
| current investigative report.| (See MAOP, Part 2, 10-17.11.1 (7).)

(15) Do not include identification record in application for pardon after completion of sentence reports. (See MAOP, Part 2, 10-17.11.1(7).)

**EffDte: 06/10/2002 MCRT#: 1208 Div: D1D3D6 Cav: SecCls:

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|history|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|the "NCIC 2000 Operating Manual," for guidelines for accessing III) or by submitting an electronic communication to the FBI's CJIS Division for arrest records which do not exist in the automated index of III.| (See (14) and (15) in 10-17.11 above; also see 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 2, 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|the National
| Foreign Intelligence Program|Manual.

(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.

**EffDte: 06/10/2002 MCRT#: 1208 Div: D1D3D5D6D7 Cav: SecCls:

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.

**EffDte: 04/23/1991 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 10/27/1986 MCRT#: 0 Div: D3D5D6 Cav: SecCls:

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.

**EffDte: 10/27/1986 MCRT#: 0 Div: D6 Cav: SecCls:

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 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 pages(s).| When necessary to
conceal a government agency, information should be set forth as from b3
"T" symbol, another government agency which conducts intelligence or
personnel investigations, etc.

[redacted]

**EffDte: 11/25/1994 MCRT#: 350 Div: D5D6CT Cav: SecCls:

10-17.12.3 When Reporting Security Information FBI Has Received From a Foreign Security or Police Agency

(1) Describe agency as [redacted] a confidential source abroad."

(2) Make no statement as to source's reliability.

(3) Do not specify country in which source located.

(4) Paraphrase information. b2

(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.

(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.

**EffDte: 10/27/1986 MCRT#: 0 Div: D5D6CTOI Cav: SecCls:

10-17.13 Characterizations

**EffDte: 10/27/1986 MCRT#: 0 Div: D5CT Cav: SecCls:

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.|

**EffDte: 10/27/1986 MCRT#: 0 Div: D5CT Cav: SecCls:

| 10-17.13.2 |Deleted|

**EffDte: 10/27/1986 MCRT#: 0 Div: D5 Cav: SecCls:

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 symbol number	Page of instant report -- or file number, serial number, page number, and exhibit number if in another file -- where original of each item of information can be found.

**EffDte: 10/27/1986 MCRT#: 0 Div: D5D6CT Cav: SecCls:

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.

**EffDte: 10/27/1986 MCRT#: 0 Div: D6 Cav: SecCls:

10-18 GUIDES FOR DICTATION AND ASSEMBLING COVER PAGE(S)

(FD-263) AND INVESTIGATIVE REPORT (FD-204)

**EffDte: 10/27/1986 MCRT#: 0 Div: D6 Cav: SecCls:

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		
(f)	Character	(l)	Details
(g)	References	(m)	Names to be indexed

(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."

**EffDte: 09/27/1991 MCRT#: 0 Div: D6 Cav: SecCls:

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.

**EffDte: 02/14/1992 MCRT#: 0 Div: D6 Cav: SecCls:

| 10-19 INSERTS FOR INVESTIGATIVE REPORT |(See MAOP, Part II, 10-14, 10-17.11; Correspondence Guide - Field, 2-12.)|

(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|lead|offices provided in 10-9(10) of this section.
| |(See MAOP, Part II, 10-17.11 (8).)|

| (9) When an insert is prepared by an|lead|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 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)|January 1, 1944,|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:

. . . .

| |(See also MIOG, Part II, 17-5.1.)|

**EffDte: 08/03/1998 MCRT#: 808 Div: D3D6RM Cav: SecCls:

| 10-20 NONPROSECUTIVE SUMMARY |(See MIOG, Part I, 91-26; MAOP, Part II, 10-14.)|

**EffDte: 05/04/1993 MCRT#: 12 Div: D6 Cav: SecCls:

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.

**EffDte: 04/30/1993 MCRT#: 2 Div: D5D6CT Cav: SecCls:

10-21 REPRODUCTION OF WRITTEN MATERIAL

**EffDte: 07/18/1985 MCRT#: 0 Div: D3 Cav: SecCls:

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.

**EffDte: 07/18/1985 MCRT#: 0 Div: D3 Cav: SecCls:

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.

**EffDte: 07/18/1985 MCRT#: 0 Div: D3 Cav: SecCls:

10-22 CORRECTING ERRORS IN WRITTEN COMMUNICATIONS

**EffDte: 07/18/1985 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 07/18/1985 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 07/18/1985 MCRT#: 0 Div: RM Cav: SecCls:

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|lead|offices.

**EffDte: 02/14/2000 MCRT#: 952 Div: RM Cav: SecCls:

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.

**EffDte: 07/18/1985 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 07/18/1985 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 02/28/1978 MCRT#: 0 Div: RM Cav: SecCls:

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.

**EffDte: 06/16/1980 MCRT#: 0 Div: RM Cav: SecCls:

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 lead 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 2, 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 2, 10-16.12(1)(f).)

Classification	Character	(1) Copies to FBIHQ	(2) Exceptions
	Substantive character Conspiracy; e.g., Bank Robbery - Conspiracy. Same copies as for substantive violation.		
1	Training Matters		
	FBI National Academy Applicant	0	Submit electronic communication (EC) 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 inquiry 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	0	Submit Computer Fraud and Abuse

	computer hacking)		(CFA) Data Transmittal Form FD-801
66	Administrative Matters	1	
	Bureau Automobile Accidents	3	2 to OO unless reason exists
67	Personnel Matters and Bureau Applicants	1	BUAPs (67B/D) Submit report or EC
73A	Background Investigation - Office of the Pardon Attorney	2	Telephonic contact, EC and/or teletype submission may be required in some instances and appropriately followed by report, FD-302 and/or insert.
73B	Limited Inquiry - Office of the Pardon Attorney	2	(See MIOG, Part 1, 73-1.1; MAOP, Part 2, 3-1.1 and 3-1.2; Correspondence Guide - Field, 1-17.)
77A	Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable	2	Telephonic contact, EC and/or teletype submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
77B	Background Investigation - Administrative Office of the United States Courts (15-Year) - Reimbursable	2	
77C	Background Investigation - Administrative Office of the United States Courts (10-Year) - Reimbursable	2	
77E	Background Investigation - Department of Justice (HQ) - Nonreimbursable	2	(See MIOG, Part 1, 77-1, 77-1.1; MAOP, Part 2, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
77F	Background Investigation - Department of Justice - (Foreign Intelligence Surveillance Court or Special Tribunal) -	2	

	Nonreimbursable		
77H	Background Investigation - Department of Justice (United States Attorney's Office) - Reimbursable	2	
77I	Background Investigation - Department of Justice - (Executive Office of United States Trustees or Executive Office of Immigration Review) - Reimbursable	2	
77L	Background Reinvestigation - Department of Justice (5-Year Reinvestigation) - Nonreimbursable)	2	
77N	Limited Inquiry - White House (DOJ) - Nonreimbursable	2	
77O	Limited Inquiry - Department of Justice - Nonreimbursable	2	
77P	Limited Inquiry - Administrative Office of the United States Courts - Nonreimbursable	2	
80	Public Relations Matters		
83	Claims Court	2	2 cc of C report to original OO
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	Background Investigation - Department of Energy	2	Telephonic contact, EC and/or teletype submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
116B	Background Investigation - Department of Energy - (5-Year Reinvestigation)	2	
116C	Background Investigation - Nuclear Regulatory Commission	2	
116D	Background Investigation - Nuclear Regulatory Commission (5-Year Reinvestigation)	2	(See also MIOG, Part 1, 116-4; MAOP, Part 2, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
116E	Limited Inquiry - Department of Energy	2	
116F	Limited Inquiry - Nuclear Regulatory Commission	2	

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	Security of Government Employees - Office of Personnel Management	2	Telephonic contact, EC and/or teletype submission may be required in some instances and appropriately followed by report, FD-302 and/or insert
140B	Suitability Background Investigation - Referral (Name of Referring Agency)	2	
140C	Security of Government Employees - Name of Referral Agency	2	(See also MIOG, Part 1, Section 140; MAOP, Part 2, 3-1.1, 3-1.2; Correspondence Guide-Field, 1-17.)
140D	Limited Inquiry - Security of Government Employees	2	
140E	Limited Inquiry - Suitability Background Investigation	2	
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, Senate Confirmation	2	Telephonic contact, EC and/or teletype submission may be required in some instances and appropriately followed by
161B	Level II-Presidential Appointment, Senate Confirmation	2	

			report, FD-302
161C	Level III-Presidential Appointment, Senate Confirmation	2	and/or insert
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 1, 161-4, 161-5, 161-9; MAOP, Part 2, 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	Limited Update Investigation - Presidential Appointment Senate Confirmation	2	
161M	Level I - Presidential Appointment	2	
161N	Level II - Presidential Appointment	2	
161O	Level III - Presidential Appointment	2	
161P	Limited Update Investigation - Presidential Appointment	2	
161Q	Limited Inquiry - White House (Non-DOJ)	2	
161R	Limited Inquiry - Congressional Committee	2	

161S	Level IV - Presidential Appointment, Senate Confirmation (Five-Year Investigation)	2	
161T	Level IV - Presidential Appointment (Five-Year Investigation)	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
	Foreign Police Cooperation - International Terrorism (163I)	0	6 LHM to FBIHQ
			(See MIOG, Part 1, 163-6; MAOP, Part 2, 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	Bombing Matters	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	
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 1, 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 -	0	2 LHM to FBIHQ

	Failure to Report Child Abuse		
	Crime on Indian Reservation - Trafficking in Native American Human Remains (Cultural Items)	0	2 LHM to FBIHQ
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		
214	Civil Rights of Institutionalized Persons Act	2	
218 through 229	See National Foreign Intelligence Program Manual		
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	
259	Security Clearance Investigations Program	2	
260	Industrial Security Program	2	
261	Security Officer Matters	2	
263	Office of Professional Responsibility Matter	3	4 to FBIHQ if inquiry arises from a substantive case
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 Program 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 Program 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	
|315	International Terrorism Investigations (See National Foreign Intelligence Program Manual, Section 19.)|		

*Reference classification only, to facilitate transmission of information to agency having jurisdiction.

**EffDte: 04/09/2004 MCRT#: 1329 Div: D1D3D5D6CT Cav: SecCls:

10-24 STANDARDIZED BUREAU ABBREVIATIONS

**EffDte: 12/12/1991 MCRT#: 0 Div: D1D3D5D6D9 Cav: SecCls:

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
CJIS ..... Criminal Justice Information Services Division
CMN ..... Confidential Motor Number
| |CMS ..... Case Management System|
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

E-MAIL ..... Electronic Mail
EAR ..... Escape and Rescue
EC ..... Electronic Communication
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
HLPSA ..... 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

IAFIS ..... Integrated Automated Fingerprint Identification
System
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
III ..... Interstate Identification Index
| |IINI ..... Innocent Images National Initiative|
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
LEO ..... Law Enforcement OnLine
LEOKA ..... Law Enforcement Officers Killed and Assaulted
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
NIBRS ..... National Incident-Based Reporting System
NIC ..... Naval Intelligence Command
NICS ..... National Instant Criminal Background Check System
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
RE E-MAIL ..... Reference is made to Electronic Mail
REBU E-MAIL .... Reference is made to Bureau Electronic Mail
REBUCAL ..... Reference is made to Bureau Call
REBUEC ..... Reference is made to Bureau Electronic Communication
REBUFAX ..... 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
REEC ..... Reference is made to Electronic Communication
REFAX ..... 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
REUR E-MAIL .... Reference is made to your Electronic Mail
REURAIRTEL..... Reference is made to your Airtel
REURCAL ..... Reference is made to your Call
REUREC ..... Reference is made to your Electronic Communication
REUREP ..... Reference is made to your Report
REURFAX ..... 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
UCR ..... Uniform Crime Reporting

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
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

**EffDte: 03/12/2004 MCRT#: 1323 Div: D1D3D5D6RM Cav: SecCls:

| 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.)|

Abbreviations of countries to be used with the characters of espionage and foreign counterintelligence cases:

COUNTRY	ABBREVIATION

b2

b2

**EffDte: 09/13/1993 MCRT#: 102 Div: D5CT Cav: SecCls:

| 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
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

**EffDte: 03/14/1997 MCRT#: 639 Div: RM Cav: SecCls:

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
Almaty	AY
Ankara	AA
Athens	AH

Bangkok	BK
Berlin	BN
Bern	BR
Bogota	BG
Brasilia	BI
Bridgetown	BB
Brussels	BL
Buenos Aires	BE
Cairo	CZ
Canberra	CN
Caracas	CR
Copenhagen	CH
Hong Kong	HK
Islamabad	IS
Kiev	KV
Lagos	LG
London	LO
Madrid	MD
Manila	MH
Mexico City	MX
Montevideo	MN
Moscow	MC
Ottawa	OT
Panama City	PC
Paris	PA
Pretoria	PT
Riyadh	RY
Rome	RO

|	|Santiago	SN
|	Seoul	SO
|	Singapore	SG
|	Taipei	TA
|	Tallinn	TL
|	Tel Aviv	TE|
|	Tokyo	|TO|
|	Vienna	|VN|
|	|Warsaw	WR|
	LIAISON OFFICE	
|	Honolulu	|HN|
	Miami	MM
	San Juan	SJ

**EffDte: 02/14/2000 MCRT#: 952 Div: OI Cav: SecCls:

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	|AK|
	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 Carolina	SC
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

**EffDte: 02/14/2000 MCRT#: 952 Div: PA Cav: SecCls:

10-25 FBI FORMS

**EffDte: 10/19/1990 MCRT#: 0 Div: RM Cav: SecCls:

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|Records Management|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 by the Forms Desk.

**EffDte: 08/15/2002 MCRT#: 1074 Div: RM Cav: SecCls:

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."

**EffDte: 10/17/1997 MCRT#: 717 Div: RM Cav: SecCls:

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|a|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,|Records Management|
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|the Forms Desk and can be located on the Forms
| Desk's web site on the FBI Intranet at http://30.100.99.1, by clicking
| on "WEBS" and on "Forms Desk."| 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|three-month|period.

**EffDte: 08/15/2002 MCRT#: 1074 Div: RM Cav: SecCls:

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,|Records
| Management|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,|Records Management|Division, for approval. Include all

proposals and justification in one communication.

**EffDte: 08/15/2002 MCRT#: 1074 Div: RM Cav: SecCls:

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,|Records Management|Division|(RMD).| FORM NUMBERS are
| assigned by Forms Desk,|RMD.|

(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."

(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 0 forms (i.e., Form FD-448, 0-4) should be ordered via supply requisition (FD-218). FBIHQ division forms (i.e., 3-790) should be ordered via printing requisition (Form 0-11) 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 0 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, 0 forms, and forms unique to FBIHQ, field offices and Legats).

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********** END OF REPORT **********

SECTION 11. MISCELLANEOUS REGULATIONS

**EffDte: 02/28/1978 MCRT#: 0 Div: D3D9D0RM Cav: SecCls:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-26-2007 BY 60324 AUC BAW/CPB/STP

11-1 FIELD OFFICE LAW ENFORCEMENT CORRESPONDENCE

**EffDte: 12/12/1991 MCRT#: 0 Div: RM Cav: SecCls:

11-1.1 Deleted

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11-1.1.1 Deleted

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11-1.1.2 Deleted

**EffDte: 12/12/1991 MCRT#: 0 Div: PA Cav: SecCls:

11-1.2 Recommendation for Letter from Director (See MAOP, Part 1, 5-17.)

(1) When letters of congratulations, appreciation, or condolence from the Director to individuals other than FBI employees are recommended by the field, such recommendations should be submitted promptly on Form FD-468, not on Form FD-255 (Recommendation for an Incentive Award). Requests should include the following:

(a) Full identifying data, titles, etc., and address of person(s) to be written;

(b) Specific data on which recommendation is based;

(c) Results of field office indices check.

(2) Unless specified, letters are mailed directly from Headquarters to the addressee and no informational copies are made
| except|for|requesting office. |If the addressee is a superior, other
| letterhead copies will be provided for each subordinate being
| commended.| Any special circumstances such as the following should be

| noted:

(a) Copy to be sent to addressee's superior;

(b) Letter to be sent back to the field office for presentation;

(c) Any deadline should be noted and highlighted.

(3) If requests involve letters to individuals who reside within another field office's territory, approval should be sought from that office and included in the remarks on the FD-468. For example, when an election of officers of a police association occurs at a convention held in a field office territory, recommendations for congratulatory letters should be submitted by that office. Approval should be sought from the field office where the officer resides and this information should be included in the FD-468.

| (4) FORM FD-468, NOT|ELECTRONIC COMMUNICATIONS,|SHOULD BE USED AS THIS FORM CLARIFIES REQUEST AND EXPEDITES PROCESSING.

(5) REQUESTS SHOULD NOT BE COMBINED WITH FORM FD-255 (Recommendation for Incentive Award).

**EffDte: 06/20/2000 MCRT#: 997 Div: PA Cav: SecCls:

11-2 MAILING LISTS OF FIELD OFFICES

The mailing lists of field offices are compiled at FBIHQ on the basis of information submitted by the various field offices. The SAC will be held responsible for making timely notification to FBIHQ regarding required changes. When a revised mailing list is received from FBIHQ, it is the responsibility of each SAC to ensure that prompt and appropriate changes are made in the office's mailing procedures. Current changes are indicated by an asterisk.

**EffDte: 12/12/1991 MCRT#: 0 Div: D3 Cav: SecCls:

| 11-2.1 |Deleted|

**EffDte: 06/06/1996 MCRT#: 566 Div: D3 Cav: SecCls:

| 11-3 |DELETED|

**EffDte: 06/08/1995 MCRT#: 396 Div: PA Cav: SecCls:

11-4 COPYRIGHT

(1) Copyright laws invest the copyright holder with the exclusive right to control the reproduction and derivative use of the copyrighted material. This protection is extended to "original works of authorship fixed in any tangible medium." Therefore, copyrighted materials are not to be reproduced for internal use or public distribution without the permission of the copyright owner unless such reproduction is allowed by a statutory exception to this general requirement.

(2) The doctrine of "fair use" is a statutory exception most likely applicable to reproduction for noncommercial purposes. Fair use generally permits the reproduction of a portion of copyrighted material without the copyright owner's permission for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. In determining whether the use is fair, factors to be considered are: the purpose of the copying, whether for commercial or nonprofit educational purposes; the portion copied in relation to the whole work; the type of work copied, i.e., books, photographs or charts; the potential diminution of the market or value of the copyrighted work.

(3) Permissible ranges of copying have not been specifically provided for by statutory construction. However, under a rule of reasonableness, a single copying of a chapter of a book; an article from a periodical or newspaper; a chart, drawing, photograph from a book, periodical or newspaper would come within the fair use exception. Copying should be limited to exact need and should not substitute for the purchase of reprints or books from the publisher. Whenever copyrighted material is reproduced, the notice of copyright should be included on the first page of the copied material. The notice of copyright is generally found at the beginning of the book or magazine, and states who holds the copyright and the date of the copyright.

Any specific problems regarding copyright matters should be referred
| to Administrative Law Unit,|Office of the General Counsel,|FBIHQ.

**EffDte: 09/09/1994 MCRT#: 281 Div: D9 Cav: SecCls:

| |11-5 FBIHQ INFORMATION MANAGEMENT POLICY

**EffDte: 12/12/1991 MCRT#: 0 Div: RM Cav: SecCls:

| 11-5.1 FBIHQ Filing of Documents for Official Records

| (1) Federal regulations governing document filing:

| To assist FBIHQ officials and supervisors in determining if documents should become part of our official records, the following laws, regulations, policies, and guidelines should be adhered to:

| (a) Title 44, United States Code (USC), Section 3101, requires that the head of each Federal agency shall make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

| (b) Title 44, USC, Section 3102, requires that the head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. The program, among other things, shall provide for:

| 1. Effective controls over the creation, and over the maintenance and use of records in the conduct of current business;

| 2. In cooperation with the Administrator of General Services and the Archivist in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value.

| (c) Title 36, Code of Federal Regulations - To ensure that complete and accurate records are made and retained in the FBI, it is essential that we distinguish between records and nonrecord materials by the appropriate application of the above laws.

| (2) Documentary materials are records when they meet both the following conditions:

| (a) They are made or received by the FBI under Federal law or in connection with the transaction of FBI business; and

| (b) They are preserved or are appropriate for preservation as evidence of the FBI organization and activities or because of the value of the information they contain. (If a document is filed for informational purposes only, it should have long-term use. If not, it should only be maintained by the interested party and destroyed when no longer needed.)

| (3) The following categories of documents are informational in character and should not be routinely filed as official records:

| (a) Teletypes from other Government agencies which provide general intelligence information but do not directly support

| specific investigations, counterintelligence activities, or
| investigative program management.

| (b) VISA teletypes re visitors or immigrants which
| are not relevant to our investigative or counterintelligence
| responsibilities.

| (c) Transmittal Form documents which are of no value
| for recordkeeping purposes.

| (d) Statistical gathering documents (once data is
| loaded into our computer system or captured in other ways, there is no
| need to keep the document).

| (e) "For Information Memo" which doesn't meet the
| criteria of an official record.

| (f) Training and Conference Documents (There should
| be one document which describes the training or conference maintained
| as an official record, but not every teletype to and from field
| offices confirming attendance and containing other administrative
| information should be filed.)

| (g) Negative Request for Agency Check (FD-356)
| Negative FBIHQ Record Checks (FD-493)
| Negative CIA Record Checks (FD-786, 0-66)

| (The field office that requested these checks will have the results.)

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11-5.2 Bureau Manuals - Making and Transmitting Manual Changes

(1) Manual policy changes are to be accomplished and transmitted to the field in one of the following ways:

(a) By routine manual changes with no advance notification to manual users. (See (3) below.)

(b) By memorandum to all Special Agents in Charge (SAC) followed by manual change. The manual changes should be prepared at the same time as the SAC Memorandum.

(c) Deleted

(d) Policy changes which must be transmitted immediately to manual users may be sent by all-office electronic communications (EC), and policy changes containing highly sensitive information may be transmitted by classified all-office EC.
| |FBIHQ,|Manuals Desk, MUST appear in the|attention line|of all-office ECs. These are the ONLY approved exceptions to the issuance of policy changes by SAC Memoranda.

(2) Policy changes transmitted by all-office EC are to be followed by a manual change EC directed to the Manuals Desk, |Records Management Division (RMD),|within 10 workdays.

(3) Prior to the submission of a manual change EC and an SAC Memorandum (or all-office EC--see (1)(d)) providing advance notification to FBI personnel, contact should be made with the Manuals Desk for assistance. See Section 14 of the "Correspondence Guide - FBIHQ" for the proper format for making manual changes. Rough drafts of the manual change EC and SAC Memorandum MUST be submitted to the Manuals Desk prior to submitting them to appropriate officials for approval. Ensure a lead is included in the EC AND properly set for the|RMD|so that Manuals Desk has an automated notification of the request. Additionally, the original and any file copies of the manual change EC and the original and file copies of the SAC Memorandum MUST be sent to the Manuals Desk for handling. The manual change EC may be uploaded by the originating division; however, the SAC Memorandum |must|be uploaded ONLY by the Manuals Desk.

(4) Deleted

**EffDte: 08/15/2002 MCRT#: 1074 Div: RM Cav: SecCls:

| |11-6 SURVEYS DIRECTED FROM FBIHQ TO FBI FIELD OFFICES

| (1) DEFINITION: A survey is defined as any FBIHQ request for information directed to field and/or Legal Attache offices that requires, either on a one-time or recurring basis, the collection of facts, figures, or other data that, when aggregated, are essential in determining the status, value, performance and/or condition of a program, process, policy, system, or other organizational function.

| (2) The information provided by surveys may serve any operational, administrative, legal, or quality feedback requirement required by FBIHQ, including information requirements originating from outside the FBI.

| (3) The 1983 policy, as provided below, will continue to apply:

| (a) A control file will be maintained in each FBIHQ division (separate offices included) to act as a repository for copies of all surveys to the field which originate from that division/office;

| (b) Each FBIHQ division/office will designate a manager to oversee this control file and to coordinate, plan, and review all division/office surveys prior to their being forwarded for approval; and

| (c) Any standing and periodic surveys approved as to form and frequency may thereafter be disseminated without resubmission

| for approval.

| (4) JUSTIFICATION REQUIREMENTS FOR SURVEYS: In order to ensure that only essential surveys are sent to field offices, all divisions/offices will, when requesting authority to survey the field, provide justification for such requests in accordance with the following guidelines:

| (a) Provide a statement that characterizes the value of the survey, how the information will be used, and the organizational objectives to be attained.

| (b) Certify that the information requested is unavailable from existing FBIHQ information systems or records and that the data collection requirements are worth the time that will be redirected from investigations.

| (c) Certify that only the minimum level of information is being requested to satisfy FBIHQ needs and only from the appropriate field offices.

| (d) Ensure that the survey or request is as concise as possible and provides for ease of use and completion. To accomplish this, the sponsoring component will assure the following:

| 1. Instructions and questions are clearly worded, with consistent formats;

| 2. Uses the most efficient distribution/collection/processing media (e.g., computer networks);

| 3. Uses standard time frames (e.g., end of fiscal year) when possible;

| 4. Provides a reasonable deadline;

| 5. Provides a contact person/telephone number for questions from the field offices; and

| 6. Provides information feedback to the participating field offices, when appropriate.

| (e) When the survey is approved, the Inspection Division's Organizational Program Evaluation and Analysis (OPEA) Unit will be included on the copy count of the document that transmits the survey to the field.

| (5) OPEA ASSISTANCE:

| (a) OPEA will provide prompt assistance, when requested, in the development of surveys and/or requests for information.

| (b) OPEA will maintain an index of approved surveys, including the topic(s), originating division/office, a general statement of the nature and extent of the targeted respondents, and

| date of the survey. This index will be available to all FBIHQ
| divisions and offices to aid in their search for preexisting data and
| to provide samples of survey questions.

| (6) FINAL APPROVAL: Each survey that meets the terms of
| the above definition will be forwarded to the Deputy Director for
| final approval. The cover communication that transmits the survey
| will contain a specific statement that the survey has been approved by
| the Deputy Director.|

**EffDte: 08/11/1994 MCRT#: 293 Div: D0 Cav: SecCls:

| |11-7 ADMINISTRATIVE USE OF INTERNET/INTERNET ELECTRONIC MAIL (E-MAIL) POLICY AND GUIDELINES

| (1) The Internet is an interconnection of computer networks
| that enables connected machines to communicate directly with one
| another. It connects universities, research labs, and commercial,
| military and government sites around the world. Users of the Internet
| can exchange E-mail as well as send files to one another.

| (2) There has been a surge of interest among FBI employees
| over the past few years to enhance their information and communication
| resources by utilizing the Internet. As the FBI utilizes new forms of
| technology such as the Internet, there is a crucial need for policy
| and guidelines. Set forth are the administrative FBI policy and
| guidelines for Internet E-mail, utilizing the Internet as a research
| tool, and guidelines for providing public information via the
| Internet.

| (3) The following topics are addressed in 11-7.1 through
| 11-7.8:

| (a) GENERAL INFORMATION defines the FBI's
| administrative purpose for using the Internet and user responsibility
| when accessing the Internet.

| (b) INTERNET CONDUCT describes acceptable behavior
| and user expectation when accessing the Internet.

| (c) PRESERVATION OF RECORDS defines a federal
| record, FBI policy for processing and preserving Internet E-mail
| messages, and guidelines for creating E-mail messages.

| (d) INTERNET E-MAIL ACCOUNTS defines an FBI E-mail
| account and provides procedures for obtaining an account.

| (e) SECURITY explains multiuser usage, passwords,
| downloading files to FBI systems and system requirements needed to
| access the Internet.

| (f) PUBLIC INFORMATION explains what type of

| information the FBI can publish on the Internet and Home Pages.

| (g) POINTS OF CONTACT (POC) contains the POC for
| various Internet matters.

| (h) GLOSSARY defines terms used in this document
| which are essential in understanding the administrative Internet
| policy.

**EffDte: 11/17/1998 MCRT#: 845 Div: D4 Cav: SecCls:

| 11-7.1 General Information

| (1) The FBI will use the Internet to solicit and accept
| Internet E-mail, as a research tool for authorized purposes (See Title
| 5, C.F.R., Section 2635.704(b)(2) and Title 41 C.F.R. Section 128-
| 1.5006-4), and to provide public information on the World Wide Web
| (WWW) (example: press releases, major case information, pamphlets,
| congressional testimonies, job opportunities, Freedom of Information
| and Privacy Act issues and the like).

| (2) Internet policies and guidelines are applicable to all
| FBI employees, federal or state government personnel, contractors, or
| anyone who is granted access to FBI systems.

| (3) Users of FBI systems are individually responsible for
| understanding and respecting Internet policies and guidelines.

| (4) The Security Officer is to ensure compliance with FBIHQ
| security policy for FBI microcomputer systems as contained in the
| MIOG, Part II, 35-9. The points contained in the All SACs Memorandum
| 20-90, dated July 23, 1990, entitled "Security Awareness Training for
| All FBI Employees," must be brought to the attention of all employees
| semiannually. Administrative Internet Policy will be included in this
| briefing (see MIOG, Part I, 261-2).

**EffDte: 11/17/1998 MCRT#: 845 Div: D4 Cav: SecCls:

11-7.2 Internet Conduct

(1) Neither the Internet nor the FBI's Internet resources afford individual users any expectation of privacy or confidentiality. Users should understand that the Internet is not a secure medium and all Internet activities and communications are subject to interception/exploitation by unauthorized persons.

(2) The following policy defines the required conduct and expectations of anyone who is granted access to the Internet on FBI systems:

(a) Internet activities involving FBI resources are subject to monitoring (including retrieval and retention) and will be monitored by authorized FBI security, systems, and management personnel (and their authorized Agents). Any use of, or access to FBI resources constitutes consent of such monitoring. (This in no way means that users are free to divulge any information transmitted or received via the Internet. The FBI's requirement that employees must keep all information acquired in their official capacities strictly confidential, applies to Internet communications also, and employees are prohibited from disclosing FBI information to any person or agency not authorized to receive it.) FBI employees are reminded that they should always be mindful of the high standards of behavior expected of them at all times in their personal and official activities (see MAOP, Part 1, Section 1).

| (b) Information derived from such FBI monitoring|and
| any violation of subsections (c) through (f), below, involving the use
| of Bureau mainframe or laptop computers, may serve|as a basis for
administrative, disciplinary, or legal proceedings if evidence illustrates that an employee is involved in illegal or improper activities which violate federal or state laws, regulations, or FBI policies.

(c) Use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. The following are examples which will cause the user's access to be revoked: use of the Internet for unlawful or malicious activities; abusive or objectionable language in either public or private
| messages; browsing|sexually explicit|sites and chat|rooms, or
| transmitting or forwarding sexually explicit material through Internet
| or FBI e-mail systems;|misrepresentation of oneself or the FBI;
sending chain letters; other activities that could cause congestion and disruption of networks and systems.

(d) Users will not knowingly engage or participate in any activity that causes harm to the FBI (i.e., creating or procreating viruses, loading, downloading unofficial software or shareware, unauthorized access to other systems, or any other unlawful or improper act).

(e) Users will not discuss or transmit sensitive or classified information on the Internet or within Internet E-mail messages.

(f) Users will not create or transmit materials that violate federal or state regulations; or promote discrimination on the basis of race, creed, color, gender, religion, disability, or sexual orientation.

**EffDte: 01/25/2002 MCRT#: 1203 Div: D4 Cav: SecCls:

| 11-7.3 Preservation of Records/Processing Mail

| (1) The FBI is required by law to preserve federal records
| according to Federal Records Act (FRA) 44 United States Code, Chapters
| 31 and 33. Federal regulations from the National Archives and Records
| Administration (NARA), in concert with FBI policy, govern the life
| cycle of these records which includes storage, preservation,
| retrieval, and disposition schedules.

| (2) E-mail messages, attachments and essential transmission
| data are federal records when they meet the criteria defined in the
| following Federal Records Act.

| WHAT CONSTITUTES A RECORD: Federal records include all books,
| papers, maps, photographs, machine readable material, or other
| documentary materials, regardless of physical form or characteristic,
| made or received by an agency of the United States government under
| federal law or in connection with the transaction of public business
| and preserved or appropriate for preservation by that agency or its
| legitimate successor as evidence of the organization, functions,
| policies, decisions, procedures, operations or other activities of
| the government or because of the informational value of data in them.

| WHAT CONSTITUTES A NONRECORD: A nonfederal record is information
| that is not categorized as a federal record and does not require
| retention beyond its useful life as determined by the originator
| and/or recipient. Nonrecord information may be purged or destroyed
| when the information has served the purpose for which it was intended.
| The following examples, while not all inclusive, illustrate types of
| nonrecord information: (1) Informal notes and cover notes that are
| merely informative in nature. (2) Working papers and drafts which have
| not been approved and are subject to review. (3) Informative notes,
| communications or documents which an approving official decides should
| not go to file. (4) Information that is preserved for reference only.
| (5) Library and museum material made or acquired and preserved solely
| for reference or exhibition purposes, extra copies of documents
| preserved only for convenience of reference, and stocks of
| publications and of processed documents are included as nonrecords
| (Title 44, United States Code, Section 3301).

| (3) The following policy and guidelines will be used when
| processing incoming and outgoing Internet E-mail:

| (a) Internet E-mail, attachments and essential
| transmission data will be processed like incoming mail from the United
| States Postal Service (USPS). Once an Internet message is received,
| it should be (to include but not necessarily inclusive) searched in
| indices, distributed to correct personnel to determine what
| classification, file or control file to which the Internet E-mail
| message should be saved (if a federal record), and follow the
| current saving and destruction policy (see MAOP, Part II, 2-2.1
| through 2-4.3).

| (b) The sender of an outgoing Internet E-mail message

| or attachment that has been deemed a federal record must determine to
| which classification, file or control file the outgoing Internet E-
| mail message should be saved. This is also required of the sender
| when sending a message or attachment that is deemed a federal record
| via the Internet to another Bureau employee.

| (c) Internet E-mail messages and transmission data can
| be easily uploaded into the ECF component of ACS because messages are
| usually in electronic format. If this data is loaded into the ECF
| component of ACS, this information is retrievable by Case ID,
| attributes, serial or full text. Although E-mail messages are usually
| in electronic format, attachments could be in another format such as
| graphics which are not viewable in any component of ACS. Those
| attachments should be printed (if possible), serialized and placed in
| a paper file. Use current FBI policies to determine if these records
| should be loaded into additional FBI applications such as CLEA, IIIA,
| and/or the Telephone Application, etc. Note: All files and programs
| that are downloaded to FBI systems from the Internet or from any
| outside sources must be to a standalone computer or to a floppy disk,
| approved by the Computer Specialist or Security Officer and scanned
| for viruses prior to introduction to any other FBI computer (see
| 11-7.5 "Security").

| (d) Check incoming Internet E-mail daily. Internet
| E-mail should be checked more frequently if warranted by the volume of
| mail received.

| (e) Because of the impact on the FBI's reputation and
| credibility, messages that are deemed federal records that the user
| creates and disseminates should be stated in an intelligible, concise
| and professional manner. Obtain necessary approval as required by
| your division before sending a message.

| (f) Some systems have limitations on the number of
| characters in a message. Therefore, keep outgoing Internet E-mail
| messages short and limited to one subject, if possible.

| (g) Because of software and graphic constraints,
| attachments in Internet E-mail messages should be avoided where
| possible. Some systems are not compatible and difficulty could result
| when reviewing messages and files.

**EffDte: 11/17/1998 MCRT#: 845 Div: D4RM Cav: SecCls:

| 11-7.4 Internet E-mail Accounts

| (1) Every FBIHQ division and field office has an FBI
| Internet account. Some FBI employees have an individual FBI Internet
| E-mail account to be used for official FBI business.
| In this document, Internet E-mail accounts are any Internet E-mail
| accounts that are paid for by the FBI (does not include
| investigative, covert, or other specialized investigative accounts).

| For example: Fieldoffice@FBI.GOV; FBIAcademy.EDU;
| AnyUsersName@FBI.GOV; HQDivision@FBI.GOV and so forth.

| (2) The following procedures will be used in obtaining an
| individual Internet E-mail account:

| (a) E-mail accounts will be granted to users that can
| provide a sufficient justification to the SAC or appropriate authority
| in the division or field office. Notify IRD of any existing or new
| accounts granted, for IRD inventory purposes.

| (b) If approval is granted, you must meet system
| requirements and obtain funding for system requirements and/or funding
| for the account if necessary (see EC titled "Internet Account
| Distribution/Guidelines" dated February 28, 1997).

| (c) FBI.GOV Internet E-mail accounts will be
| reevaluated monthly by IRD to determine if users have maintained a
| need for the account. The account will be terminated within 90 days
| for nonuse. Non-FBI.GOV E-mail accounts that are paid for with FBI
| funds should also be reevaluated monthly and terminated within 90 days
| for nonuse.

**EffDte: 11/17/1998 MCRT#: 845 Div: D4 Cav: SecCls:

| 11-7.5 Security (See MAOP, Part II, 11-7.3.)

| The following policy describes what is required to avoid
| potential abuse of the Internet and to provide accountability when
| accessing the Internet on FBI systems.

| (1) At a minimum, Watchdog software or a similar software
| package will be used to track usage on "multiuser" FBI Internet
| systems. The following illustrates the type of audit trail with the
| minimum information that must be captured to facilitate reconstruction
| of events if compromise or unauthorized activities occur: user name,
| date, time on and off the Internet (see MIOG Part II, 35-9.3.1).

| (a) Watchdog or a similar software requires each user
| be assigned a unique ID and will also require the user to create a
| password, to be used with the ID for authentication. The ID may be
| publicly known, but passwords must be kept secret.

| (b) Contact your Computer Specialist for access to the
| Internet or if you forget your Watchdog (or similar software) password
| and ID.

| (c) Contact your Computer Specialist or Security
| Officer immediately to report security violations or misuse (see
| MIOG, Part II, 35-9.3.1).

| (2) The following system requirements (not necessarily

| inclusive) are necessary to access the Internet: standalone computer
| (486 or higher), 28kbps (or higher modem), Windows 3.1 or Windows 95,
| 8MB RAM recommended and 6 MB free hard disk space. The hard drive
| must never have been used for FBINET or sanitized using Norton
| Utilities Disk Wipe Government Version. For detailed information see
| EC titled "Internet Account Distribution/Guidelines" dated
| February 28, 1997.

| (3) All files and programs that are downloaded to FBI
| systems from the Internet or from any outside source must be to a
| standalone computer or to a floppy disk, approved by the Computer
| Specialist or Security Officer and must be scanned for viruses prior
| to introduction to any other FBI computer (see MIOG, Part II,
| 35-9.4.4).

| (4) Users are reminded that the Internet is not a secure
| medium and all Internet activities and communications are subject to
| interception/exploitation by unauthorized persons.

**EffDte: 11/17/1998 MCRT#: 845 Div: D4 Cav: SecCls:

| 11-7.6 Public Information

| (1) In general, per the news media guidelines, FBIHQ
| provides public information regarding national and international
| matters. Field offices provide local public information. Field
| offices are authorized by the Director to make more wide-ranging
| statements on a case-by-case basis.

| (2) In regard to the Internet, the Office of Public and
| Congressional Affairs (OPCA) oversees the content and appearance of
| official FBI material on the web. Prior to placement on the FBI Home
| Page, FBI matters must be reviewed and approved by the National Press
| Office (NPO) and the OPCA, with concurrence of other appropriate FBIHQ
| divisions, as needed. This is to ensure consistency with current FBI
| and DOJ policy and guidelines. (See MAOP, Part II, 5-10.)

| (3) FBI field offices may request their own Home Page
| accessible through the FBIHQ Home Page. Field offices are responsible
| for submitting their respective Field Office Home Page information and
| ensuring that information is updated as needed via the NPO and OPCA.
| OPCA is responsible for placement, removal, and updating of official
| FBI material on the WWW/FBI Home Page. The sole purpose of this
| process is to ensure consistency on national issues and compliance
| with DOJ guidelines.

| (4) Submit information for a Field Office Home Page to the
| NPO and OPCA. Information should be local in nature and avoid
| repetition of information included on the FBIHQ Home Page. Submit
| information on a computer disk, in WordPerfect or Freelance programs,
| ASCII format, with or without formatting instructions, and include a
| paper copy. For detailed information, see Airtel titled, "Policy For

| Publishing FBI Information On The World Wide Web" dated September 22,
| 1995.

**EffDte: 11/17/1998 MCRT#: 845 Div: D4 Cav: SecCls:

| 11-7.7 Internet Points of Contact

| Contact the division or unit below on the following Internet
| issues if you have any questions:

ISSUE	DIVISION AND/OR UNIT
Legal:	Office of General Counsel, Administrative Law Unit
	Chief Division Counsel
Home Page:	Office of Public and Congressional Affairs, Press Office
System Requirements:	Information Resources Division, Investigative Applications Support Unit
Noninvestigative Accounts:	Information Resources Division, Investigative Applications Support Unit
Investigative Accounts:	Criminal Investigative Division, Corruption/Civil Rights Section, Undercover and Sensitive Operations Unit
(Major Cases)	National Security Division, Special Surveillance Group (SSG), FCI/CT Lookout & Undercover Support Unit (NS-5D)

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| 11-7.8 Glossary

ACS	Automated Case Support.
Appropriate authority	In this document, appropriate authority refers to FBIHQ or field office management (i.e., Section Chief or higher at FBIHQ; SAC in the field office).
Authorized Purposes	Those purposes for which government property is made available to the public or purposes authorized in accordance with law or regulation

	(see Title 5, C.F.R., Section 2635.704(b)(2)).
CFR	Code of Federal Regulations.
Download	To transmit a file or program from a central computer to a smaller computer or a computer at a remote location.
ECF	Electronic Case File. A component of ACS. ECF serves as the central electronic repository for the FBI's official investigative textual documents. ECF provides the capability to upload word processing documents to the mainframe, where they are then filed and serialized.
Electronic Mail	Also referred to as E-mail, is the most frequently used communications tool on the Internet. E-mail are messages that are sent by computer from one person to another, then saved until the recipient chooses to read them. E-mail arrives immediately and does not require the recipient to be present, nor does it interrupt anything else the recipient may be doing.
FRA	Federal Records Act.
Internet	The Internet is an interconnection of computer networks that enables connected machines to communicate directly with one another. It connects universities, research labs and commercial, military and government sites around the world. Users of the Internet can exchange E-mail as well as send files to one another.
Internet Account	In this document, any Internet account that is paid for by the FBI (does not include accounts used in investigative, covert, or other specialized investigative uses).
Multiuser	When more than one user accesses the same FBI system or account.
NARA	National Archives and Records Administration.
Password	A secret character string that is required to log onto a computer system, thus preventing unauthorized individuals from obtaining access to the computer. Passwords are used to authenticate.
Research	Research, in this document, refers to the collection and maintenance of publicly accessible information for job-related purposes

	but does not include the collection and maintenance of information that is intended to be covert or that which is related to any other specialized investigation that requires authorization from an FBI official.
Sensitive Information	Information that requires protection due to the risk or magnitude of loss or harm that could result from inadvertent or deliberate disclosure, modification and/or destruction of information. Also referred to as Sensitive but Unclassified Information and Limited Official Use Information. (See MIOG, Part II, 35-12.)
Transmission Data	Sometimes referred to as Receipt Data. Can include information such as the date and time message was sent, date and time message was read, acknowledgment by recipient and the identities of senders and recipients. For messages where senders/recipients are identified by "handle" or distribution list, address group, or the like, the means to identify the associated names must also be included.
USPS	United States Postal Service.
WWW	World Wide Web. The entire constellation of resources that can be accessed by Gopher, FTP, HTP, WAIS and other search tools.|

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********** END OF REPORT **********

| SECTION|12. CON ARTIST INDEX (CAI)

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