ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-08-2019 BY [redacted] NSICG

b6
b7C

FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE

Official Bureau Name
1006D

General Information

Proponent	Human Resources Division (HRD)
Publication Date	2018-05-02
Review Date	2021-05-02
Last Updated	2018-10-24
Supersession	Policy Directive (PD) 0158D, *Official Bureau Name*

1. Authorities

- Title 28 Code of Federal Regulations (CFR) Section (§) 0.138
- Title 5 CFR Subpart C, § 302.301(a)

2. Purpose

The purpose of this policy is to help ensure that employees utilize their official Bureau names when completing human resources (HR) documents and to help minimize the number of redundant requests submitted for personnel processing.

3. Scope

This policy applies to all FBI employees and applicants.

4. Exemptions

There are no exemptions to this policy.

5. Policy Statement

5.1. For administrative purposes, the name appearing on a Federal Bureau of Investigation (FBI) appointment letter represents an individual's official Bureau name, unless the letter contains a typographical error. Since only a legal name can be an official Bureau name, the individual must provide a copy of a birth certificate, a marriage license, a divorce decree, an equivalent court document, or a government-issued document to support the name.

5.2. Applicants must use the same official Bureau names throughout the FBI hiring process.

5.3. New hires must use the same official Bureau names at the time of entry on duty (EOD) and during the FBI orientation process.

5.4. Employees must use the same official Bureau names throughout their FBI careers, unless they request changes based upon legal changes to their names.

5.4.1. Employees must only request changes of their official Bureau names through the submission of FD-207 "Name Change Request (HRD)" forms.

5.4.2. Upon changes to their official Bureau names, employees must ensure that their new official Bureau names are accurately reflected wherever they have previously used their official Bureau names (e.g., on the Employee Personal Page [EPP], National Finance Center [NFC]; in the Personal Contact Update Subsystem; on health and life insurance enrollment forms; and on their official FBI credentials), following relevant, established policy guidance.

6. Roles and Responsibilities

6.1. The staffing units of the Recruitment, Selection, and Staffing Section (RSSS), HRD must:

6.1.1. Ensure that applicants are informed to use their legal names throughout the hiring process.

6.1.2. Confirm that all administrative processing forms contain the full legal names of individuals.

6.1.3. Comply with established guidelines governing the processing of HR forms in the official FBI payroll system.

6.2. The Benefits Unit (BU), Employee Services Section (ESS), HRD must:

6.2.1. Review submitted SF-2810 "Notice of Change in Health Benefits Enrollment" forms, resolving any questions or concerns with employees and coordinate with employees' healthcare providers.

6.2.2. Advise employees of any employee benefits that may be impacted with recognized changes in their official Bureau names.

6.2.3. Advise employees to submit FD-207 forms to the Payroll/Personnel Actions Processing Unit (PPAPU), ESS, HRD.

6.3. The PPAPU, ESS, HRD must process reviewed FD-207 forms and coordinate with the BU to resolve any questions or concerns.

6.4. Employees must:

6.4.1. Submit FD-207 forms and supporting documentation (i.e., documentation issued by federal, state, or local governments) to the PPAPU to change their official Bureau names, based upon changes to their legal names, and to the BU to ensure that their benefits reflect their current legal names.

6.4.2. Ensure that FD-464 "Request for FBI Employees Official Credentials" forms are submitted to the Resources Management Security and Credentials Unit (RMSCU) to update names on credentials.

7. References

- *Federal Employee Benefits Policy Directive and Policy Guide*, 0690DPG
- PD 0715D, *Change in Marital Status*
- Guide to Processing Personnel Actions, Chapter 3. General Instructions, Subchapter 1. General Instructions, 1-2. Employee Name
- Federal Benefits BuNet page
- Name Change BuNet page

- FD-207, "Name Change Request (HRD)"
- FD-464, "Request for FBI Employees Official Credential"
- SF-2810, "Notice of Change in Health Benefits Enrollment"

8. Definitions and Acronyms

8.1. Definitions

8.1.1. Legal name: the name that identifies an individual person for legal, administrative, or other official purposes. This name is generally (1) given for the purpose of registration of birth and then appears on a birth certificate, (2) recorded at marriage and then appears on a marriage certificate (license), (3) recorded upon a divorce and then appears on a divorce decree, or (4) found in a court document.

8.1.2. Official Bureau name: an applicant's or an employee's name that is used for FBI administrative purposes.

8.2. Acronyms

BU	Benefits Unit
CFR	Code of Federal Regulations
EPP	Employee Personal Page
ESS	Employee Services Section
FBI	Federal Bureau of Investigation
HR	human resources
HRD	Human Resources Division
NFC	National Finance Center
PD	policy directive
PPAPU	Payroll/Personnel Actions Processing Unit
RMSCU	Resources Management Security and Credentials Unit
RSSS	Recruitment, Selection, and Staffing Section

Approvals	
Sponsoring Executive Approval	
Name	**Title**
David W. Schlendorf	Assistant Director Human Resources Division
Final Approval	
Name	**Title**
Andrew W. Vale	Executive Assistant Director Human Resources Branch