



## FEDERAL BUREAU OF INVESTIGATION POLICY DIRECTIVE

### Official Bureau Name and Contact Information Policy Directive 1064D

#### General Information

<b>Proponent</b>	Human Resources Division (HRD)
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<b>Last Updated</b>	N/A
<b>Supersession</b>	<ul style="list-style-type: none"><li>• <i>Official Bureau Name Policy Directive (1006D)</i></li><li>• <i>Updating the Personnel Contact Update Subsystem (PCUS) and Address Locator Subsystem (ALS) (0271D)</i></li></ul>

#### 1. Authorities

- Title 28 Code of Federal Regulations (CFR) Part 0.138
- 5 CFR Section (§) 302.301(a)
- Title 5 United States Code (U.S.C.) § 301

#### 2. Purpose

The purpose of this policy is to (a) ensure that Federal Bureau of Investigation (FBI) employees utilize their official Bureau names when completing human resources (HR) documents, which will minimize redundant requests submitted for personnel processing; (b) set requirements to document and update personal contact data for all FBI personnel working in FBI facilities and/or accessing FBI information technology (IT) systems; and (c) ensure the accuracy of the contact data for various purposes (e.g., providing address information, maintaining FBI personnel directories, providing reports on end-of-year W-2s, enabling emergency contacts, facilitating security reinvestigations, and addressing administrative matters).

#### 3. Scope

This policy applies to all FBI personnel, aside from the exemptions noted in Section 4.

#### 4. Exemptions

4.1. Subsection 5.1., "Official Bureau Name," does not apply to non-FBI employees.

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4.2. If FBI employees do not have certain types of contact information listed in subsection 5.2.1.1 (e.g., a home telephone number or a personal electronic mail [e-mail] address), the requirements for those types of contact information do not apply to them.

### 5. Policy Statement

#### 5.1. Official Bureau Name

5.1.1. For administrative purposes, the name appearing on an FBI appointment letter represents an individual's official Bureau name, unless the letter contains a typographical error. During the FBI hiring process, an individual may request to use a preferred variation of the individual's legal name within the appointment letter. To help avoid complications, such as with receiving employee benefits and filing tax documents, the requested variation must:

5.1.1.1. Match the documentation of the legal name that the individual provided during the FBI hiring process (e.g., an individual with the legal name of Michael Frank Johnson Jr. could have the letter use a variation such as Michael Johnson Jr., Michael F. Johnson Jr., M. Frank Johnson Jr., or M. F. Johnson Jr. for the official Bureau name).

5.1.1.2. Exclude any nickname that is not part of the legal name (e.g., an individual with the legal name of Michael Frank Johnson Jr. could not have the letter use a variation such as Mike Frank Johnson, Mike Johnson, or Frank Johnson for the official Bureau name). For more information, see subsection 8.1.2.

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

5.1.3. While an appointment letter may use a variation of the new hire's legal name as the new hire's official Bureau name, the new hire must use the same official Bureau name at the time of entry on duty (EOD) and during the FBI orientation process.

5.1.4. Only one official Bureau name must be used throughout an employee's FBI career, unless the employee requests a change based upon a legal name change.

5.1.4.1. An employee must only request a change of official Bureau name by submitting form FD-207, "Name Change Request (HRD)."

#### 5.2. Contact Information

5.2.1. Contact information must be entered and updated accordingly for FBI personnel (see definition) who (a) need access to FBI information or FBI IT systems, including HR Source, UNet (Unclassified Network), and Virtual Academy (VA); (b) are assigned FBI property, including FBI-issued cellular telephones; or (c) occupy FBI facilities. It is necessary that all FBI personnel information be kept up to date since other FBI systems also rely on this data.

5.2.1.1. Each FBI employee must use the "Personal Details" component of HR Source on FBI Net (Federal Bureau of Investigation Network) to provide the employee's home address, home telephone number, personal e-mail address, building, room, and work telephone number. The employee must include at least one emergency contact in the "Contacts" section within "Personal Details." (When providing their emergency contact information, employees are strongly encouraged to list their spouses, dependents, other family members, and roommates with whom they live on a long-term basis. This information enables the FBI to track employee accountability and to provide help in an emergency situation.) Employees must use the National Finance Center's (NFC) Employee Personal

## UNCLASSIFIED

Page (EPP) to update their mailing addresses; "Personal Details" will capture these updates within 48 hours. For more guidance, review the "Personal Details Job Aid" on the [Human Resources Information Systems Unit \(HRISU\) BUNET site](#).

5.2.1.2. Non-FBI employees must provide contact information to their security officers. They must update emergency contact information as described in subsection 5.2.1.1. For more guidance, review the nonemployee "Personal Details Job Aid" on the [HRISU BUNET site](#).

### 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 instructed to use their legal names (or an acceptable, preferred variation of their legal names, as described in subsection [5.1.1](#), of this policy directive [PD]) throughout the hiring process.

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

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 and Medical Services Section (EMSS), HRD must:

6.2.1. Complete [Standard Form \(SF\)-2810, "Notice of Change in Health Benefits Enrollment."](#) for employees, coordinating with them to ensure the accuracy of their information, and provide the completed forms to employees' health care providers.

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

6.2.3. Advise employees to submit form [FD-207, "Name Change Request \(HRD\)."](#) to the [Payroll Management Unit \(PMU\)](#), EMSS, and HRD.

6.3. PMU, EMSS, HRD must process reviewed FD-207 forms and coordinate with BU to resolve any questions or concerns.

6.4. [HRISU](#), Analytics, Systems, and Customer Engagement Section (ASCES), HRD must:

6.4.1. Manage all of the provisions under [subsection 5.2](#), "Contact Information."

6.4.2. Provide necessary access to "Personal Details" in HR Source.

6.4.3. Provide guidance on the use of "Personal Details."

6.5. Supervisors, or employees assigned to manage contact information for their FBI Headquarters (FBIHQ) divisions or field offices (FO), must ensure that FBI employees update the "Personal Details" component in HR Source, and that the respective FBIHQ divisions'/FOs' security officers update this information for non-FBI employees.

6.6. FBI personnel must ensure that their contact information is updated each time the information changes.

6.7. FBI employees must:

6.7.1. Submit form [FD-207, "Name Change Request \(HRD\)."](#) and supporting documentation (i.e., documentation issued by the federal, state, or local government) to

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PMU to change their official Bureau names based upon changes to their legal names, and to BU to ensure that their benefits reflect their current legal names.

6.7.2. Follow up on their submissions of the FD-207 to ensure that the form and any other documentation are sent to their FBIHQ division or FO security officers.

6.7.3. Ensure, upon changing their official Bureau names, that their new official Bureau names are accurately reflected wherever they have previously used them (e.g., on the NFC's EPP; in "Personal Details" in HR Source; on health and life insurance enrollment forms; and on official FBI credentials), following relevant, established policies.

6.7.4. Ensure that form FD-464, "Request for FBI Employees Official Credentials," is submitted to the Resources Management, Security and Credentials Unit (RMSCU), HRD to update names on credentials.

### 7. References

- Federal Employee Benefits Policy Directive and Policy Guide (0690DPG)
- Self-Reporting Requirements Policy Guide (1037PG)
- Guide to Processing Personnel Actions, Chapter 3 ("General Instructions," Subchapter 1, "General Instructions," Section 1-2, "Employee Name"), available on the Office of Personnel Management (OPM) Web site
- 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. FBI personnel: for the purposes of this policy, employees and nonemployees, including contractors, task force officers [TFO], official visitors, and nonpaid interns

8.1.2. Legal name: the name that identifies an individual person for legal, administrative, or other official purposes. This name is generally (a) given for the purpose of registration of birth and then appears on a birth certificate, (b) recorded at marriage and then appears on a marriage certificate (license), (c) recorded upon a divorce and then appears on a divorce decree, or (d) found in a court document. For information about using a variation of the legal name as the official Bureau name on the appointment letter and beyond, see subsection 5.1.1.

8.1.3. Official Bureau name: an applicant's or an employee's name as it is used for FBI administrative purposes.

#### 8.2. Acronyms

ASCES

Analytics, Systems, and Customer Engagement Section

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BU	Benefits Unit
BUNET	Bureau Network
CFR	Code of Federal Regulations
CSO	chief security officer
e-mail	electronic mail
EMSS	Employee and Medical Services Section
EOD	entry on duty
EPP	Employee Personal Page
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FBINet	Federal Bureau of Investigation Headquarters
FO	field office
HR	human resources
HRD	Human Resources Division
HRISU	Human Resources Information Systems Unit
IT	information technology
NFC	National Finance Center
PD	policy directive
PMU	Payroll Management Unit
RMSCU	Resources Management Security and Credentials Unit
RSSS	Recruitment, Selection, and Staffing Section
SF	standard form
TFO	task force officer
U.S.C.	United States Code
UNet	Unclassified Network

VA

Virtual Academy

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