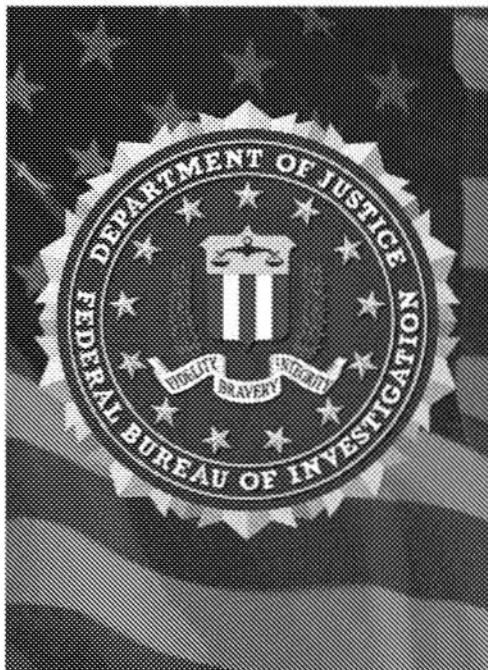


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Policy and Forms Processes Policy Guide

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Federal Bureau of Investigation

Resource Planning Office

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General Information

Questions or comments pertaining to this policy guide can be directed to:
Federal Bureau of Investigation Headquarters, Resource Planning Office
Policy point of contact: unit chief, Internal Policy Office

Supersession Information

This document supersedes the *FBI Policy Process Policy Directive* (0886D) and the
FBI Forms Approval Cycle Policy Directive (0891D).

This document is a new publication; no previous versions are available.

This document and its contents are the property of the FBI. If the document or its contents are
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1. Introduction

1.1. Purpose

The *Policy and Forms Processes Policy Guide* establishes the Federal Bureau of Investigation's (FBI) internal policy and forms processes managed by the Internal Policy Office (IPO), Resource Planning Office (RPO).

1.2. Scope

This policy guide (PG) applies to all FBI personnel.

1.3. Exemptions

There are no exemptions to this PG.

2. Roles and Responsibilities

2.1. Roles in Support of the Federal Bureau of Investigation Policy Process

Federal Bureau of Investigation Headquarters (FBIHQ) Executive Management (EM) (Executive Assistant Directors [EAD], Assistant Directors [AD], and Deputy Assistant Directors [DAD])

FBIHQ EM must:

- Ensure that proposed policies adhere to IPO's official policy process.
- Provide approvals for new policies and for the updating and archiving of existing policies only when these documents are in IPO-approved formats (i.e., policy directives [PD], PGs, and policy notices [PN].)
- Select at least one division policy officer (DPO) per division/branch, pursuant to subsection 2.1.4. of this PG, who has direct access to EM to seek appropriate approvals and to address policy issues when necessary.
- Approve or deny policy requests, depending on the proposed actions, as outlined in subsection 4.1.

2.1.1. Field Office (FO) Heads (Assistant Directors in Charge [ADIC] and Special Agents in Charge [SAC])

Each FO head must select a field policy officer (FPO) who has direct access to FO EM to address policy issues when necessary.

2.1.2. Internal Policy Office

The IPO must:

- Manage the coordination, review, approval, publication, and promulgation of all FBI policies.
- Make updates to policy documents published in the Policy Library, in consultation with the Office of the General Counsel (OGC), the Office of Integrity and Compliance (OIC), the policy proponent, and relevant stakeholders, in accordance with the policy process, whenever necessary and appropriate, to ensure that the FBI is in compliance with statutory requirements, judicial rulings, administrative findings, executive branch directives, Intelligence Community directives (ICD), Department of Justice (DOJ) memorandums and orders, and similar legal authorities.
- Oversee the implementation of the Domestic Investigations and Operations Guide (DIOG) pursuant to DIOG subsection 3.8.

2.1.2.1. Unit Chief (UC), Internal Policy Office

The UC, IPO must:

- Serve as the final arbitrator for circumstances that do not rise to the AD, RPO level or higher (e.g., determining administrative versus substantive changes).

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- Maintain the integrity of the policy development and approval processes by ensuring that proposed policies not meeting the established criteria of the official policy process are returned to proponent divisions for modification.
- Review and approve or deny proponents' requests for PN renewals.

2.1.2.2. Policy Team, Internal Policy Office

The Policy Team must:

- Ensure that all proposed policies, as well as all proposed changes to existing policies, have the appropriate concurrences, as outlined in Section 4 of this PG.
- Review all proposed policies to ensure compliance with IPO's standards and formats for PDs, PGs, and PNs.
- Facilitate discussions with relevant stakeholders to address the policy concerns of FBIHQ divisions or FOs.
- Determine the nature of proposed policy changes to existing policies (i.e., substantive, administrative, or clerical).
- Edit policies following the grammatical standards found in the *Gregg Reference Manual*.
- Publish and maintain FBI policies within the Policy Library.

2.1.3. Federal Bureau of Investigation Headquarters Division Policy Officers

DPOs must serve as the main policy points of contact (POC) for their respective FBIHQ divisions and must notify IPO immediately when they are no longer in the DPO role. As such, they must:

- Ensure that their divisions' policies are up to date, and notify IPO if changes need to be made (e.g., approval level changes, unit name changes, or case classification changes).
- Coordinate internal reviews of, and analyze proposed policies within, their FBIHQ divisions prior to formally submitting proposed policies to the IPO policy process.
- Ensure, in coordination with subject matter experts (SME) and the appropriate OGC representatives, that proposed policies are consistent with current laws, regulations, and guidelines.
- Ensure that all policy documents submitted to IPO are clear, concise, accurate, and in current IPO-approved formats.
- Ensure that the appropriate sponsoring executives submit FD-1027 "Executive Request for Policy Form[s]" prior to submitting their proposed policies to the IPO policy process. FD-1028 "Policy Request Form[s]" must be submitted by DPOs.
- Verify that all proposed policies in their respective FBIHQ divisions/branches do not inappropriately overlap or conflict with existing policies in the Policy Library.
- Monitor proposed policies on the IPO collaboration site to determine whether their FBIHQ divisions/branches need to review and provide feedback for these policies.

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- Submit collaboration comments by the established deadlines for policies on behalf of their respective FBIHQ divisions.
- Ensure that all collaboration comments to their divisions' proposed policies are reviewed and appropriately addressed by policy authors during the Preparer Review stage.
- Work with policy authors to make the appropriate revisions to proposed policies (based on collaboration comments), and submit those revisions to IPO by the established deadlines.
- Conduct thorough reviews of their divisions' existing policies—prior to their review dates—and provide assigned policy managers (PM) with requests to renew, archive, or update the policies, along with the required justifications and the appropriate EM concurrences.
- Ensure that proposed PNs include plans for supersession or removal that will take effect prior to notice expiration dates.
- Notify their divisions and relevant stakeholders of their divisions' published and updated policies.

2.1.4. Field Policy Officers

FPOs must:

- Serve as liaisons between their FOs and IPO.
- Submit collaboration comments on behalf of their respective FOs by the established deadlines.

2.1.5. Federal Bureau of Investigation Personnel

All FBI personnel must:

- Use the Policy Library as the sole source for official FBI policies.
- Comply with all applicable FBI policies.

2.2. Roles in Support of the Forms Approval Process

2.2.1. Unit Chief, Internal Policy Office

The UC, IPO must:

- Be the final approval authority to add, revise, retire, consolidate, and reinstate FD forms.
- Approve or deny updates to FD forms to address circumstances that require immediate attention.

2.2.2. Forms Team, Internal Policy Office

The IPO Forms Team must:

- Manage the coordination, review, approval, publication, and promulgation of all FD forms.

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- Upon the approval of the UC, IPO, complete requested changes submitted by forms proponents to IPO via the FD-1066 "Bureau Form Change Request."
- Ensure that all forms comply with the Paperwork Reduction Act (PRA) (Title 44 United States Code [U.S.C.] Chapter 35).
- Update published forms, when necessary and when possible, to ensure compliance with the accessibility guidelines required by Section 508 of the Rehabilitation Act of 1973.
- Act as the FBI's clearinghouse to deconflict and eliminate redundancy of forms.
- Consult with OGC Privacy and Civil Liberties Unit (PCLU) when approving any new or revised forms that include personally identifiable information (PII) to determine if the forms require a Privacy Act statement.
- Manage a central forms dissemination BuNet site in accordance with the Records Management Requirements for the Creation, Maintenance, and Decommissioning of SharePoint Sites Policy Directive (0768D).
- Liaise with the DOJ, Office of Management and Budget (OMB), and other outside agencies about FBI forms issues.
- Coordinate with Sentinel and other electronic forms systems to develop automated forms and integrate those forms into automated approval processes.
- Approve and coordinate print orders of paper-based forms, in tandem with the Facility Services Unit (FSU), Facilities and Logistics Services Division (FLSD).
- Maintain all current FBI forms listed in the Forms Portal.

2.2.3. FD Forms Proponents

Field/Division (FD) forms proponents must:

- Obtain appropriate divisional and/or internal approvals before submitting forms requests to IPO.
- Submit requests to IPO for the creation, retirement, modification, consolidation, and reinstatement of forms via the FD-1066 "Bureau Form Change Request" form. Proponents must work with their assigned IPO policy managers to ensure that forms changes are appropriately updated in existing policies.
- Notify their DPOs when forms changes will require updates to policies.
- Coordinate with the FSU (the entity providing copies of paper forms), as needed.

2.2.4. Public-Use Form Proponents

Public-use forms proponents must:

- Ensure that public-use forms submissions are reviewed by the OGC, PCLU prior to submission to OMB for approval.

3. Policy Statement

IPO is the responsible authority for all matters pertaining to the internal FBI policy and forms processes. The policy and forms processes outlined in this PG are intended to:

- Ensure that the processes are standardized and streamlined, sufficiently coordinated, clearly defined, properly authorized, and aligned with the FBI's mission and priorities.
- Ensure that FBI policies and forms are appropriately organized, centrally located, and easily accessible to FBI personnel.
- Ensure that all FBI personnel adhere to IPO's standardized processes when creating and modifying FBI policies and forms.

4. Processes and Procedures

4.1. Federal Bureau of Investigation Policy

All FBI policies must be:

- Submitted through, and comply with, IPO's official policy process (see subsection 4.1.2.)
- Approved by appropriate FBI executives, as outlined in subsection 4.1.1.
- Published in IPO-approved formats:
 1. Policy guide
 2. Policy directive (PD)
 3. Policy notice (PN)

FBI policies must not be issued, revised, or superseded via FD-1057 "Electronic Communication" (EC) [Sentinel] forms, e-mails, newsletters, white papers, standard operating procedures (SOP), or any other format that has not been approved by IPO. If there is an urgent need for an interim policy, the proponent division's DPO must contact IPO. In the event that a proponent sets forth policy language that does not adhere to the IPO policy process, the proponent must acknowledge, in writing, that the policy language set forth is not official FBI policy. This acknowledgement must be drafted, approved, and serialized via an EC to [redacted] and, when policy language is issued by EC, the acknowledgement EC must also be serialized to the case file in which the policy language not approved by IPO is located. The acknowledgement EC must be approved at the same level as the unofficial policy in the unapproved format, with notification to IPO. In order for the language to be codified in policy, the proponent division must submit the language to be placed in official FBI policy through the official IPO policy process.

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Policies must not contradict, alter, or otherwise modify the standards of the DIOG or any other current policies. Pursuant to DIOG subsection 1.2, a DIOG-related policy must adhere to the standards, requirements, and procedures established by the DIOG.

4.1.1. Federal Bureau of Investigation Policy Approval Authority

Only the head of an FBIHQ division/branch may sponsor draft policies related to the programs that he or she oversees. The submission of an FD-1027 "Executive Request for Policy Form" indicates the FBIHQ division/branch head's concurrence with the draft policy entering IPO's policy process. The final approving authority for that policy will be established at least one level above the issuing official. For example, if the Criminal Investigative Division (CID) AD submits a draft policy, both the AD, CID and the EAD, Criminal, Cyber, Response and Services Branch (CCRSB) must approve it. Additional FBI executives may be added as stakeholder approvers pursuant to the policy process.

Only the FBI Director and senior FBI executives (i.e., deputy director [DD], associate deputy director [ADD], or executive assistant directors [EAD]) are authorized to serve as the final approvers of official FBI policies.

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4.1.2. Internal Policy Office Policy Process

All draft policies must undergo the policy process by using only IPO-approved policy formats and templates. All draft policies are subject to the review of the IPO UC.

Prior to submitting draft policies into the official policy process, proponent divisions must ensure that their proposed policies have been reviewed by IPO and that they align with the guidance and instructions provided to DPOs. In addition, proponent divisions are encouraged to work with key stakeholders prior to submitting their policies into the official policy process. IPO may shorten or extend the length of any stage of the policy process to expedite policy publication in exigent circumstances or because of circumstances beyond the proponent's or IPO's control. See IPO's "Policy Process" map for stage lengths.

Stage Name	Description
IPO Review	The PM reviews the policy submission and determines whether it can be moved forward to collaboration. Before IPO forwards a policy submission into the next stage, an <u>FD-1028 "Policy Request Form"</u> and an <u>FD-1027 "Executive Request for Policy Form"</u> must be submitted to IPO.
Collaboration	Collaborators review the proposed policy and provide comments to IPO. OGC and OIC are required collaborators on all policies.
Preparer Review	The proponent division's DPO receives all collaboration comments from IPO and makes certain that all comments are addressed and that the policy is revised accordingly.
IPO Approval	All collaborators review the revised policy once their collaboration comments have been addressed by the proponent.
IPO Edit	IPO editors review the policy for grammar, formatting, and readability issues, and edit the document in accordance with the standards of <i>The Gregg Reference Manual</i> .
Division Edit Review	The proponent division's DPO addresses the editor's comments and reviews the edited policy to ensure that his or her division concurs with the edits.
IPO Adjudication	The PM conducts a final review of the policy to ensure that it is ready for executive approval.
Executive Approval	The PM sends the policy to the sponsoring executive approver, the stakeholder approver(s) (if applicable), and the final approver for approval.
Publication	The IPO librarian finalizes the policy (e.g., adds the list of approvers) and publishes the document in the Policy Library. IPO notifies DPO and the Office of Public Affairs (OPA) when policies publish in the Policy Library.

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4.1.2.1. Removing a Policy from the Internal Policy Office Policy Process

IPO has the authority to remove a policy from the IPO policy process if it has been in the Preparer Review stage for more than 120 calendar days and has received no substantive updates. Appropriate notification will be provided to the proponent's DPO. Additionally, a proponent may request to remove its policy from the IPO policy process at any time. If the proponent requests to resume the policy process, the proponent's DPO must resubmit the policy to the beginning of the policy process.

4.1.3. Updating Published Policies

Administrative changes (e.g., changes in unit names or legal authority citations) may be requested at any time and must be approved by the proponent's DAD (or section chief [SC] for FBIHQ divisions/branches without DADs), or higher, in order for the policy to be updated. The proponent division's DPO must send DAD concurrence, via e-mail, to his or her assigned IPO PM.

Substantive changes (e.g., a change in requirements) may be requested at any time and must be approved by the proponent's division/branch head. The DPO must submit the updated policy to the IPO policy process pursuant to subsection 4.1.2.

Clerical changes (e.g., broken hyperlinks or misspelled words) only require IPO approval.

IPO, in coordination with the policy proponent, may make administrative, clerical, or substantive updates to a policy, as IPO deems necessary, to clarify policy or to address a circumstance that requires immediate action.

4.1.4. Archiving Policies

Archiving a policy can occur at any time and requires the approval of the proponent's division/branch head. The proponent division's DPO must send the AD's concurrence, via e-mail, to his or her assigned IPO PM. The policy will be removed from the Policy Library and archived in the Policy Archive.

If a proponent FBIHQ division/branch believes that an archived policy should be reinstated into the Policy Library, the policy must be fully collaborated within the established policy process and approved by the appropriate EM.

4.1.5. Reviewing Policies

PGs and PDs must be reviewed at least every three years from their publication dates.

FBIHQ division/branch EM must take one of the following actions prior to a PG's or a PD's review date:

1. Thoroughly review the policy and, if there are no substantive changes needed, request a renewal by using the procedures detailed in subsection 4.1.5.1. of this PG.
2. Thoroughly review the policy, make all necessary changes and updates, and submit the updated policy to IPO by using the procedures detailed in subsection 4.1.3. of this PG.
3. Thoroughly review the policy and, if it is no longer relevant, request that the policy be archived by using the procedures detailed in subsection 4.1.4. of this PG.

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PNs must be superseded or must have a superseding PD or PG in the policy process before the PN's six-month expiration date in order to remain active. A PN may be renewed for an additional six months beyond its expiration date if a superseding policy is in the IPO policy process; otherwise, the PN must be removed from the Policy Library and placed in the Policy Archive. If the superseding policy takes longer than the additional six months, the request for an additional renewal must be approved or denied, on a case-by-case basis, by the IPO UC.

4.1.5.1. Renewing Policies

PGs and PDs may be renewed for a period of one or three years with DAD (or SC for FBIHQ divisions/branches without DADs) concurrence, via the FD-1029 "Policy Renewal Request Form," provided that the policy is up to date and no substantive changes are necessary. A proponent division may request a one-time, one-year renewal if it needs additional time to review and make updates to its policy. A three-year renewal is permitted only when the proponent division has certified, via the FD-1029 "Policy Renewal Request Form," that no additional updates are needed. After appropriate consultation with OGC and OIC, IPO may elect not to renew PGs and PDs that no longer comply with their outlined authorities.

4.1.6. Maintenance of Policy Versions

All current, official policies of the FBI must be maintained in the Policy Library. If a document is not in the Policy Library, it is not current, official internal FBI policy.

All policies archived from the Policy Library must be maintained in the Policy Archive. The Policy Library and the Policy Archive are the sole repositories for internal FBI policies.

FBIHQ divisions/branches and FOs may provide hyperlinks to policies in the Policy Library on their BuNet sites, but to ensure version control, they must not post copies or drafts of their policies.

4.1.7. Policy Dissemination

Policy disseminations are authorized disclosures of internal FBI policies to non-FBI personnel for a specific purpose. All requests to disseminate policies to other government agencies (OGA) (e.g., DOJ, Central Intelligence Agency [CIA], and state and local law enforcement agencies) must be submitted to IPO for the purposes of recordkeeping, deconfliction, and version control. Each request must contain the following information:

1. The policy title
2. The OGA requesting the policy
3. The name of the OGA POC
4. The purpose of the request (i.e., a statement explaining how the document will be used)

Before a policy can be disseminated, IPO must obtain approval from the proponent. The proponent must approve or deny the request within 21 calendar days and may request that the policy be redacted or that the dissemination be limited to selected excerpts that fulfill the purpose of the request.

IPO must only provide the requester with a copy of the policy document, with a cover sheet in place, after obtaining the proponent's approval.

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IPO is the final approver for the dissemination of the DIOG and its appendices. IPO has the authority to redact the DIOG prior to dissemination and to limit dissemination to selected excerpts.

Requests to disseminate policies for use in connection with civil proceedings must be submitted to the Discovery Management Section (DMS), OGC. For requests to disseminate any portions of the DIOG not available on the FBI Vault, DMS must coordinate with IPO to provide the appropriate review. IPO must meet DMS discovery deadlines for DIOG disseminations.

The Record/Information Dissemination Section (RIDS), Information Management Division (IMD) processes requests submitted pursuant to the Freedom of Information Act (FOIA).

This subsection does not apply to policy disseminated, or disclosures made, in connection with FBI disciplinary proceedings.

4.2. Federal Bureau of Investigation Forms

IPO is the final approval authority for all proposals to create, revise, consolidate, retire, and reinstate FD forms. A form may be proposed for use as an FBI form and submitted to IPO for approval if it will be utilized by five or more FBIHQ divisions or FOs. Occasionally, IPO may determine that certain FBIHQ division- or FO-specific forms should be converted into FD forms. This applies to existing forms and forms found in proposed policies. An FBIHQ division must be designated as the form's proponent. On a case-by-case basis, IPO may determine that certain forms in other systems will need an FD number.

All FBI forms, as well as a number of frequently used non-FBI forms, can be found in the Forms Portal. FBIHQ divisions/branches and FOs may provide hyperlinks to forms in the Forms Portal on their BuNet sites, but they must not post copies or drafts of forms.

While OMB is the final approval authority for public-use forms, IPO reviews and approves submission requests to OMB.

4.2.1. FD Forms

Forms proponents (or prospective forms proponents) must submit all requests for FD forms that are for Bureauwide use to IPO for approval. Forms that have not gone through the IPO approval process:

- Will not be considered official FBI forms.
- Will not receive an FD number.
- Will not be posted in the "All Current FBI Forms" list on BuNet.

As part of the forms approval process, FD forms must be:

- Approved by IPO.
- Published solely in the "All Current FBI Forms" list on BuNet. FBIHQ divisions and FOs may provide links to the forms that appear in the "All Current FBI Forms" list on their BuNet sites, but they must not post copies of the forms. This ensures that forms users access only the most current versions of forms.

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- Designed to comply with the accessibility guidelines required by Section 508 of the Rehabilitation Act of 1973.

4.2.2. FBIHQ Division- or Field Office-Specific Forms

FBIHQ divisions or FOs may create FBIHQ division- or FO-specific forms that are distinct from FD forms for their own internal use. An FBIHQ division- or FO-specific form:

- Must not be marked with an FD number or otherwise be represented as a Bureauwide form.
- Must not resemble substantial portions of an existing FD form and may not duplicate or attempt to replace the function of an existing FD form.
- Must not require other FBIHQ divisions or FOs to fill out an FBIHQ division- or FO-specific form. An FBIHQ division- or FO-specific form may be used for convenience in gathering information from outside an FBIHQ division or an FO, but it must not be used as the only way to initiate actions between offices.
- Must comply with the accessibility guidelines required by Section 508 of the Rehabilitation Act of 1973.

IPO does not develop, maintain, or approve FBIHQ division- or FO-specific forms nor does it provide user support for questions relating to these forms.

4.2.3. Non-Federal Bureau of Investigation Forms

IPO also hosts selected non-FBI forms, such as governmentwide Standard Forms (SF), DOJ forms, and Department of Labor (DOL) forms on its Forms Management BuNet site. Since the FBI is not the proponent of these forms, FBI personnel cannot modify these forms. These forms are hosted on this site for convenience, and the listing on the Forms Management BuNet site is not an exhaustive list of forms available from these agencies. In order to locate other forms from these agencies, or for assistance in using these forms, users must contact the respective agencies that sponsor the forms in question.

4.2.4. Paperwork Reduction Act

IPO is responsible for ensuring that all forms comply with the PRA (44 U.S.C. Chapter 35). All forms that will be completed by ten or more members of the public (e.g., nonfederal government personnel), which includes surveys or similar instruments used to collect information, will be reviewed by IPO, in collaboration with OGC's PCLU, as part of the PRA process. This process involves IPO submitting notices to DOJ to be published in the Federal Register and obtaining OMB control numbers for the forms. These forms include post-course evaluations, feedback surveys, and instructor evaluations. FBI personnel must contact IPO to begin the PRA process. See the OMB memorandum "Information Collection under the Paperwork Reduction Act" for more information.

4.2.5. Forms Dissemination

Forms disseminations are authorized disclosures of blank FD forms to non-FBI personnel for a specific purpose. All requests to disseminate FD forms to other government agencies (OGA) (e.g., DOJ, Central Intelligence Agency [CIA], and state and local law enforcement agencies)

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must be submitted to IPO for the purposes of recordkeeping, deconfliction, and version control. Each request must contain the following information:

1. The form title
2. The OGA requesting the form
3. The name of the OGA POC
4. The purpose of the request (i.e., a statement explaining how the document will be used)

Before an FD form can be disseminated, IPO must obtain approval from the proponent. The proponent must approve or deny the request within 21 calendar days and may request that the form be redacted or that the dissemination be limited to selected excerpts that fulfill the purpose of the request.

IPO must only provide the requester with a copy of the blank FD form, with a cover sheet in place, after obtaining the proponent's approval.

5. Authorities

- 5 U.S.C. Section (§) 301
- Title 28 Code of Federal Regulations (CFR) § 0.135
- The Rehabilitation Act of 1973, 29 U.S.C. § 794d
- Plain Writing Act of 2010
- PRA, 44 U.S.C. Chapter 35
- *Resource Planning Office Statement of Authorities and Responsibilities (0955D)*

Appendix A: References

- [IPO BuNet site](#)

Policy Resources:

- [Policy Library](#)
- [Policy Archive](#)
- [“Policy Process” map](#)
- [FD-1027 “Executive Request for Policy Form”](#)
- [FD-1028 “Policy Request Form”](#)
- [FD-1029 “Policy Renewal Request Form”](#)

Forms Resources:

- [Forms Portal](#)
- [FD-1066 “Bureau Form Change Request”](#)

Appendix B: Definitions and Acronyms

Definitions

Division policy officer: the individual assigned by an FBIHQ division head to manage that division's policies and to act as the liaison with IPO.

Division-specific form: a form limited for use within an FBIHQ division or an FO.

Electronic form: a form created, approved, used, and maintained in an electronic format (e.g., Extensible Markup Language [XML] or Portable Document Format [PDF]).

FD form: a form that is approved, published, and used Bureauwide.

Field policy officer: the individual assigned by an FO head to act as the liaison with IPO.

Form: a document or a template having a systematic arrangement of fields for the entry of data and designed for entering and extracting prescribed data. A form is used to handle recurring-but-variable data.

Form proponent: the FBIHQ division that mandates the use of a specific FD form. The form proponent must approve all requests relating to the FD form that it owns and act as the SME for the design of, and any proposed modifications to, that FD form.

Forms Portal: the sole repository for all current, official FBI forms.

FO-specific form: a form limited for use within an FBI FO.

Policies: written, standardized documents reviewed by IPO and approved by FBI executives that mandate requirements of, or provisions for, FBI employees, task force members (TFM), detailees, contractors, and all other individuals working with, or at the direction of, the FBI. Policies implement or assure compliance with all applicable federal laws and regulations, advance key aspects of the FBI's mission, mitigate institutional risk, promote operational efficiency, and have broad application throughout the FBI or provide official guidance to specific FBIHQ divisions or FOs.

Policy directive: a written, standardized, approved, and published policy document that establishes policy requirements; outlines responsibilities; and/or lays the foundation for standards, guidance, or methods of performing duties, functions, or operations.

Policy guide: a comprehensive, written, standardized, approved, and published policy document that includes the detailed information needed to fully understand a policy and provides the required processes and procedures on how to implement, apply, and enforce a policy.

Policy Library: the sole repository for all current, official internal FBI policies.

Policy notice: a short, provisional, written, standardized, approved, and published policy document that is similar in appearance to a PD but quickly implements change or fills an urgent gap in policy (e.g., a new congressional mandate). A PN is issued only in special circumstances, and it expires after six months. Prior to the expiration of a PN, the proponent must convert the interim policy into a PD or a PG, or it will be removed from the Policy Library.

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Public-use form: an FBI form that is made available to, and/or collects information from, the public.

Quick reference guide (QRG): a brief overview of a policy that may provide readers with information charts, approval requirements, or condensed guidelines related to a policy. It is important, however, to remember that QRGs are intended to be supplemental information, and they must not be relied upon to convey comprehensive policy information; QRGs only provide some policy highlights. Only approved FBI policies found in the Policy Library (to which QRGs relate) are authoritative.

Acronyms

AD	assistant director
ADD	associate deputy director
ADIC	assistant director in charge
CCRSB	Criminal, Cyber, Response and Services Branch
CFR	Code of Federal Regulations
CIA	Central Intelligence Agency
CID	Criminal Investigative Division
DAD	deputy assistant director
DD	deputy director
DIOG	<i>Domestic Investigations and Operations Guide</i>
DMS	Discovery Management Section
DOJ	Department of Justice
DOL	Department of Labor
DPO	division policy officer
EAD	executive assistant director
EC	Electronic Communication [FD-1057]
EM	executive management
FBI	Federal Bureau of Investigation

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FBIHQ	Federal Bureau of Investigation Headquarters
FD	Field/Division forms
FLSD	Facilities and Logistics Services Division
FO	field office
FOIA	Freedom of Information Act
FPO	field policy officer
FSU	Facility Services Unit
ICD	Intelligence Community directive
IMD	Information Management Division
IPO	Internal Policy Office
OGA	other government agency
OGC	Office of the General Counsel
OIC	Office of Integrity and Compliance
OMB	Office of Management and Budget
OPA	Office of Public Affairs
PCLU	Privacy and Civil Liberties Unit
PD	policy directive
PDF	Portable Document Format
PG	policy guide
PII	personally identifiable information
PM	policy manager
PN	policy notice
POC	point of contact
PRA	Paperwork Reduction Act

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QRG	quick reference guide
RIDS	Record/Information Dissemination Section
RPO	Resource Planning Office
SAC	special agent in charge
SC	section chief
SF	Standard Form
SME	subject matter expert
SOP	standard operating procedure
TFM	task force member
U.S.C.	United States Code
UC	unit chief
XML	Extensible Markup Language
