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FEDERAL BUREAU OF INVESTIGATION

POLICY DIRECTIVE

0978D

1. Policy Directive Title.	Publicly Advertised Rewards
2. Publication Date.	2017-06-21
3. Effective Date.	2017-06-21
4. Review Date.	2020-06-21

5. Date of Last Renewal.
N/A

6. Authorities:

6.1. Title 18 United States Code (U.S.C.) Sections (§) 2331 and 3071

6.2. 28 U.S.C. § 530C (b)(1)(L)

6.3. *FASAB* [Federal Accounting Standards Advisory Board] *Handbook of Federal Accounting Standards and Other Pronouncements, as Amended*, "Statement of Federal Financial Accounting Standards [SFFAS] 5: Accounting for Liabilities of the Federal Government" (December 1995)

6.4. FY2016 DOJ [Department of Justice] Budget and Program Execution Instructions and Templates, Appendix E, "Policy on Department of Justice Rewards" (January 2016)

7. Purpose:

This policy directive (PD) establishes policies and procedures for authorizing, offering, approving, and paying monetary rewards to members of the public based on publicly advertised solicitations for information leading to the identification, arrest, and conviction of the subject of an investigation.

8. Policy Statement:

8.1. Appropriate Use of Rewards

8.1.1. Rewards must only be offered on a selective basis and should be limited to cases in which logical avenues of investigation have either been concluded without success or appear unfruitful.

8.1.2. The following are issues that must be considered before offering a reward:

8.1.2.1. The reward offer may be made only when the Federal Bureau of Investigation (FBI) has jurisdiction over the crime or activity.

8.1.2.2. The likelihood that the public offering of a large sum of money could result in the submission of false information by the public to the FBI and require additional resources to determine its truthfulness.

8.1.2.3. The conditions for deciding who is entitled to the reward.

8.1.3. The following is additional reward guidance:

8.1.3.1. Rewards are payments made to the public or to a class of persons and are separate and distinct from confidential human source (CHS) payments and forfeiture awards.

8.1.3.2. An officer or employee of a governmental entity who provides information as part of his or her official duties must not be eligible for a reward.

8.2. Reward Approvals

8.2.1. Reward offer requests and reward payment requests must be communicated to the FBI Headquarters (FBIHQ) operational division and field office (FO) financial managers (FM).

8.2.2. The following FBI approvals are required for an FBIHQ division/FO to offer and pay rewards pursuant to public advertisements for assistance:

8.2.2.1. For rewards up to $50,000, the FO head and FBIHQ operational division section chief (SC) must grant approval.

8.2.2.2. For rewards between $50,001 and $249,999, the FO head and FBIHQ operational division SC and assistant director (AD) must grant approval.

8.2.2.3. For rewards of $250,000 or more, prior approval is required from the FO head, FBIHQ operational division SC and AD, deputy director (DD), and the Attorney General (AG). Approval from the AG requires review and authorization from the committees on appropriations and the judiciary of the Senate and House of Representatives.

8.2.3. Per 28 U.S.C. § 530C (b)(1)(L), no single reward offer or payment may exceed $3,000,000 unless "the reward is to combat domestic terrorism or international terrorism (as defined in section 2331 of title 18); or a statute should authorize a higher amount…"

8.3. Noncompliance

8.3.1. The Finance Division (FD) will coordinate with the responsible parties to ensure that the proper reviews and approvals have been granted and mitigate any administrative errors.

9. Scope:

This policy is applicable to all FBIHQ division and FO employees.

10. Proponent:

Finance Division

11. Roles and Responsibilities:

11.1. Reward Offers

11.1.1. To prepare a reward offer, the requesting individual in the offering FBIHQ division/FO must prepare an FD-1057, "Electronic Communication" (EC), in Sentinel. He or she must:

11.1.1.1. Draft an EC under the appropriate case file number and include the following:

11.1.1.1.1. A summary of the investigation.

11.1.1.1.2. The amount of the reward to be offered.

11.1.1.1.3. A detailed justification.

11.1.1.1.4. The criteria by which an individual will be considered eligible (e.g., for information leading to the identification, arrest, and conviction of the subject of the investigation; for information leading to the recovery of a kidnapping victim and the identification, arrest, and conviction of the person responsible; or for information leading to the arrest and conviction of a subject responsible for the felonious killing of a police officer in the line of duty).

11.1.1.1.5. The nature of the media by which the request will be made. The prepared text to be used must be in strict accordance with the policies and procedures set forth in the Office of Public Affairs (OPA) *Media Relations at FBIHQ and in Field Offices Policy Guide* (0809PG).

11.1.1.2. Ensure that the roles and names of the individuals listed on the approval section of the EC comply with the levels of approval set forth in subsection 8.2.2. of this PD.

11.1.1.3. Include the following individuals on the distribution list:

11.1.1.3.1. Unit chief (UC), Budget Execution Unit (BEU), FD

11.1.1.3.2. UC, General Ledger Unit (GLU), FD

11.1.1.3.3. FO FM (if applicable)

11.1.1.3.4. FBIHQ operational division FM

11.1.2. The FO FM must:

11.1.2.1. Maintain a list of reward offers from his or her FO that remain outstanding. The FO FM must ensure that updates from this list are incorporated into FD's quarterly data call for reward offer updates and connote which reward payments are probable.

11.1.2.2. Notify BEU and GLU when information for a reward has been received by a case agent (CA) or an FBIHQ division/FO and the chances of the reward being paid are probable.

11.1.3. The FO head, FBIHQ operational division SC and AD, and DD must:

11.1.3.1. Review and approve all reward offers for their areas of responsibility (AOR) via the respective ECs in Sentinel. (The FO head may delegate the responsibility to authorize a reward offer to a management official no lower than the assistant special agent in charge [ASAC] in an FO that is headed by a special agent in charge [SAC] or no lower than an SAC in an FO that is headed by an assistant director in charge [ADIC].)

11.1.4. The FBIHQ operational division FM must:

11.1.4.1. Track pending offers pursuant to cases within his or her purview that may require payment in the future and incorporate updates into FD's quarterly data call.

11.1.4.2. Review ECs proposing reward offers.

11.1.5. BEU must:

11.1.5.1. Review ECs and submit reward request memorandums to the AG through the Assistant Attorney General for Administration for reward requests of $250,000 or more. Each memorandum must include:

11.1.5.1.1. The following verbiage: "Payment will be made from funds available in the fiscal year [FY] the payment of the reward is approved."

11.1.5.1.2. The amount requested to be offered.

11.1.5.1.3. A narrative justification.

11.1.5.2. Coordinate with the DD's office to obtain DD approval of the memorandum prior to submission to DOJ.

11.1.5.3. Forward the AG's responses for reward offers to the respective FBIHQ operational divisions and GLU.

11.1.5.4. Coordinate with GLU to adjust the contingent liability and to make the master list of reward offers and payments available on a quarterly basis.

11.2. Reward Payments

11.2.1. To prepare a reward payment, the requesting individual in the offering FBIHQ division/FO must prepare an EC in Sentinel. He or she must:

11.2.1.1. Draft an EC under the appropriate case file number and include the following:

11.2.1.1.1. The recipient who has been selected for the reward

11.2.1.1.2. The amount of the reward to be paid

11.2.1.1.3. A detailed justification for the reward payment

11.2.1.2. Ensure that the roles and names of the individuals listed on the approval section of the EC comply with the levels of approval set forth in subsection 8.2.2. of this PD.

11.2.1.3. Create and maintain a distribution list that includes the:

11.2.1.3.1. UC, BEU.

11.2.1.3.2. UC, GLU.

11.2.1.3.3. FO FM (if applicable).

11.2.1.3.4. FBIHQ operational division FM.

11.2.2. The FO head, FBIHQ operational division SC and AD, and DD for their AORs must:

11.2.2.1. Review all reward payment requests via the respective ECs in Sentinel. (The FO head may delegate the responsibility to authorize a reward payment to a management official no lower than the ASAC in an FO that is headed by an SAC or no lower than an SAC in an FO that is headed by an ADIC.)

11.2.3. The FBIHQ operational division FM must:

11.2.3.1. Ensure availability of funds prior to approving any payment of a reward to an individual.

11.2.3.2. Determine the budget and FY from which the reward is to be paid. Funds used to pay a reward must be from the FY in which the reward payment is approved, not from the FY in which the reward is initially offered.

11.2.3.3. Coordinate the realignment of funds with BEU to ensure that sufficient funding is available to facilitate payment upon required approvals.

11.2.3.4. Plan for reward payments in the yearly budget plan.

11.2.3.5. Initiate Unified Financial Management System (UFMS) documents to issue overt and covert reward payments, in accordance with the FO "Publicly Advertised Rewards Process" flow chart referenced in subsection 14.2.2. of this PD.

11.2.4. BEU must:

11.2.4.1. Review ECs and submit reward request memorandums to the AG through the Assistant Attorney General for Administration for reward payment requests of $250,000 or more. Each memorandum must include:

11.2.4.1.1. The amount requested to be paid.

11.2.4.1.2. A narrative justification.

11.2.4.1.3. The following verbiage: "Payment will be made when the payment of the reward is approved."

11.2.4.1.4. The account and FY from which the reward is to be paid.

11.2.4.2. Coordinate with the DD's office to attain DD approval of the memorandum prior to submission to DOJ.

11.2.4.3. Forward the AG's responses for reward offers to the respective FBIHQ operational divisions. The AG's responses will be filed on BEU's shared drive.

11.2.4.4. Forward a copy of the AG approval for reward payment and supporting documentation to the respective FBIHQ operational division and GLU. The copy of the AG approval will be filed on BEU's shared drive.

11.2.4.5. Upon approval from the AG, coordinate with the FBIHQ operational division FM to ensure the availability of funding before a reward is recorded in UFMS.

11.2.4.6. Ensure that funds are used from the FY in which the reward payment is approved, not from the FY in which the reward is initially offered.

11.2.4.7. Coordinate with the respective FBIHQ operational division to ensure that funding is available, as appropriate.

11.2.4.8. Coordinate with GLU for reward payment status on a quarterly basis.

12. Exemptions:

None

13. Supersession:

PD 0209D, *Publicly Advertised Rewards*

14. References, Links, and Forms:

14.1. References

14.1.1. *Media Relations at FBIHQ and in Field Offices Policy Guide (0809PG)*

14.1.2. "Publicly Advertised Rewards – Required Approvals" table

14.1.3. FO "Publicly Advertised Rewards Process" flow chart

14.1.4. "Publicly Advertised Rewards Process Unified Financial Management System (UFMS) Steps"

15. Definitions and Acronyms:

15.1. Definitions

15.1.1. Contingent liability: a potential liability that may occur depending on the outcome of an uncertain future event. A contingent liability is recorded in the accounting records if the contingency is probable and the amount of the liability can be reasonably estimated.

15.1.2. Federal Bureau of Investigation Headquarters division head: refers to an AD.

15.1.3. Field office head: refers to an ADIC/SAC.

15.1.4. Probable: information has been received by a CA or an FBIHQ division/FO, documentation is being prepared for reward approval, and the chances of the reward being paid are more likely than not.

15.1.5. Reward: a sum of money offered by the government for the performance of some special or extraordinary service. Rewards, as described in this policy, do not include awards from forfeiture funding.

15.1.6. Reward payments (i.e., publicly advertised payments for assistance to DOJ): a sum of money paid to an individual who provides information leading to the arrest or conviction of the subject of an investigation, leading to the arrest and conviction of a subject responsible for the felonious killing of a police officer in the line of duty, or leading to the recovery of a kidnapping victim and the identification, arrest, and conviction of the person responsible.

15.2. Acronyms

15.2.1. AD: assistant director

15.2.2. ADIC: assistant director in charge

15.2.3. AG: Attorney General

15.2.4. AOR: area of responsibility

15.2.5. ASAC: assistant special agent in charge

15.2.6. BEU: Budget Execution Unit

15.2.7. CA: case agent

15.2.8. CHS: confidential human source

15.2.9. DD: deputy director

15.2.10. DOJ: Department of Justice

15.2.11. EC: electronic communication

15.2.12. FASAB: Federal Accounting Standards Advisory Board

15.2.13. FBI: Federal Bureau of Investigation

15.2.14. FBIHQ: Federal Bureau of Investigation Headquarters

15.2.15. FD: Finance Division

15.2.16. FM: financial manager

15.2.17. FO: field office

15.2.18. FY: fiscal year

15.2.19. GLU: General Ledger Unit

15.2.20. OPA: Office of Public Affairs

15.2.21. PD: policy directive

15.2.22. SAC: special agent in charge

15.2.23. SC: section chief

15.2.24. SFFAS: statement of federal financial accounting standards

15.2.25. UC: unit chief

15.2.26. UFMS: Unified Financial Management System

15.2.27. U.S.C.: United States Code

16. Appendices and Attachments:

None

Sponsoring Executive Approval	
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