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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 03/3/2010

To: All Field Offices

Attn: ASAC
Administrative Officer
Community Outreach Specialist
Community Outreach Coordinator
RMD Manual Desk

From: Director's Office

Office of Public Affairs/Community Relations Unit [REDACTED]

Contact: [REDACTED]

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Approved By: [REDACTED]

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Drafted By: [REDACTED]

LSG

Case ID #: 188A-HQ-C1243327 (Pending)

Title: Community Outreach Program New HQ File Guidance

Synopsis: The Director's Office (DO), [REDACTED] Community Relations Unit (CRU), is providing guidance regarding the implementation of newly established Community Outreach Program (COP) files and associated field office working files.

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Details: The Director's Office, [REDACTED] Community Relations Unit, is providing guidance on the following newly established CRU filing system.

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Purpose: CRU is implementing a new filing system which will provide continuity throughout the Community Outreach Program (COP). This filing system will enable the COS to self evaluate their strengths and weaknesses within their respective program by creating an accurate picture of their COP in its entirety. With the implementation of this new filing system, CRU will no longer require the COS to submit Semi-Annual Reports. However, the COS will be responsible for submitting an End-of-the-Year Letter which will encompass your most significant events and accomplishments achieved within the calendar year. This letter serves three (3) purposes:

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- Provides the ADIC/SAC an overview of the program for the calendar year.
- Allow each COS to extract information for your Annual Report Highlights which will be used for the Annual Report Booklet.
- Creates a vehicle for CRU to evaluate the COP within each field office and determine associated best practices and/or deficiencies.

Reporting Process: The field office working files shall be kept in a central location accessible to all employees. Working files shall be maintained by the field office for a period of five years. CRU will maintain the official files, for historical purposes, for a period of ten years.

All EC's documenting Community Outreach engagement should contain only pertinent information. An EC template will be made available via the Intranet and contained within the CRU library which sets forth the details regarding information to be contained within the respective communication.

All COP EC's must be uploaded and serialized at the end of each month. However, weekly updates are strongly urged.

CRU requests that a copy of captioned EC be placed at the beginning of each file to insure proper protocol is maintained at all times.

The following six (6) files deemed mandatory are as follows:

1. **Administrative File 188A-HQ-1638827**
2. **Annual Report File 188A-HQ-1638828**
3. **Citizens' Academy Administration File 188A-HQ-1638841**
SUB A. Applications and Background Assessment Checks
SUB B. Federal Bureau of Investigation Citizens' Academy Alumni Association
SUB C. Five Year Alumni Re Certification
4. **Director's Community Leadership Award 188A-HQ-1638829**
5. **Law Enforcement Coordination File 188A-HQ-1638836**

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6. Youth Program File 188A-HQ-1638838

The following ten (10) files are deemed optional. COS's will only need to utilize these files if they are currently working in these communities or programs:

1. African American Community File 188A-HQ-1638825
2. Arab Muslim, Sikh Community File 188A-HQ-1638825
3. Asian Community File 188A-HQ-1638824
4. Hispanic Community File 188A-HQ-1638826
SUB A. League of Latin American Citizens
5. Jewish Community File 188A-HQ-1638823
6. Memorandum of Understanding 188A-HQ-1638830
7. Minority Outreach File 188A-HQ-1638818
8. Native American File 188A-HQ-1638819
9. Special Events 188A-HQ-1638835
10. Youth Programs 188A-HQ-1638838

Field Office Sub-File Requests: Field office requests for the establishment of additional sub-files, in support of their field outreach program, must be submitted in EC format to CRU, to the attention of their respective MAPA. Once approved, the MAPA will coordinate the establishment of the sub-file(s) with our designated OPA administrative contact.

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LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

CRU requests that a copy of captioned EC be placed at the beginning of each file/sub-file to insure proper protocol is maintained at all times.

Each field office is requested to establish working files (files identified as mandatory and ones deemed optional - per discretion of field office) to act as a repository of information regarding their respective COP (Note: Original documentation to be forwarded and maintained by OPA-CRU.).

Field office requests for the establishment of additional sub-files, in support of their COP, must be submitted in EC format to CRU, to the attention of their respective MAPA, for approval and establishment within the system.

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