

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 01/21/2004

To: All Field Offices
Administrative Services
Office of Public Affairs

Attn: FBIHQ, Manuals Desk

From: General Counsel
Administrative Law Unit/Room 7338
Contact: [Redacted]

Approved By: Kelley Patrick W. [Redacted] [Handwritten initials]

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Drafted By: [Redacted] enj [Handwritten initials]

Case ID #: 66F-HQ-1201415 (Pending)
66F-HQ-C1384970 [Handwritten numbers]

Title: USE OF THE NAME
"FBI CITIZENS' ACADEMY"

Synopsis: This electronic communication (EC) advises all field offices regarding the use of the FBI name, initials, and seal in connection with private Citizens' Academies. Subject to limitations set forth below, the use of the name "FBI Citizens' Academy" within the official name of a private entity is legally unobjectionable.

Details: A number of field divisions have indicated that groups of private citizens, including former FBI Special Agents, have formed private Citizens' Academies (hereinafter, "CAs"). These private CAs are distinct from the FBI Citizens' Academies that are part of the FBI's community outreach program. The private CAs are entities which are separate from the FBI, and they operate separately and independently of the FBI. Certain FBI field divisions have contacted the Office of General Counsel requesting guidance regarding the use of the FBI name, initials, and seal in connection with these private CAs. This EC addresses only the private CAs that seek to use the initials "FBI" in their corporate names.

Pursuant to Bureau policy revisions set forth in an EC, dated October 4, 2002, and subject to the limitations set forth below, the name "FBI Citizens' Academy" within the official name of a private CA is legally unobjectionable, and may be approved at the discretion of the SAC of the field division. This guidance has been coordinated with the Community Outreach Unit of the FBI's Office of Public Affairs.

*Unprocessed
01/23/04*

To: All Field Offices From: General Counsel
Re: 66F-HQ-120141' 01/21/2004

The SAC of each field division should determine that the CA is an appropriate group to use the name "FBI Citizens' Academy", and the SAC of the field division should continue to monitor the CA's use of the name "FBI Citizens' Academy" to ensure that the use of the name by the CA is appropriate.

The name "FBI Citizens' Academy" may be used on the letterhead of the CA, and in the CA's correspondence; provided that the CA takes effective steps to assure that its status as a separate, private organization is apparent and unambiguous.

The CA may not otherwise use the FBI seal, logo or insignia on CA letterhead, in the CA's correspondence, or in the CA's title.

Any use of the name or initials of the FBI by the CA may not mislead members of the public to assume that the CA is a part of the FBI. Specifically, the CA must agree not to use its relationship to the FBI to advance any fundraising or lobbying efforts.

The CA shall use a prominent disclaimer on all print and electronic media, confirming that the CA is not a part of the FBI.

If the CA desires to create a CA emblem, the proposed design of the emblem should be submitted to OGC for prior review. OGC review of the proposed design is required to ensure that the FBI is not placed in a position of appearing to endorse the CA as part of the FBI. Copies or derivations of the FBI seal will not be approved.

FBI approval to use the FBI name and/or initials in the CA's title is subject to withdrawal at any time in the FBI's sole discretion.

Questions regarding other desired uses for the name "FBI Citizens' Academy" should be directed to OGC.

To: All Field Offices .From: General Counsel
Re: 66F-HQ-120141 01/21/2004

LEAD(s):


Set Lead 1: (Discretionary)

ALL RECEIVING OFFICES

For action consistent with the guidance contained in this
EC.

CC: Mr. B. Gebhardt
Mr. P. Kelley

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ALU Tickler
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