

FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY

Date: 1/7/2010

To: All Field Offices

Attn: ADIC/SAC
CT ASACs
CDC
JTTF Supervisors
Training Coordinator

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Counterterrorism

CDCs
ITOS I Unit Chiefs
ITOS II Unit Chiefs
DTOU Unit Chief

From: Counterterrorism

Contact: UC

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Case ID #: (Pending)

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Title: COUNTERTERRORISM PROGRAM GUIDANCE
NOTIFICATIONS TO OUTSIDE AGENCIES
ADMINISTRATIVE AND OPERATIONAL GUIDANCE

Reference:

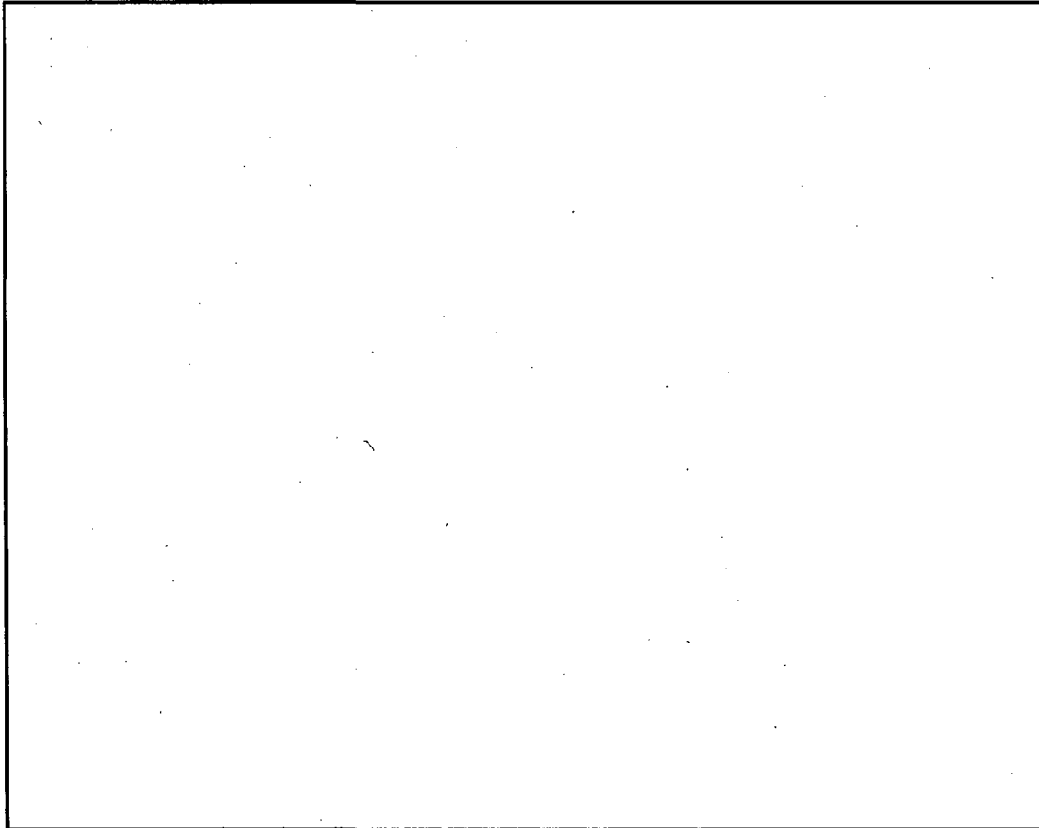
Synopsis: To provide the Counterterrorism Division (CTD) and
Field Offices with administrative and operational requirements
for reporting investigations and assessments of subjects

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Details: After the events of September 11, 2001, Special Agents
within the United States Military Counterintelligence and

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Re: [REDACTED] 1/7/2010

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To ensure investigative and intelligence related information is shared at both the field office and HQ levels, the following policy will be implemented immediately:

Upon initiation of any counterterrorism assessment or investigation [Guardian lead, Assessment, Preliminary, Full Investigation, or lead generated from an existing PI or FI]



This notification shall be completed via Electronic Communication (EC) addressed to the [REDACTED] in addition to the appropriate CTD substantive unit. The notification EC must include the full identity of the individual, the predication of the assessment/investigation, [REDACTED] affiliation, and the assigned FBI Case Agent and their SSA's

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contact information. In cases where a lead is set from an existing PI or FI which [REDACTED] additional lead must be set to both the CTD substantive unit and the [REDACTED] for informational purposes.

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When entering complaints into Guardian, an action lead should be set to the NJTTF Guardian office [REDACTED] which [REDACTED] and the assigned Case Agent and SSA. The NJTTF will ensure this information is also passed to the appropriate CTD substantive unit.

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Upon receipt of an EC and/or Guardian notification, the [REDACTED] will make an expeditious and simultaneous notification via FBI LHM to the appropriate [REDACTED] and the Deputy Director for Counterintelligence, Defense Counterintelligence and HUMINT Center (DCHC). The LHM notification will provide the full identity of the [REDACTED]

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[REDACTED] the FBI originating Field Office Case Agent and SSA contact information, and the nearest [REDACTED] CI field element. Once the LHM is transmitted to the appropriate [REDACTED] and DCHC, [REDACTED]

The NJTTF will track the above activity to ensure notifications are completed in a timely manner. All documentation, including ECs, LHMs, [REDACTED] will be uploaded to the substantive case file and an FBIHQ control file. All operational coordination will continue through the CTD substantive unit. [REDACTED]

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The above reporting requirements do not preclude the Field Office from also reporting their investigations or assessments to [REDACTED]

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Set Lead 1: (Action)

ALL RECEIVING OFFICES

Field offices are directed to ensure all personnel understand this policy and to immediately implement it.