

Document Details:

Case ID:

66F-HQ-C1384970

Serial:

10

25250

66F-RH-C49836

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66F-MO-A43631

379

51

80

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242

121

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PH 66F-A7905

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66F-NO-A67069

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Ref Case ID:

Ref Serial:

7

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Office:

DG

Type:

EC

Date:

04/24/2006

To:

ALL FIELD OFFICES
ALL LEGAT OFFICES
CJIS
COUNTERTERRORISM

From:

COUNTERTERRORISM

Author:

Approver:

Topic:

TO ADVISE ALL RECIPIENTS OF THE NEW PROCEDURES

Classification:

U

Authority:

Duration:

SCI Flag:

Rule(6e):

IRS Tax:

Handling

Caveats:

Secure document:

----- Document Text -----

Precedence: PRIORITY

Date: 04/24/2006

To: All Field Offices

Attn: ADIC/SAC
JTTF ASAC
JTTF Coordinator
JTTF SSAs
Field Intelligence Group
FBIHQ, Manuals Desk

Counterterrorism

Attn: TREX Unit
All Unit Chiefs

All Legats

Attn: Legat Attache

CJIS

Attn: CDIG, PDS

4/19/2011

TSEU, RMS

From: Counterterrorism
Terrorist Screening Center
Contact: [REDACTED]

Approved By: [REDACTED]

Harrington T J



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Drafted By: [REDACTED] mrl

Case ID # [REDACTED] (Pending)
66F-HQ-C1384970

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Title: TERRORIST SCREENING CENTER -
NEW FD-930 (GANG OR TERRORIST MEMBER WATCHLISTING FORM)
AND NEW PROCEDURES FOR NOMINATING TERRORIST
SUBJECTS FOR WATCHLISTING

Synopsis: To advise all recipients of the new procedures
regarding the submission of international terrorist (IT) and
domestic terrorist (DT) nominations.

Reference: [REDACTED]

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Details: As advised in the referenced electronic communications
(ECs), on or about 05/15/2006, a new electronic FD-930 will be
deployed Bureau-wide and the current .pdf fillable
version of the form will
no longer be utilized for watchlisting terrorist
members.

The new electronic FD-930 utilizes Microsoft InfoPath
eForm technology and provides several advantages not currently
available with the .pdf fillable form.

Effective 05/15/2006, all watchlisting nominations for
IT and DT must adhere to the new procedures set forth in this
communication.

Effective 05/15/2006, nominations submitted to the
[REDACTED] via facsimile or
hard-copy will, upon receipt, be returned to the originating
office for re-submission following the procedures set forth below
in this communication.

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BENEFITS OF THE eFORM FD-930

By automating the FD-930 using Microsoft InfoPath

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technology, Case Agents/Analysts (CAs/As) working IT and DT matters are afforded many advantages not currently available with the .pdf fillable form. Some of the immediate advantages include:

1. The ability to submit nominations via e-mail.

2. [REDACTED]

[REDACTED] to upload the form into the Automated Case Support (ACS) system with text. (Field offices [FOs] will not upload nominations that are submitted to the [REDACTED]. This action will be conducted by the [REDACTED]. More information on this item is set forth later in this EC.)

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3. The ability to save the form and edit/modify it later.

4. The ability to re-use/modify the form so that a new form does not need to be generated to accommodate future watchlisting requests, i.e., [REDACTED]

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5. [REDACTED]

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Many peripheral benefits are gleaned by automating the nomination process, to include:

abolishing hard-copy submissions that may not make it

[REDACTED] for processing;

abolishing facsimile submissions wherein the data contained on the form is no longer legible and may compromise accurate watchlisting of the information;

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immediate notification via a reply e-mail from the [REDACTED]

[REDACTED] (or the TSC, for DT nominations) when the request is received and processed.

Additionally, efforts will be undertaken in the future to enhance and streamline the IT and DT nomination process, to include a singular point of entry for 'watchlistable' data elements that will, in turn, initiate and auto-populate designated data elements into other documents that are required to be created when a Preliminary Investigation or Full Investigation is initiated and/or when additional 'watchlistable' data elements are discovered.

PRIOR TO COMPLETING AN FD-930 FOR AN IT OR DT NOMINATION

If any of the situations set forth below apply to an IT or DT nomination, CAs/As shall provide the required justification/information on the FD-930. If more than one situation applies, the required justification/information may be set forth in one communication, i.e., the opening case EC; preparing individual communications is not required.

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If the nomination is an Initial Submission, the opening case EC and Notice of Initiation (NOI) or Letterhead Memorandum (LHM) must be uploaded into ACS. The substantive investigative case file number and serial numbers of these documents are required to be provided on Initial Submission FD-930s.

If the CA/A will be requesting/recommending the issuance of a Handling Code 1, the NCIC ID number for the Wanted Person record in NCIC will be required to be provided on the FD-930. The NCIC ID number in the Wanted Person File record begins with a 'W' and is followed by nine numeric digits, e.g., W123456789.

If the CA/A will be requesting/recommending the issuance of a Handling Code 2, the review and approval by FO Chief Division Counsel and FBI Headquarters Office of the General Counsel must be obtained and documented. The substantive investigative case file number and serial number(s) of the documents authorizing the issuance of a Handling Code 2 are required to be provided on the FD-930.

If the CA/A will be requesting/recommending the issuance of a [redacted] an EC that provides sufficient justification must be uploaded into ACS. The substantive investigative case file number and serial number of this document is required to be provided on the FD-930.

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If the subject [redacted]

[redacted]
required to be provided on the FD-930.

If the CA/A will be requesting/recommending that the subject be excluded from one or more supported systems that he/she is qualified to be placed in, a reasonable and detailed justification that clearly articulates why the subject should be excluded from the system(s) must be provided in the opening case EC. The substantive investigative case file number and serial number of this document is required to be provided on the FD-930.

**GUIDELINES FOR WATCHLISTING
KNOWN OR APPROPRIATELY SUSPECTED IT AND DT SUBJECTS**

1. Only Main Subjects (not References) of terrorism investigations who have been indexed in ACS's Universal Index Application may be watchlisted.
2. Substantive investigative case files for IT and DT subjects shall not be restricted in ACS. The ability for [redacted] and TSC personnel to review the case file, which enables a thorough review of the nomination and accurate watchlisting, is required.
3. It is the responsibility of the CA/A to ensure that the information provided on the FD-930 is thorough, accurate and current. 'Packing the record' with all available biographical

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identifiers will allow for maximum hit potential and will facilitate rapid and accurate positive (or negative) identification should the individual be encountered.

4. It is the responsibility of the CA/A to ensure biographical information contained in the NOI/LHM and opening case EC does not contrast/conflict with the unclassified, biographical information provided on the FD-930, and that all available biographical identifiers are submitted on the FD-930.

TIPS FOR COMPLETING THE eFORM FD-930

1. Mandatory fields are highlighted by red asterisks or red borders. Some fields become mandatory when a condition is created, i.e., when the 'Type of Request' is 'Initial Submission' or based on the subject's U.S. Person status.

2. Holding the cursor over some fields will display a window with tips for properly completing the field.

3. Drop-down menus/pick-lists may be accessed by clicking on the downward arrow located on the right side of the field. (The first line in all drop-down menus is blank and should be selected if the field is inadvertently populated. This will depopulate the field.)

4. 'Add Additional...' lines are directly below base fields for any biographical data element for which multiple entries are accepted. i.e., date of birth, social security account number, scars/marks/tattoos/other characteristics, etc. By single clicking on the 'Add Additional...' line another field will appear and allow for additional data elements to be entered.

5. When certain conditions are created on the form, pop-up windows will appear advising the CA/A of a conflict. For example: If a subject has been determined to be Armed and Dangerous and

[REDACTED]
[REDACTED] Law enforcement officer safety is paramount;
therefore, initial eligibility criteria for an individual to be
[REDACTED]

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6. Policy and procedural ECs cited on the form may be directly accessed by clicking on the communication's reference link.

AFTER THE FD-930 HAS BEEN COMPLETED

1. The CA/A completing the FD-930 should review the form to ensure that no fields display a red asterisk or are bordered in red. (Red asterisks and borders identify fields for which valid data was not entered or a mandatory field that was not populated.)

2. The CA/A completing the FD-930 must go to the top of the form and single click on the 'Validate Form' button. If the form was completed with valid data and all required fields have been

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populated, the red 'NOT VALID' indicator will turn to a green 'Valid' indicator. If the form was not completed with valid data and/or all required fields have not been populated, the red 'NOT VALID' indicator will remain and a window will appear listing all invalid data and/or omitted fields that need to be addressed by the CA/A before the form is submitted to the [REDACTED]

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3. Field Offices should not upload either 'VALID' or 'NOT VALID' FD-930s into ACS. After the request is received, reviewed, vetted and validated for accuracy by the [REDACTED] a copy of the final FD-930 submitted by the [REDACTED] for national watchlisting will be uploaded to the substantive investigative case file and returned via e-mail to the CA/A. FD-930s uploaded into ACS by FOs will be requested to be removed/charged-out.

HOW TO SUBMIT A NOMINATION

CAs/As shall:

1. Save the completed FD-930 to a file/folder of their choice.
2. Prepare an e-mail to [REDACTED]
3. The subject line of the e-mail is the substantive investigative case file number.
4. Based on the 'Type of Request', the following documents must be sent as attachments to the e-mail submitted to [REDACTED]

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If the 'Type of Request' is 'Initial Submission': FD-930 and opening case EC and NOI or LHM.

If the 'Type of Request' is 'Remove Individual From ALL Watchlisting and Supported Systems': FD-930 and closing case EC.

If the 'Type of Request' is 'Add Data to Existing Record' or 'Modify or Delete Data From Existing Record': FD-930 and EC clearly stating what is to be added to, deleted from or modified in the existing record.

AFTER THE NOMINATION IS SUBMITTED TO THE [REDACTED]

1. The [REDACTED] will receive the nomination and review the nomination for thoroughness and accuracy, reconcile all conflicting issues or recommendations on the form and in the supporting documentation/justification(s), and validate the form.
2. The [REDACTED] will make appropriate notations in the 'Nomination Log (For Use By [REDACTED])' field at the end of the FD-930.
3. The [REDACTED] will forward all [REDACTED]
[REDACTED]
4. For DT nominations, following the TSC's review and validation

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of the nomination, the TSC will affect the appropriate action to the subject's record; make the appropriate notation(s) on the FD-930; upload the final FD-930 to the substantive investigative case file; and send an e-mail to the CA/A [noted on the FD-930 as the POC] advising of the action taken and containing the final FD-930 that the TSC uploaded to the substantive investigative case file and is the official record of the watchlisting request and action. The e-mail notification will also contain the serial number of the final FD-930.

5. For IT nominations, following the [redacted] review and validation of the nomination (and making the appropriate notation(s) on the FD-930), the final FD-930 will be uploaded to the substantive investigative case file; the nomination will be forwarded to [redacted]

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LEGAL ATTACHE (LEGAT) NOMINATIONS

Persons of interest submitted by FBI LEGATs may not utilize the eForm FD-930 procedures inasmuch as the individuals are not subjects of [redacted]

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FBI LEGATs who submit a known or appropriately suspected terrorist for watchlisting and have fingerprints for the individual, may do so by forwarding the fingerprints, biographical data and all derogatory information available to the [redacted]

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FBI LEGATs who submit a known or appropriately suspected [redacted]

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[redacted] The teletype must include all available biographical information and derogatory information regarding the individual.

LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

Disseminate this EC to agents, analysts, and task force officers assigned to counterterrorism investigations.

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Set Lead 2: (Info)

CJIS

AT CLARKSBURG, WV

For the information of the

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Set Lead 3: (Info)

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AT CLARKSBURG, WV

For the information of the Training and Systems
Education Unit, Resources Management Section.

CC: 1 -
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