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FEDERAL BUREAU OF INVESTIGATION  
CORPORATE POLICY DIRECTIVE

0309D

1. Policy Directive Title.	Counterintelligence Division Policy Implementation Guide
2. Publication Date.	2010-08-09
3. Effective Date.	2010-08-09
4. Review Date.	2013-08-09
5. Primary Strategic Objective.	
A1-Protect US from terrorist and foreign intelligence activity.	
6. Authorities:	
Attorney General's Guidelines for Domestic FBI Operations (AGG-Dom), dated December 1, 2008. FBI Domestic Investigations and Operations Guide (DIOG) dated December 16, 2008. See Counterintelligence Program Guide Section 2.4.	
7. Purpose:	
To promulgate the <u>Counterintelligence Division Policy Implementation Guide</u> (CDPG).	
8. Policy Statement:	
1. All FBI employees, detailees, contractors, task force officers, and others responsible for performing counterintelligence investigative operations and intelligence collection activities in furtherance of the mission of the FBI shall comply with the policies and procedures contained in the CDPG, which is consistent with the laws, rules and regulations governing FBI investigations, operations, programs, and activities.	
2. All Special Agents, professional staff, detailees, contractors, task force officers, and others responsible for performing counterintelligence investigative operations and intelligence collection activities in furtherance of the mission of the FBI shall successfully complete all assigned training courses derived from the AGG-Dom, the DIOG, and the CDPG.	
3. All updates and modifications to the CDPG shall be coordinated by the Division Policy Officer (DPO), the Corporate Policy Office, Resource Planning Office, and approved internally by the Assistant Director Counterintelligence Division (CD).	
4. Unless otherwise specifically stated in the AGG-Dom, DIOG or FBI policy, SACs may delegate, as appropriate, approval authorities for authorized investigative operations and intelligence collection activities and methods as described in the DIOG and the CDPG.	
9. Scope:	
This directive and the policies and procedures contained in the CDPG apply to all FBI employees, detailees, contractors, task force officers, and others responsible for performing counterintelligence operations and intelligence collection activities in the furtherance of the mission of the FBI.	

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**10. Proponent:**

Assistant Director, Counterintelligence Division  
Federal Bureau of Investigation

**11. Roles and Responsibilities:**

1. FBIHQ, Assistant Director Counterintelligence Division and Operational Program Managers
  - 1.1. Must promulgate and update, as necessary, a program implementation guide which supplements the DIOG. The program implementation guides, and any updates thereto, must be approved by the Executive Assistant Director having oversight over the program upon coordination through the FBI policy cycle.
  - 1.2. In consultation with the Office of General Counsel, must submit update requests to the policies and procedures contained in the CDPG to the Corporate Policy Office for coordination.
  - 1.3. In consultation with the Office of Integrity and Compliance, must develop monitoring mechanisms to ensure employee compliance with the policies and procedures contained in the CDPG.
2. FBI Employees, Detailees, Contractors, Task Force Officers, and Others
  - 2.1. Must comply with the policies and procedures contained in the CDPG.
  - 2.3. Must timely and successfully complete all assigned training courses derived from the policies and procedures contained in the DIOG and CDPG.
3. FBIHQ and Field Division Heads and Supervisors
  - 3.1. Must ensure their employees implement the policies and procedures contained in the DIOG and CDPG.
  - 3.2. Must promptly assign DIOG and CDPG training courses to their employees and ensure their employees timely and successfully complete the assigned training courses.
  - 3.3. Must monitor employee compliance with the policies and procedures contained in the DIOG.
4. Assistant Director Counterintelligence Division
  - 4.1. Must approve all updates to the CDPG upon coordination through the FBI policy cycle.
  - 4.2. Must coordinate DOJ approval of updates to the DIOG Classified Annex.
  - 4.3. Must coordinate the development of CDPG training and set employee course completion deadlines (if applicable).
5. Corporate Policy Office (CPO)
  - 5.1. Must maintain the most current version of the PG on its website, coordinate modification requests to the CDPG, and update the CDPG as such requests are approved.
  - 5.2. Must develop and maintain a centralized portal for employee feedback concerning the policies and procedures contained in the CDPG.
6. FBIHQ and Field Office Training Coordinators
  - 6.1. Must monitor timely and successful completion of PG training courses for all employees in their respective FBIHQ and Field Divisions (if applicable).
  - 6.2. Must provide training tracking information to the Counterintelligence Division Policy Officer (DPO) on a regular basis to be determined by the DPO.
7. General Counsel - National Security Law Branch (NSLB)
  - 7.1. Must ensure the PG is in compliance with the AGG-Dom, the DIOG and all applicable legal authorities governing FBI investigations, operations, programs, and activities.
  - 7.2. Must review all requested modifications to the policies and procedures contained in the CDPG.
8. Inspection Division
  - 8.1. Must update all inspection auditing and monitoring policies and procedures to ensure appropriate oversight of the implementation of the CDPG.
9. Office of Integrity and Compliance
  - 9.1. Must review all requested modifications to the policies and procedures contained in the CDPG to ensure compliance with laws, rules and regulations governing FBI investigations, operations, programs, and activities.

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9.2. In coordination with AD Counterintelligence Division and Operational Program Managers, must facilitate the development of monitoring mechanisms to ensure employee compliance with the policy and procedures contained in the CDPG.

For additional, detailed roles and responsibilities associated with the laws, rules and regulations, including the policies and procedures contained within the CDPG, governing FBI investigations, operations, programs, and activities, see Section 1 and 2 of the CDPG.

**12. Exemptions:**

See Domestic Investigations Operations Guide.

**13. Supersession:**

See Counterintelligence Division Policy Implementation Guide, Appendix B.

**14. References, Key Words, and Links:**

See Counterintelligence Division Policy Implementation Guide, Appendices A and B. Also see Domestic Investigations Operations Guide.

**15. Definitions:**

See Counterintelligence Division Policy Implementation Guide, Appendices C and D.

**16. Appendices, Attachments, and Forms:**

Counterintelligence Division Policy Implementation Guide

**Final Approval**

**Name:** Sean M. Joyce

**Title:** Executive Assistant Director

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