

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/25/2007

To: All Field Offices

Attn: ADICs/SACs
ASACs
Community Outreach Program
Community Outreach Specialist/
Coordinators
FBIHQ, Manuals Desk

1. SAC Parenti *OP*

~~2. ASAG~~ [redacted]

3. ASAC [redacted]

4. SA Dupre *X*

5. [redacted]

(Lead assigned to SA Dupre 08/03/2007)

From: Director's Office
Office of Public Affairs, Community Relations Unit,
Room 7366
Contact: Public Affairs Specialist, [redacted]

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Approved By: [redacted]

Drafted By: [redacted]

tlb

Case ID #: 188A-HQ-C1243327 -1000 (Pending)

Title: COMMUNITY OUTREACH PROGRAM (COP)
GUIDANCE ON CITIZENS' ACADEMY
ALUMNI ASSOCIATION

Synopsis: This EC provides an update of recent significant
Citizens' Academy program developments impacting all field
offices and provides guidance on alumni associations.

Enclosure(s): Citizens' Academy Logo Guidelines and Privacy
Waiver Agreement.

~~188A-SC-A37406~~ *68*

188A-SC-C3033 8-780

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Details: The Citizens' Academy has proven to be a highly effective outreach tool that fosters relationships with other agencies and private entities to support the FBI's national priorities. Through the liaison and partnership building of the Citizens' Academy, the larger Community Outreach Program has enhanced its support to all FBI [redacted] programs,
[redacted]

The Office of Public Affairs (OPA) Community Relations Unit (CRU), which has management responsibility for the Citizens' Academy Program (CAP), is focusing its efforts on turning the relationships built through the CAP into long-term partnerships through national and local alumni networks. There are currently 48 local Citizens' Academy Alumni chapters, and membership is approximately 6500 and growing.

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CAAA members are a trusted group based on the vetting of members through the CAP. The FBI performs background checks and the applicants sign a non-disclosure agreement as part of the application process.

Priorities and Goals

In support of the FBI's Strategic Objective (P10) to "Enhance Public Trust and Confidence in the FBI," CRU now reports quarterly data related to Citizens' Academies and alumni associations to the Director and the Strategy Management Office on a quarterly basis as part of the Strategy Management System (SMS). Specifically, CRU reports the following:

- Number of Citizen Academy Classes conducted
- Number of Citizen Academy graduates
- Number of Community Relations Executive Seminar Training (CREST) or similar activities
- Number of field offices with Citizen Academy Alumni Associations (CAAAAs)

The target for the number of field offices with Citizen Academy Alumni Associations is 56 or 100% by the end of fiscal year 2007. Targets for the other metrics will be determined following an analysis of several quarters' trends.

Amendments to CAAA Bylaws

A recent development on the private sector side of the CAAA are a set of amendments to the bylaws governing how the CAAA is to be organized. Unlike many FBI programs, which do not involve

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the private sector acting independently, the CAAAs consist of a partnership between the FBI and the CAAA membership. For liability purposes, and to enable chapters to engage in activities the FBI is not legally able to participate in, many chapters have incorporated as non-profit organizations. This has been done chapter by chapter without consistent policy guidance, inasmuch as the FBI does not advise private sector entities on how to structure themselves corporately.

The new bylaws do not apply to the partnership, but to the FBINCAAA. They essentially clarify the National Executive Committee (NEC) authority to administer the organization, require chapters to incorporate, and to use a consistent naming protocol. FBI program managers neither wrote nor voted on the bylaws, although we support them and assisted the NEC in promoting their passage. A legal separation between the partnership and the FBINCAAA was necessary in order to enable the FBINCAAA to establish relationships outside the FBI without representing the FBI. A comparable example of this is the FBI Agents Association being able to use "FBI" in its name, but it is understood that the group is separate and distinct from the FBI. This is why the new corporate name includes terms (e.g. Alumni Association) that identify it as separate from the FBI. CRU works closely with the Office of General Counsel (OGC) for guidance regarding the FBI Citizens' Academy Program. OGC has provided guidance on the National bylaws, logo guidelines, Privacy Act Consent form and Privacy Waiver Consent Agreement.

The FBI supports the change because it will enable the FBINCAAA to act more independently and accomplish things it could not do if not separated legally from the FBI. It also will promote consistency among the now 48 chapters nationwide.

The FBINCAAA will be managed by the NEC; will have the ability to develop relationships with other government and private entities; and will be able to accept funds from both public and private sources to support chapter activities, so long as it is clear they are accepting them in their non-FBI capacity. CRU will correspond with the FBINCAAA NEC on matters of policy and initiatives. Chapters will be able to accept funds from businesses for various things, such as promotional items, meals and refreshments during meetings and events, space rental for meetings and special events, speaker fees, and others.

Leadership Congress

The FBINCAAA will be launched in the upcoming inaugural Leadership Congress from August 21-23, 2007, in San Antonio, Texas. Chapters were informed that there will be a national

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Congress in which a voting delegate is selected to represent the local CAAA and will communicate the will of the chapter to the NEC at the Leadership Congress.

Conclusion

Field office executive managers treat the FBINCAAA as a powerful partnership organization. It is increasingly active at the national level, and works locally to enhance liaison and to educate chapter members [REDACTED]

[REDACTED] The FBINCAAA will ensure that every CAAA chapter has the capability of running itself as a non-profit corporation that can support itself both financially and administratively.

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The CRU can provide guidance and assistance to assist field offices seeking to establish a CAAA. Contact [REDACTED] at [REDACTED] or your office point of contact.

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LEAD(s):

Set Lead 1: (Info)

ALL RECEIVING OFFICES

Read and clear.

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