

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 05/25/2005

To: All Field Offices

Attn: InfraGard Coordinators
Community Outreach
Specialist/Coordinators
FBIHQ, Manuals Desk

From: Director's Office
Cyber

Office of Public Affairs/ Community
Relations Unit/ Room 7366; Outreach, Capability and
Development Section/PPAU/Room 5842

Contact: SSA [REDACTED]
PAS [REDACTED]

Approved By: [REDACTED] *mm*

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Drafted By: [REDACTED]

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Case ID #: 314-HQ-C1424460
66F-HQ-C1384970
188A-HQ-C1243327

Title: CITIZENS' ACADEMY
INFRAGARD PROGRAM
PARTNERSHIP

Synopsis: The purpose of this EC is to notify all field office
Community Outreach Coordinators/Specialists and InfraGard
Coordinators of the newly established partnership between the
Citizens' Academy (CA), Community Relations Unit (CRU) and the
InfraGard Program (IP), Public Private Alliance Unit (PPAU).

Enclosure(s): One copy of the standardized record checks form.

Details: For the information of the receiving offices, on
4/21/2005 AD Cassandra Chandler, Office of Public Affairs (OPA)
met with OPA Section Chief Michael Kortan, Acting Unit Chief
[REDACTED] Public Affairs Specialists [REDACTED] and
[REDACTED] from the CRU, and SSA [REDACTED]

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188A-JC-A37406-51

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InfraGard Program Manager, PPAU, concerning a partnership between the Citizens' Academy and the InfraGard Program. It was determined that such a partnership will strengthen the FBI's ability to build trust and improve information sharing between the Bureau and private sector leaders in support of the FBI's counterterrorism, counterintelligence, criminal and cyber missions.

Citizens' Academy

The Citizens' Academy affords business and community leaders an inside look at Federal law enforcement in general and the FBI in particular. The eight-week (10-session) Academy gives citizens an overview of FBI and Department of Justice policies and procedures. The Academy classes are taught by FBI executives and senior FBI Special Agents, and the curriculum and teaching methods are similar to the traditional methods used at the FBI Academy. Students participate in firearms demonstrations and practical problems involving the collection and preservation of physical evidence. Students have the opportunity to meet the SAC and are encouraged to ask questions and express their concerns.

It is the goal of the FBI's Citizens' Academy to promote a greater understanding of the role of Federal law enforcement in the community through frank discussion and education. The relationships fostered through this program improve the Bureau's ability to solve/detect crimes, and help citizens' make their communities a better and safer place.

National Citizen's Academy Alumni Association

The National Citizens' Academy Alumni Association (NCAAA) is a network of FBI Citizens' Academy Alumni organizations and community-based and supported organizations, distinct and separate from the FBI. The NCAAA promotes the importance of the FBI Citizens' Academy and FBI Citizens' Academy Alumni organizations as community ambassadors who educate local communities about federal law enforcement issues and challenges. The NCAAA also supports other worthwhile community-based initiatives.

InfraGard Program

InfraGard is an information sharing and analysis effort serving the interests and combining the knowledge base of a wide range of members. At its most basic level, InfraGard is a partnership between the FBI and the private sector. InfraGard is an association of business, academic institutions, state and

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local law enforcement agencies, and other participants dedicated to sharing information and intelligence to prevent hostile acts against the United States. InfraGard Chapters are geographically linked with FBI Field Office territories. Each InfraGard Chapter has an FBI Special Agent Coordinator assigned to it, and the FBI Coordinator works closely with SSA Program Managers in the Cyber Division at FBI Headquarters.

Mission

A proposal was made by PPAU to establish a partnership between the Citizens' Academy and InfraGard Program, two FBI outreach initiatives responsible for engaging the private sector and community leaders across the country.

After reviewing the proposal and the responsibilities associated with the Citizens' Academy and the InfraGard Program, AD Chandler, OPA and AD Reigel, Cyber Division, agreed to establish a partnership between the two programs.

The partnership will support the mission of both the Citizens' Academy and the InfraGard Program. The objectives are as follows:

- Increase the level of information and reporting between InfraGard members (IM), Citizen Academy Alumni (CAA), community leaders, and the FBI on matters related to Counterterrorism, counterintelligence, Cyber crime and other FBI priority programs.
- Increase communication and information sharing among IM, CAA, community leaders and the FBI regarding threats that impact the FBI's law enforcement mission.
- Promote effective liaison with local, state and federal agencies, to include business and community leaders.
- Enhance the image of the FBI and its field office within the community and demonstrate the willingness of the field office in opening the lines of communication.

In order to establish a successful partnership and to gain the maximum benefit from it, field offices are advised to follow the following guidelines and recommendations:

1. Effective immediately, a minimum of two slots should be allocated for InfraGard members in each Citizens' Academy class.

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2. InfraGard Coordinators are to be notified by the Community Outreach Coordinator/Specialist when a decision has been made to conduct a Citizens' Academy class. Upon notification, the InfraGard coordinator should advise the local InfraGard Chapter of the upcoming class and establish a deadline to accept applications for the class. Once the applications are received, the InfraGard Coordinator should rank the applicants and provide a list of names (maximum of ten) in the order that they would recommend for approval by the SAC. The SAC or his/her designee will make the final determination on who is selected to participate from the InfraGard applicants. It should be noted that this does not preclude InfraGard members from applying to participate in a Citizens' Academy via the normal process.

3. Each Citizens' Academy curriculum should include a 30 minute InfraGard presentation to be given by the InfraGard coordinator.

4. Citizens' Academy graduates will be offered the opportunity to become a member of InfraGard without going through the standard InfraGard application process, since they have already been vetted through the Citizens' Academy application process.

5. Community Outreach Coordinators/Specialists and InfraGard Coordinators should seek out opportunities to work together and to exchange information on best practices for outreach to the local community, sources of funding for outreach activities, and other matters of joint interest.

6. Community Outreach Coordinator/Specialists and InfraGard Coordinators should cross-train where such training is applicable to both positions and where cross-training presents efficiencies or other benefits.

Administrative

A standardized record check form has been approved for immediate use by both outreach programs when conducting the background checks on applicants. This new form was created to ensure that both programs conduct identical record checks. This will alleviate the need for additional checks to be done by either program when members are selected to participate in either of the two programs.

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LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

All receiving offices are requested to implement the partnership program, which includes the standardized record check form, allotted three slots for InfraGard members, and InfraGard presentation to be given by the InfraGard Coordinator.

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