

ELECTRONIC COMMUNICATION



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-13-2011 BY 65179 DMH/ stp/ lsg

REFERENCE GUIDE

ELECTRONIC COMMUNICATION

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EC

**Information Resources Division (IRD)
Customer Support Section (CSS)
Training Unit (TU)**

**January 18, 2000
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TABLE OF CONTENTS

Introduction	Page 1
Course Objectives	Page 2
Accessing the Electronic Communication	Page 3
Classification/Precedence	Page 4
EC Macro Options	Page 6
To Information	Page 10
Attention Line	Page 11
From Information	Page 12
Approved Information	Page 13
Draft Information	Page 14
Case ID Numbers	Page 15
Title Information	Page 17
Changed Title	Page 19
Restricted Document	Page 19
IRS Federal Taxpayer Information	Page 20
Grand Jury Statement	Page 20
Caution Statements	Page 21
Synopsis	Page 22
Previous Title	Page 23
.....	Page 24

b7E

References	Page 25
Administrative Statement	Page 26
Package Copy	Page 28
Enclosures	Page 28
Details	Page 29
Descriptive Data Main Dialog	Page 30
Descriptive Data: Individual Information	Page 31
Descriptive Data: Additional Index Menu	Page 32
Descriptive Data: Identification Number(s)	Page 33
Non-Individual Information	Page 34
Leads	Page 35
Lead Information	Page 36
Work Copy	Page 40
Notes	Page 41
Manuals Desk Insertion	Page 43
Saving The EC	Page 44
EC User Preferences	Page 45
Accessing the EC User Preferences	Page 46
To Information	Page 47
From Information	Page 48
Approved By	Page 49
Draft Information	Page 50
ECEdit	Page 51
ECEdit/Restart	Page 52
ECEdit - Reposition and Renumber Leads	Page 53

Floating Cells	Page 54
Attaching Documents	Page 55
Preparing The EC For Uploading	Page 56
Uploading The EC Using Entire Connection	Page 58
Sign-On Procedures	Page 59
Downloading Documents	Page 62
Exiting Entire Connection	Page 63
Printing A Working Copy	Page 64
Responses To A Document	Page 65

Electronic Communication (EC)

Reference Guide

INTRODUCTION

The EC Macro was implemented in 1995, however the current revision date for the EC Macro is 01/31/2003. The EC replaces FBI communications such as Airtels, Letters, Memos, and Immediate/Priority Teletypes. Recommendations and Addendums were discontinued as a result of the EC. Recommendations (requests) to other Divisions and/or Field Offices are now set as Leads. Addendums (additions) are no longer used to modify the EC. Recipients should respond to the EC with another EC stating the approval or disapproval of the referenced communication. The original Case ID should be included in the Reference section of the responding EC.

The mandatory prompts (To, From, Approved By, Drafted By, Case ID, Title, Synopsis and Details) display automatically when creating the EC. The date format (MM/DD/YYYY) must be used wherever a date is needed. The EC provides strong field editing control, promptable values for numerous fields, and complies to all classification marking requirements.

The EC is a key part of the Automated Case Support (ACS) system. It utilizes a series of prompts and menus to guide you through its preparation. Its standardized format permits the EC (text and attributes) to be uploaded into the Electronic Case File (ECF) application and at the same time adds Lead information into the Investigative Case Management (ICM) application.

Any approved WordPerfect document may be uploaded into ECF. The approver(s) and the person(s) who were responsible for drafting the information on the EC must initial before it is uploaded. After the EC is uploaded, the serial number generated through the uploading process is placed beside the Case ID number in ink. The original EC cannot be altered once it has been uploaded into ECF. Changes and/or modifications must be made by creating another EC referencing a change or replacing the original document.

When the EC is uploaded into ECF the Document Date, To, From, Case ID, Topic, Author, Approver, Ref. Case ID, and Ref. Serial fields display automatically on Page 2 of 2 of the File New Document screen in ECF.

Note: *For documents uploaded into ECF other than the EC, the user must type the information in the above fields on Page 2 of 2 of the File New Document screen.*

Copies are made after the EC has been approved, uploaded and the serial number added. The original remains in the Office of Origin. If the Lead section was not selected, a copy should be made for each recipient, each person in the Attention Line, and for the sender. A copy should also be made for each Case ID number listed, if your office has a file for that particular Case ID.

COURSE OBJECTIVES

Upon completion of the Electronic Communication course, the student will be able to:

- ☐ Access the WordPerfect 8.0 EC Macro using the EC Macro button on the toolbar.
- ☐ Identify five [5] of the fourteen [14] selections on the EC Macro Options prompt.
- ☐ Create two [2] ECs using the EC Macro.
- ☐ Identify four [4] of the nine [9] mandatory prompts in the EC macro.
- ☐ Create, name, and save the EC to a diskette.
- ☐ Set up the EC User Preferences.
- ☐ Utilize the Edit EC macro to add more leads to the EC.
- ☐ Attach a WordPerfect document to the EC.
- ☐ Prepare the EC for uploading using the Alt A macro method.
- ☐ Activate Entire Connection from the desktop using the Entire Connection icon.
- ☐ Logon to FBINET and access the ECF application.
- ☐ Upload two [2] ECs to ECF from a diskette.
- ☐ Print a working copy of the EC from ECF.
- ☐ Download the EC from ECF to a diskette.
- ☐ Distinguish the difference between printing a working copy and downloading the EC.

Accessing the Electronic Communication (EC) Macro

- Open **Corel WordPerfect 8.0** and click **FBI Macros** located on the **Menu Bar** or click  on the **ToolBar** to activate the **EC Macro**.



- When **FBI Macros** is selected from the **Menu Bar**, the drop-down menu below displays.

Electronic Communication (EC)	▶
FD Forms (FD-10 – FD-299)	▶
FD Forms (FD-300 – FD-599)	▶
FD Forms (FD-600 – FD-899)	▶
FD Forms (FD-900 – FD-999)	▶
Performance Appraisal System	▶
Letters	▶
Misc. Forms	▶
OPCA Forms	▶
Teletype	▶
Common Statements	▶
Document Utilities	▶
User Preferences	▶

- Highlight **Electronic Communication (EC)** to display the menu below.

EC	Electronic Communication
ECIndexa	Add Index
ECLeada	Add Lead
ECEdit	Edit EC
ECLeadnm	Re-number Leads

- Click **EC Electronic Communication** to activate the **EC macro**.

Classification / Precedence

Electronic Communication - Classification / Precedence

Classification

☐ Secret

☐ Confidential

☐ Secret/SCI

☐ Confidential/SCI

☒ **Unclassified**

SCI Markings

NSI Markings

Precedence

☐ Immediate

☐ Priority

☒ Routing

☐ Deadline

MM/DD/YYYY

OK Cancel

The document marking automatically defaults to **Unclassified**. Select the document marking that pertains to the EC. The **SCI** and **NSI** markings are not applicable to an unclassified EC. These markings will only display when a classification other than **Unclassified** is selected.

Selections can be made by clicking inside the circle beside the desired selection using the left mouse button. The same method may be used to de-select the option. Selections can also be made by pressing the underlined letter. The arrow keys can be used to move between the selections. When the arrows are used to move between the selections, the **NSI** and/or **SCI** markings will change.

The **[Cancel]** button will cancel the EC. The **[Cancel]** button may also be used when it is necessary to save the EC and restart it at a later time using the **EC>Edit/Restart** feature. (See Page 52 **EC>Edit/Restart**).

The **[Enter]** key and the **[OK]** button perform the same function when a prompt is displayed.

The precedence defaults to **Routine**. The originator of the EC assigns one of the following precedence designators to the EC according to the urgency with which they desire the EC to be handled.

Precedence

☐ Immediate

☐ Priority

☒ Routine

☐ Deadline

MM/DD/YYYY

OK Cancel

Immediate This designator is used when addressee(s) is given a two (2) hour deadline.

Priority This designator should be used when addressee(s) must have the information or take action within 24 hours.

Routine This designator should be used when addressee(s) must have the information in the normal course of business.

Deadline This designator should be used when addressee(s) must have the information and meet the deadline date indicated on the document.

Note: Refer to the *Manual of Administrative Operations and Procedures (MAOP)* and the *Manual of Investigative Operations and Guidelines (MIOG)* for further information.

When an **Immediate** or **Priority** EC is uploaded into ECF, it creates an Incoming Notification which requires contacting the SAC, ASAC or SSA upon receipt of the notification. A **Routine** EC with an Attn: (attention line) of SAC, ADIC or AD also creates an Incoming Notification.

In applicant, civil rights, and other investigative matters, deadlines are required. If the EC is to be handled, or is in response to another EC with a deadline date, the date is entered in the line under **Deadline**. The format used is MM/DD/YYYY.

EC Macro Options

EC Macro Options

☒ Changed Title

☐

☐ References (Case ID# / Serial #)

☐ Administrative Section

☐ Package Copy

☐ Enclosures

☐ Work Copy

☐ Notes

☐ Restricted Document

☐ IRS Federal Taxpayer Information (FTI)

☐ Rule 6(e) Grand Jury Statement

☐ Caution Statement(s)

☐ Descriptive Data Section

☐ Lead Section

OK Cancel

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Selections from the EC should only be made when being created. The options can be selected by clicking inside the box beside the desired option using your left mouse button. The same method may be used to de-select the option. Options can also be selected by pressing the underlined letter.

Macro Options Menu
they pertain to the EC

The **[Tab]** key may be used to move between the fields. The options can be selected in any order. Once selected, a small check mark (✓) appears inside the box next to the selection. Should you select an item unintentionally, pressing the appropriate letter or clicking on the checked box will cancel the selection. The **[SPACEBAR]** may also be used to clear selected boxes. Once the selections are made, the prompts will appear in the order programmed. The prompts are pre-formatted to coincide with the ECF application.

The following describes the selections available on the EC Macro Options prompt:

Electronic Communication (EC)**Reference Guide**

- ☐ **Changed Title** - This option should be selected if the EC pertains to the change in the title of the case. The **Changed Title** option allows the user to indicate within the EC the previous title of the case.

- ☐ This option should be selected if the EC pertains to a

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- ☐ **References (Case ID # / Serial #)** - This option should be selected if the creation of the EC is a result of a lead request or another request from the originating office. This option may also be selected to show previous communications serialized into the Case ID. The complete Case ID and Serial number must be entered.

Note: *The Reference option, when selected, requires the Case ID number and Serial number of the document being referenced. This option creates a Response in the ECF component of ACS.*

To reference a document that is not serialized, (e.g. meeting telephone call, etc.) the Administrative option must be selected.

- ☐ **Administrative Section** - This option should be selected if the EC requires the **Confidentiality Granted** or **Confidentiality Not Granted** statements from the Privacy Act. These statements are primarily used in applicant background investigative matters. This option can also be selected to include the identity of confidential informants (e.g., or other individuals, communications or documents which have not yet been serialized, telephone calls or meetings concerning the investigation of the case.

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Confidentiality Not Granted:

All persons interviewed were furnished the appropriate provisions of the Privacy Act. Express promises of confidentiality have not been granted.

Confidentiality Granted:

All persons interviewed were furnished the appropriate provisions of the Privacy Act. Express promises of confidentiality, both limited and unlimited, have been granted to the following individuals.

Note: *If necessary, additional information may be entered after the default statement.*

- ☐ **Package Copy** - This option should be selected if there is a need to describe an item being forwarded to another Office that is larger than normal paper size. The macro will insert the words **Being forwarded under separate cover**.
- ☐ **Enclosures** - This option should be selected if there is a need to describe an item being forwarded to another Office that is normal paper size.
- ☐ **Work Copy** - This option should be selected if copies of the EC are to be disseminated within your Office (e.g., 1- John Doe). The room number of the person may be included if desired. (*Names entered in the Attention prompt should not be designated in the Work Copy.*)
- ☐ **Notes** - This option should be used to enter information which pertains to the handling of the EC or other data which needs to be recorded permanently in the file. This information could include the date the document was faxed to one of the addressees or instructions to the secretary to set a tickler.
- ☐ **Restricted Document** - This option should be selected if the EC requires tighter restriction than that of the entire case. If this option is selected, there is no prompt within the macro. The statement **"RESTRICTED DOCUMENT - DISSEMINATE TO PERSON(S) WITH ROLE"** will display after the Title is added. This option will ensure the EC is only accessed by individuals with a role in the case.
- ☐ **IRS Federal Taxpayer Information (FTI)** - This option should be selected if the EC contains IRS Federal Income Tax Information. If this option is selected, there is no prompt within the macro. The statement **"IRS FTI DOCUMENT - DISSEMINATE TO PERSON (S) WITH ROLE"** will display after the Title is added. This option will ensure the EC is only accessed by individuals with a role in the case.
- ☐ **Rule 6(e) Grand Jury Statement** - This option should be selected if your document contains Federal Grand Jury information under Rule 6 (e) of the Federal Rules of Criminal Procedure. If this option is selected, there is no prompt within the macro. The statement will display after the Title of the case is added.

Note: *The Restricted Document option cannot be selected with the IRS Federal Taxpayer Information option or the Rule 6(e) Grand Jury Statement option.*

- ☐ **Caution Statement(s)** - This option should be selected if a Caution Statement is needed to help describe the subject(s) of the case. If none of the statements are appropriate, you may enter the needed statement in the area for **Other Caution Statements**. The selected statement remains with the case until the case is closed.

Examples: Armed and Dangerous
Suicidal Tendencies
Escape Risk
Physical or Mental Condition

- ☐ **Descriptive Data Section** - This option should be selected if there are names to be indexed on the document.
- ☐ **Lead Section** - This option should be selected if requests of other Field Offices are necessary to help with the investigation of the case or to track outgoing communications from your office.

If there are no selections made from the **EC Macro Options** prompt, the nine (9) mandatory prompts in the EC Macro will display.

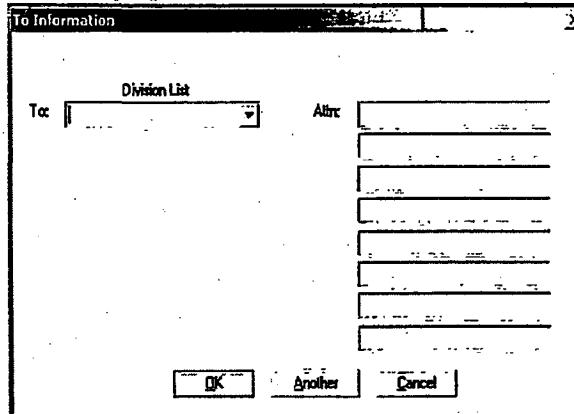
These prompts are: ☐ **Classification/Precedence**, ☐ **To**, ☐ **From**, ☐ **Approved By**, ☐ **Drafted By**, ☐ **Case ID**, ☐ **Title**, ☐ **Synopsis**, and ☐ **Details**.

Note: *If no selections are made but are needed after the EC macro is activated, the user must complete the EC and then make the selections when the EC Macro Options prompt displays at the end of the macro. Additional options should not be added without using the EC Macro Options prompt.*

*After the EC has been saved, the user can select the **ECEDIT** macro to add additional options.*

To Information

The **To Information** prompt allows the entry of the addressee as well as any Attention Line information.

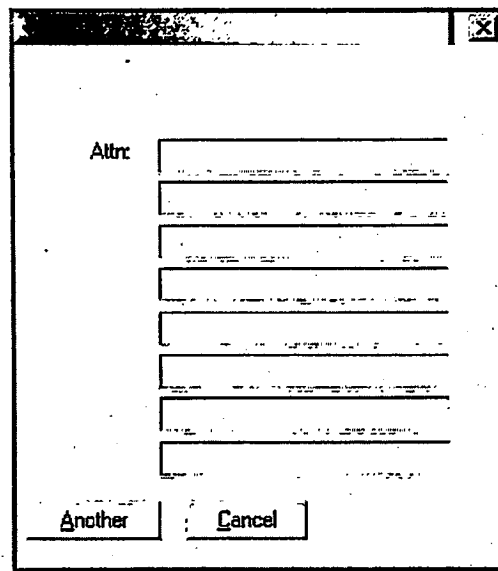


Select the office by entering the name of the office in the [To] field or by clicking on the down arrow ▼ in the **Division List** area and scrolling down to the name of the Office. Click the desired office and the selection will automatically display in the [To] field. Selections may also be made by typing the first letter or letters of the office in the [To] field. The [Another] button will allow the user to address the EC to more than one Office/Division. Click the [Another] button instead of the [OK] button to select an additional Office/Division. The correct order for entering Offices/Divisions in the [To] field is FBIHQ Divisions, Field Offices and Legats in alphabetical order. The explanations below will help determine when to address ECs to one of the "All" [To] selections.

- | | |
|-----------------------------|---|
| All Divisions: | For every FBIHQ Division, Field Office, Legat, Computer Information Center and Computer Intelligence Center. |
| All FBIHQ Divisions: | For all Offices and Divisions at FBIHQ, but does not include any Information Technology Center (ITC) or the El Paso Intelligence Center (EPIC). |
| All Field Offices: | All Field Offices and any Information Technology Center (ITC) and the El Paso Intelligence Center (EPIC). |
| All Legats: | All Legat Offices. |

Attention Line

To access the Attention Line press **(Tab)** or click in the Attn prompt. Enter the identity for the Attention Line. Names should be entered according to the persons position in the Office/Division. Only twenty-five (25) characters are allowed in each area. The information in the Attention Line should be entered in initial capital letters. Information may include the Bureau name of the individual, Room Number, Squad name, Unit name or Section. Appropriate punctuation should be used. Do not use titles such as Director, SAC, RCA, etc., unless the EC is being distributed to all Offices, then it would reflect **To: All SACs**.

A screenshot of a software window titled "Attention Line". The window contains a label "Attn:" followed by eight horizontal text input lines. At the bottom of the window, there are two buttons: "Another" and "Cancel". The window has a standard Windows-style title bar with a close button (X) in the top right corner.

There is no text wrap for the Attn prompt. To move between the lines press the **(Tab)** key, [click] in the Attn prompt or press the **(Shift) + (Tab)** keys.

There are eight (8) lines for the Attn prompt. If additional attention lines are needed, click the **[Another]** button.

From Information

The **From Information** prompt is used to reflect the name of the **Division/Office** where the EC is created. Entry in the **Division** prompt is mandatory but only (25) characters can be entered. The word **Division** should not be added to the division name. (Example: **Information Resources** not **Information Resources Division**).

It is important that the information typed in the **Division** prompt is spelled correctly. There is no selection window to generate the correct spelling of the **Division**. Enter the name of the **Division** in initial capital letters. Press the **Tab** key to move to the next field.

From Information

Division:

(Mandatory)

Squad/RA/Section/Unit/Room#

Name, Extension

Contact Person:

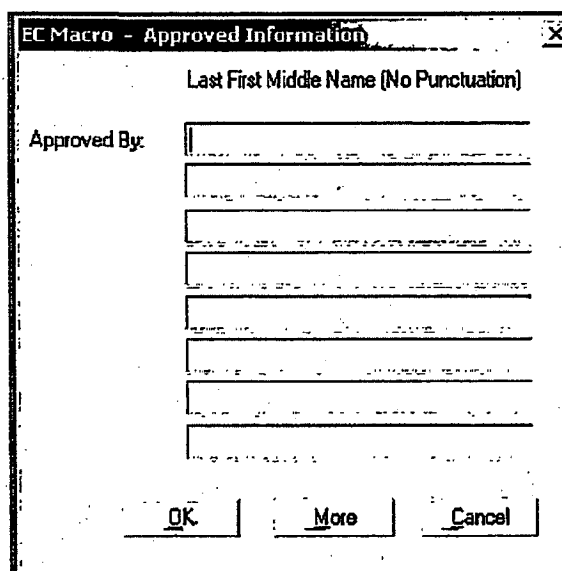
OK Cancel

The **Squad/RA/Section/Unit/Room#** field is optional. This field may be filled to further identify the entity sending the EC.

Enter the name and telephone number of the contact individual in the **Contact Person** field. Entry in this field is optional. Generally, the contact person will be the individual dictating the EC. Enter the **Official Bureau** name in initial capital letters. Enter it as **First Name (space), Middle Name or Initial (space) Last Name**.

Approved Information

The **Approved Information** prompt reflects the names of individuals responsible for approving the information in the EC.



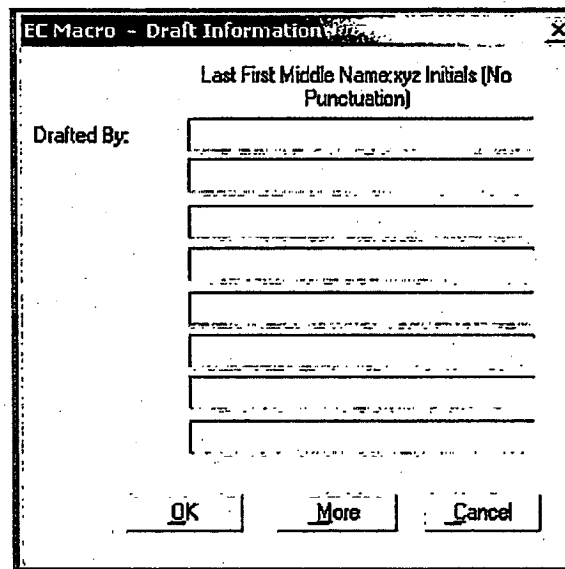
Type the **Official Bureau** name of the individual ultimately responsible for approving the communication. The name must be typed in initial caps as **Last Name (space) First Name (space) Middle Name without any punctuation**. The name must be typed in the appropriate order so that it can be checked against the **Bureau Personnel Management System (BPMS)** to ensure the individual has approval authorization.

In some instances, additional approval is necessary before a communication can be uploaded. In this case, the first approval line should be the name of the individual ultimately responsible for approving the information. The succeeding approval lines are placed in order according to the individual's position.

There are eight (8) lines available to type text. Each field is limited to forty (40) characters. Entry in the first line of the **Approved By** prompt is mandatory. To type multiple names, proceed to the next line by pressing **[Tab]** or clicking on the next line using the mouse. If additional approval lines are needed, click the **[More]** button.

Draft Information

The **Draft Information** prompt reflects the names of the individuals responsible for writing the information in the EC.



The name must be typed in initial capital letters as **Last Name (space) First Name (space) Middle Name without any punctuation**. Following the name of the person responsible for writing the EC, a colon (:) and the initials of the individual who typed the EC are entered in lowercase letters. If the person typing the EC and the person who drafted the EC are the same person, the initials may be entered but they are not mandatory.

There are eight (8) lines in the **Draft Information** prompt. Each field is limited to forty (40) characters. If additional drafted lines are needed, click the **[More]** button.

Case ID Numbers

A Case ID number must be entered for the EC. **Do not** use the words New or Sub as part of the Case ID number. Multiple numbers may be entered. However, the first number will be placed in the header portion of the EC. The Case ID number should not be placed in the To or From sections of the EC.

Case ID Number(s)	Case Status

OK More Cancel

Case ID numbers can be entered one of two (2) ways:

- (1) If the Case ID is a UCFN, enter as 91A-PX-12345
- (2) If the Case ID is a Pre-UCFN, enter as PX 91A-12345

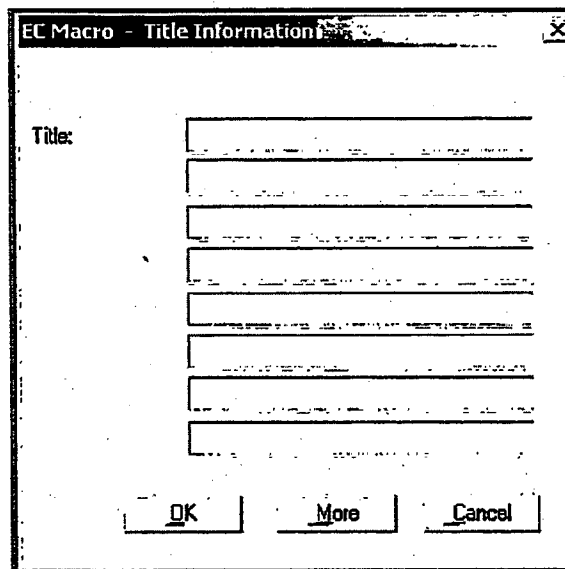
If the Case ID number has a status, press the **[Tab]** key or click **Case Status**. Click the down arrow ▼ to select the appropriate case status: **Pending**, **Pending Inactive**, and **Closed**. The Case Status may also be selected by pressing the first letter of the Case Status from the keyboard to fill in the field (**P=Pending** or **C=Closed**). The Case Status is normally used for investigative cases. The Case Status is not a mandatory field. Up to eight (8) Case ID numbers can be entered at one time. If more than eight (8) Case ID numbers are needed, click the **[More]** button. Case ID numbers for dual captioned cases and/or information copies to other investigations are entered here.

When uploading an EC with more than five (5) Case ID numbers, the document is serialized into the first five (5) Case ID numbers. The user must access the ECF application and select the **Maintenance Menu - File In Additional Cases** option to serialize the document into all other Case ID numbers. Only twenty-five (25) Case ID numbers, including the original, can be cross-referenced in a Case file.

The file number, **66F-HQ-C1384970**, should only be used for ECs addressed to **All Divisions**, **All Field Offices**, **All Legats**, or **All FBIHQ Divisions**. (See page 43 for information pertaining to **66F-HQ-C1384970**.)

Title Information

The subject of the case is entered in all **capital letters** on the first line. Any aliases (e.g., aka, Joe Smith) doing business as names, or other descriptive data should be entered on the next line in **initial capital letters**.



Press the **(Tab)** key to move between each line or click on the next line using the left mouse button. **Do Not** use the **(Enter)** key to move between the lines. Pressing the **(Enter)** key will open the next macro prompt.

Titles should be entered as follows:

1. Subjects should be entered one subject per line and separated by a semicolon.
2. If the subject has an alias (aka), the subject's name is followed by a comma, and then the acronym aka in lowercase letters.
3. The alias should be typed in initial capital letters on a separate line immediately following the true name.
4. If more than one alias for a name is indicated, each alias name should be placed on a separate line and followed by a comma. The last alias typed must be followed by a semicolon.
5. The violation Event Date should be included in titles of cases involving bank robberies, bombings, kidnappings, etc.
6. The violation of the case should be typed in capital letters on a separate line. Multiple violations are separated by semicolons.
7. Approved Bureau abbreviations (e.g., ET AL (and others) or DBA (Doing Business As) may be used when setting out the title of the case.

Note: *The Office of Origin or Deadline Date should not be entered in the Title field. This information is automatically placed in the EC when the Case ID number is added and when Deadline is selected for the Precedence.*

Click the [More] button to add more than eight (8) lines to the Title prompt. The Event Date of the case should be included in cases involving a crime date.

Changed Title

If the **Changed Title** option is selected from the **EC Macro Options** prompt, the underlined word **Changed** will be inserted above the **Title** of the case. This option is selected when an **Unknown Subject** has been identified, when **Subjects** are added to or removed from the case or the **Title/Subject** of the case is modified.

Restricted Document

If the **Restricted Document** option is selected from the **EC Options** prompt, the statement below is placed on the document after the **Title** of the case.

RESTRICTED DOCUMENT - DISSEMINATE TO PERSON(S) WITH ROLE

This option will ensure the EC is only accessed by individuals with a role in the case.

Note: *The Restricted Document option cannot be selected if the IRS Federal Taxpayer Information (FTI) or the Rule 6(e) Grand Jury Statement option is selected.*

IRS Federal Taxpayer Information

If the **IRS Federal Taxpayer Information** option is selected from the **EC Macro Options** prompt, the statement below is placed on the document after the **Title** of the case.

IRS FTI DOCUMENT - DISSEMINATE TO PERSON(S) WITH ROLE

This option will ensure the EC is only accessed by individuals with a role in the case.

Note: *The IRS Federal Taxpayer Information (FTI) option cannot be selected if the Restricted Document option or the Rule 6(e) Grand Jury Statement option is selected.*

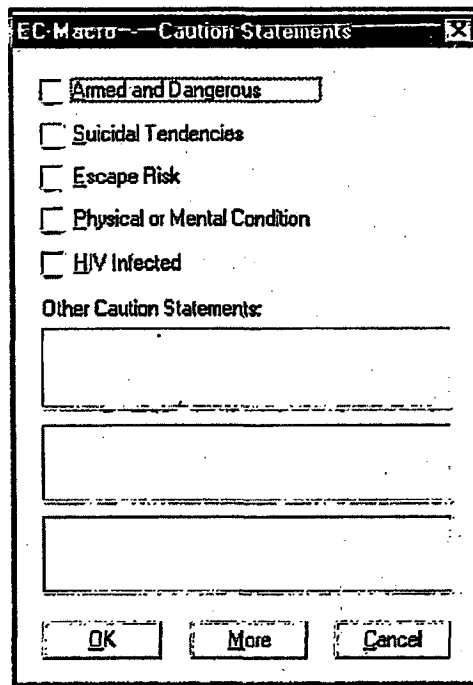
Grand Jury Statement

If the **Rule 6(e) Grand Jury Statement** is selected from the **EC Macro Options** prompt, the statement below is placed on the document after the **Title** of the case.

GRAND JURY MATERIAL - DISSEMINATE PURSUANT TO RULE 6(e)

Rule 6(e) of the rules for criminal procedure, **Security of Proceedings and Disclosure**, requires the names of persons to whom grand jury information has been disclosed, be provided to the courts. All information systems which store, produce, or process Rule 6(e) information must identify the information which contains the Rule 6(e) information and restrict access to those persons who have been identified to the court as having a specific need to access the information.

Note: *The Rule 6(e) Grand Jury Statement option cannot be selected if the IRS Federal Taxpayer Information (FTI) option or the Restricted Document option is selected.*

Caution Statements

EC Macro - Caution Statements

☐ Armed and Dangerous

☐ Suicidal Tendencies

☐ Escape Risk

☐ Physical or Mental Condition

☐ HIV Infected

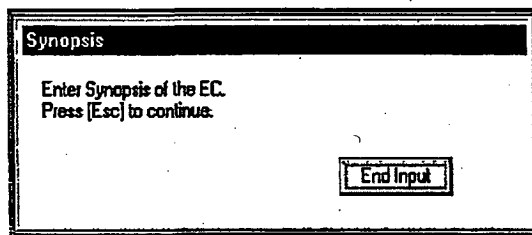
Other Caution Statements:

OK More Cancel

Select all pertinent caution statements. Press the underlined letter or click the box beside the appropriate statements. If none of the statements are appropriate, enter the needed statement in the area for **Other Caution Statements**. When typing Other Caution Statements, the text will default to all capital letters. To type additional Caution Statements, press the [More] button.

Synopsis

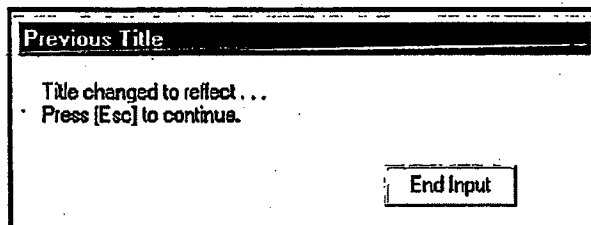
The **Synopsis** is a brief statement about the contents of the EC. The first 60 characters of the **Synopsis** prompt are uploaded into the **Topic** field in **ECF**.

A screenshot of a software window titled "Synopsis". The window has a black title bar. Inside, the text reads "Enter Synopsis of the EC." followed by "Press [Esc] to continue." on the next line. In the bottom right corner of the window, there is a button labeled "End Input".

EXAMPLES: Lead to contact subject's brother. Results of neighborhood investigation negative. Proposal to establish an additional RA. Transmittal of equipment for repair.

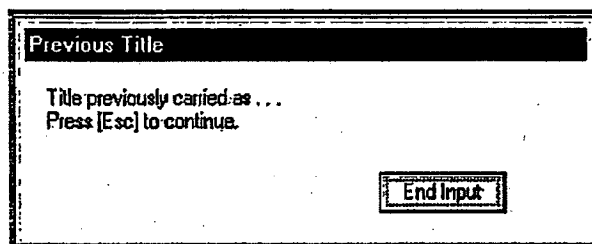
Abbreviations may be used. Dates must be typed in the **MM/DD/YYYY** format. Names are typed in initial capital letters. Proper punctuation should be used. Acronyms and abbreviations may be used. Click the **[End Input]** button in the prompt or press **[Esc]** on the keyboard to continue.

Previous Title



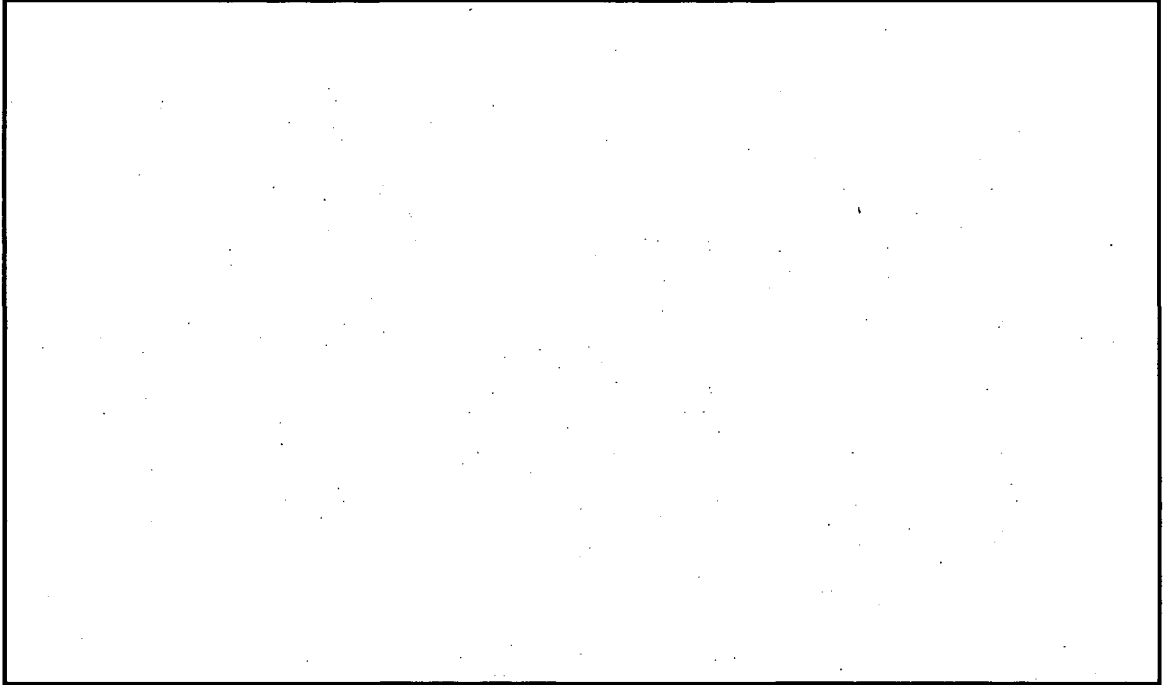
A screenshot of a software dialog box titled "Previous Title". The dialog box has a title bar with the text "Previous Title". Inside the dialog, the text reads: "Title changed to reflect . . .
Press [Esc] to continue." At the bottom right of the dialog box is a button labeled "End Input".

Title marked **Changed to reflect** will be inserted at the beginning of the sentence. The sentence must be completed by the user to reflect the reason for the title change. Click the [End Input] button in the prompt or press **[Esc]** on the keyboard to continue.



A screenshot of a software dialog box titled "Previous Title". The dialog box has a title bar with the text "Previous Title". Inside the dialog, the text reads: "Title previously carried as . . .
Press [Esc] to continue." At the bottom right of the dialog box is a button labeled "End Input".

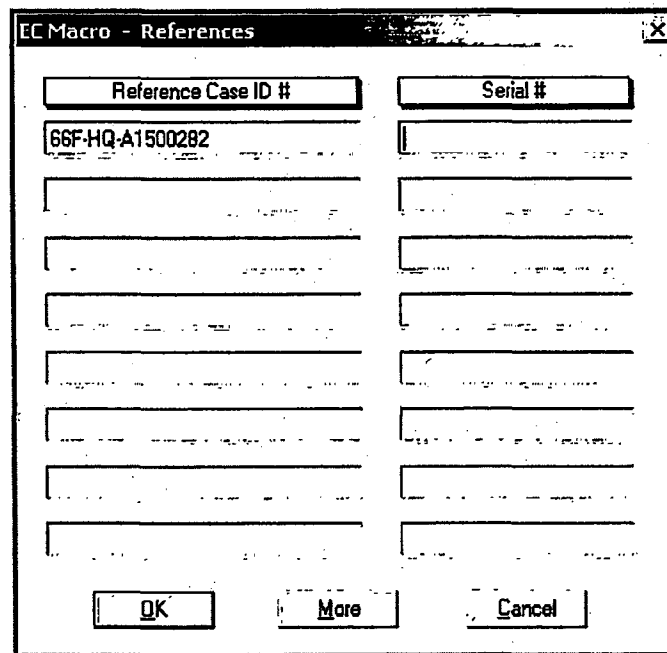
The sentence **Title previously carried as** will be inserted at the beginning of the sentence automatically. The user must complete the sentence by typing the **Previous Title**. Click the [End Input] button in the prompt or press **[Esc]** on the keyboard to continue.



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References

When references are uploaded into ECF, a response to the document is created. The importance of using this field allows the originator of the EC being referenced to view the responses to the communication. Only serialized documents may be used as references.

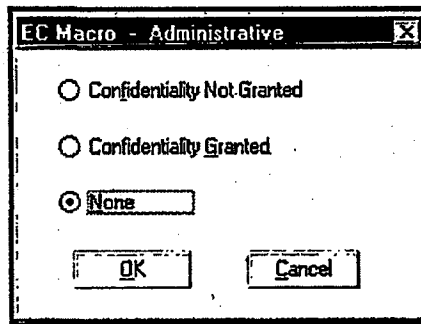
A screenshot of a software dialog box titled "EC Macro - References". The dialog box contains two columns of text input fields. The left column is headed "Reference Case ID #" and the right column is headed "Serial #". The first field in the left column contains the text "66F-HQ-A1500282". Below the input fields are three buttons: "OK", "More", and "Cancel". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

The Case ID number is automatically placed on line #1 of the Reference Case ID area. Press **Tab** or click in the Serial # field to enter the serial number of the Case ID that is referenced. **Do not** type the word Serial in front of the number, the macro automatically inserts the word Serial on the EC.

Do not enter conversations, meetings, etc. This type of information should be entered in the **Administrative Section** of the EC.

To enter other references, press **Tab** or click on the next line. Eight (8) Reference Case ID numbers may be entered per screen. If the Reference Case ID numbers exceed the eight (8) lines, click the **[More]** button for additional prompts.

Administrative Statement



EC Macro - Administrative

☐ Confidentiality Not-Granted

☐ Confidentiality Granted

☒ None

OK Cancel

The **Confidentiality** statements are used with applicant background matters. To select one of the statements click in one of the circles or press the underlined letter. If one of the first two choices is selected, the appropriate statement will be printed on the document. If necessary, the free text Administrative field is available to enter additional administrative information.

EXAMPLES OF STATEMENTS:

Confidentiality Not Granted:

All persons interviewed were furnished the appropriate provisions of the Privacy Act. Express promises of confidentiality have not been granted.

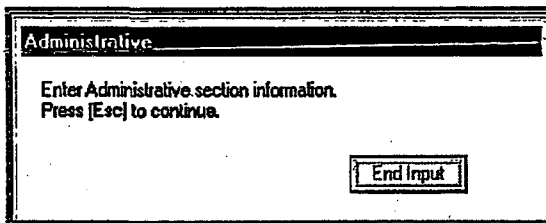
Confidentiality Granted:

All persons interviewed were furnished the appropriate provisions of the Privacy Act. Express promises of confidentiality, both limited and unlimited, have been granted to the following individuals.

Note: *Additional information may be entered after the default statement if necessary.*

If **None** is selected, the free-text **Administrative** field will display to allow the user to type the appropriate Administrative information.

Administrative

A rectangular window with a title bar labeled "Administrative". Inside the window, the text reads: "Enter Administrative section information. Press [Esc] to continue." At the bottom right of the window is a button labeled "End Input".

Administrative

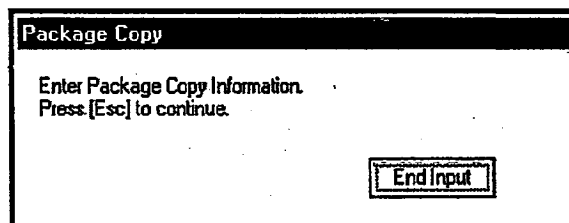
Enter Administrative section information.
Press [Esc] to continue.

End Input

Type the Administrative information. The Administrative information may include:

- ☐ The identity of confidential informants (e.g.) or other individuals. b7D
- ☐ Communications or documents which have not been serialized.
- ☐ Telephone calls or meetings concerning an investigation.

Click the [End Input] button in the prompt or press **[Esc]** on the keyboard to continue.

Package CopyA screenshot of a software dialog box titled "Package Copy". Inside the box, the text reads "Enter Package Copy Information. Press [Esc] to continue." At the bottom right of the dialog box is a button labeled "End Input".

Package Copy

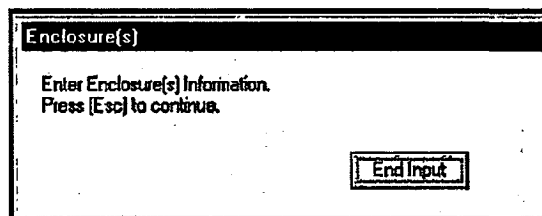
Enter Package Copy Information.
Press [Esc] to continue.

End Input

The Package Copy description area is used to describe the item(s) being forwarded to other Office(s) that are larger than normal paper size. The macro will insert the words **Being forwarded under separate cover**. The sentence must be completed describing the contents of the package. Names should be typed in initial capital letters. Proper punctuation should be used.

Click the [End Input] button in the prompt or press **[Esc]** on the keyboard to continue.

Note: When printing the EC, print an extra copy to attach to the packaged copy item(s).

EnclosuresA screenshot of a software dialog box titled "Enclosure(s)". Inside the box, the text reads "Enter Enclosure(s) Information. Press [Esc] to continue." At the bottom right of the dialog box is a button labeled "End Input".

Enclosure(s)

Enter Enclosure(s) Information.
Press [Esc] to continue.

End Input

Describe the item(s) and number of item(s) being forwarded to other office(s) that are normal paper size. This is a free-text field in which to enter a description of the enclosures to the EC. When the description of the enclosures is completed, click the [End Input] button in the prompt or press **[Esc]** on the keyboard to continue.

Details

Details
Enter Details of the EC. Press [Esc] to continue.
End Input

This area is the body of the EC. This is a free-text field in which the details of the EC are set forth. The text will word wrap and page break as a normal WordPerfect document. The **[Enter]** key may be used to create a new paragraph. Use initial capital letters for proper names of individuals and businesses. Use the MM/DD/YYYY format for dates. Use the format for telephone numbers (e.g., 202-324-3000). Proper punctuation should be used.

When the description of the details has been completed, click the **[End Input]** button or press **[Esc]** on the keyboard to continue.

Descriptive Data Main Dialog

Descriptive Data: Main Dialog

Select Index Type

☒ Main Subject

☐ Reference

Select Entity Type

☒ Individual

☐ Non-Individual

Process Data End Data

The **Index Type** defaults to **Main Subject** and the **Entity Type** defaults to **Individual**. To change the default, click in the appropriate circle. After the selection has been made, click the **[Process Data]** button to continue.

Descriptive Data: Individual Information

The screenshot shows a dialog box titled "Descriptive Data: Individual Information". Inside the dialog, there are several input fields and buttons. The "Name:" label is followed by three stacked text input fields labeled "Last:", "First:", and "Middle:". Below these is a "Drop Down:" label followed by a text input field. Further down are two dropdown menus labeled "Race:" and "Sex:". At the bottom of the dialog are two buttons: "OK" and "<< Back".

The **Last**, **First**, and **Middle** names should be typed in initial capital letters. The **Drop Down** field is used to show generation titles (e.g., Jr., II, III, etc.) or to show the complete Spanish name. The **Race** and **Sex** can be selected by clicking the down arrow ▼ and making a selection or by typing the first letter of the race or sex. The **[Back]** button will return the user to the **Descriptive Data Main** prompt.

Descriptive Data: Additional Index Menu

Descriptive Data: Additional Index Menu

Select all indexing options that apply.

- ☐ Data Of Birth
- ☐ Place Of Birth
- ☐ Identification Numbers
- ☐ Event Date
- ☐ Alias Information
- ☐ Address Information
- ☐ Phone Number(s)
- ☐ Miscellaneous

OK Cancel

The **Descriptive Data: Additional Index Menu** allows the user to select the appropriate indexing options according to the descriptive data for the name indicated on the document. Use the mouse to select and de-select options or select options by using the keyboard and pressing the underlined letter.

Descriptive Data: Identification Number(s)

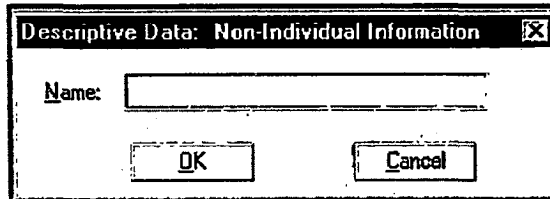
Descriptive Data: Identification Number(s) [X]

Select all indexing options that apply.

- ☐ Alien Registration Number
- ☐ Doing Business As
- ☐ Driver's Licence Number
- ☐ FBI Number
- ☐ Immigration Naturalization Number
- ☐ Identification Order Number
- ☐ Local Police Number
- ☐ Military Number
- ☐ Passport Number
- ☐ Social Security Number
- ☐ Selective Service Number
- ☐ Title
- ☐ USSS Number
- ☐ Vessel Data
- ☐ Vehicle Identification Number
- ☐ Violation
- ☐ Wanted Flyer Number

OK Cancel

The **Descriptive Data: Identification Number(s)** prompt is used to select the appropriate identifying number(s) associated with the individual. Options can also be selected by pressing the underlined letter. Once selected, a small check mark (✓) appears inside the prompt next to the selection. If an item is selected unintentionally, press the appropriate letter or click on the checked box to cancel the selection.

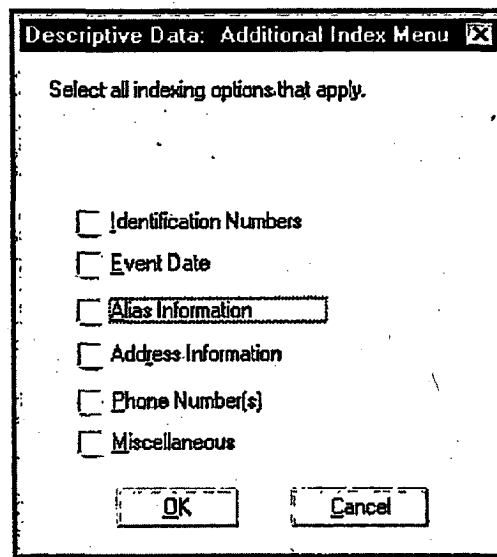
Non-Individual Information

Descriptive Data: Non-Individual Information

Name:

OK Cancel

Non-Individual names are entered without commas. Refer to the *Indexing Guidelines* manual for proper format for entry of Non-Individual names.

Non-Individual Additional Index Menu

Descriptive Data: Additional Index Menu

Select all indexing options that apply.

- ☐ Identification Numbers
- ☐ Event Date
- ☐ Alias Information
- ☐ Address Information
- ☐ Phone Number(s)
- ☐ Miscellaneous

OK Cancel

The **Descriptive Data: Additional Index Menu** allows the user to select the appropriate indexing options according to the descriptive data for the Non-Individual indicated on the document. Use the mouse to select and de-select options or select options by using the keyboard and pressing the underlined letter.

LEADS

It is the responsibility of the creator of the EC to set the lead(s) either by using the EC macro or the ICM Set Lead function in ACS. When leads are included in the Lead Section of the EC, the leads are automatically set after uploading.

The correct order for setting leads for Headquarters Divisions, Field Offices or Legats is:

- FBIHQ Divisions in alphabetical order
- Field Offices in alphabetical order
- Legats in alphabetical order

After uploading an EC with leads, the "Route Hard copy Output" window displays to specify the printer where the "Lead Upload Report" will be routed. *A hard copy of the Lead Upload Report will only print if the ICM software detects any errors or warnings.*

In instances where information already exists in serialized documents or when the document is not an EC, the ICM application must be used to set leads.

ECs created "For Information Only" do not require Leads. However, if the creator needs to track the EC to see who has read it, an **Information Only (Info)** lead should be set. The Originating Office of the EC must ensure the receiving offices receive enough copies of the EC. One copy is made for each entry entered in the TO prompt and any names indicated on the Attention lines. It is not necessary to send a copy to the receiving offices for ECs that are uploaded with leads.

Action Required leads are not set from **Zero** or **Double Zero** files. The Manual of Administrative Operations and Procedures (MAOP) states in Part II, 2-4.1.2 and 2-4.1.3 that "Since the material does not require investigation, leads should not be assigned out of these files." **Discretionary Action** and **Information Only** leads may be set from **Zero** or **Double Zero** files.

After covering a lead, the Lead Office should cover the lead in ICM indicating how the lead was covered in the **Disposition** field (serial number should be indicated), and send the EC (with all pertinent information) to the Office of Origin.

The **Status** on the EC should be **Pending** because the case is pending until closed in the Office of Origin, even if the leads are covered. The EC must state in the **Synopsis** and **Details** the lead(s) is covered. Also, the lead must be covered in ICM. The covered date is computer generated to reflect the current date, no back dating is allowed. When leads are set via the EC copies should not be sent to the receiving Offices. The Office of Origin will retain a copy.

Lead Information

A **Lead** should be set when there is a request from the Office of Origin (OO) for assistance in the investigation of a case or to provide information to FBI personnel.

There are three types of Leads: **Action Required**, **Discretionary Action** and **Information Only**.

Action Required

leads that pertain to an investigation such as "Case Related Tasks" or "Request of Bureau." This type of lead will be used if the sending office requires the receiving office to do some action. (interview victim, locate person, etc.) **Action Required** leads cannot be set out of zero (0) and double zero (00) files.

Discretionary Action

leads that have some information that may be of importance to the receiving office. This type of lead may or may not require the receiving office to take any action and the recipient will decide what, if any action to take. **Discretionary Action** leads can be set out of zero (0) and double zero (00) files.

Information Only

leads that are administrative in nature such as "Read and Clear," "For information Only," and "Disseminate to appropriate employees. **Information Only** leads can be set out of zero (0) and double zero (00) files.

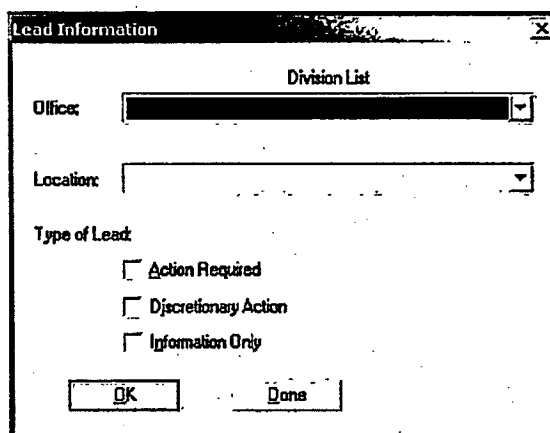
Lead Deadlines have been changed to reflect the time constraints listed within the Manual of Investigative Operations & Guidelines (MIOG). Documents marked as **Immediate** will be given a two (2) hour deadline. Those marked as **Priority** will be given a 24 hour deadline. See 66F-HQ-A1256255 serial 82.

When leads are set from documents marked with [Yes] in the Grand Jury or IRS field, the lead and document will be viewable only by individuals with a role to view or update the lead. **All leads should be covered once the task or request has been completed.**

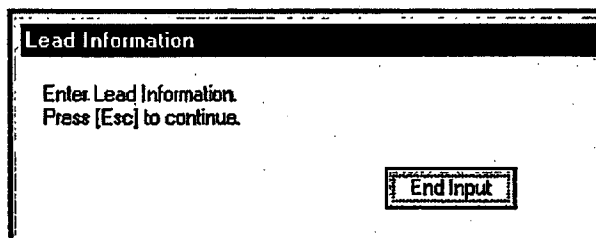
When the Lead section is selected, the macro automatically generates a hard page break. This coincides with the programming on the mainframe. **Under no circumstances should the user remove the hard page break to shorten the length of the document.** If the page break is removed, the lead will not automatically upload.

Type the **Office** or press the down arrow ▼ and select the Office. Type the **Location** (city, comma space, and the two (2) letter state abbreviation) of the Office. **Do not** include the word

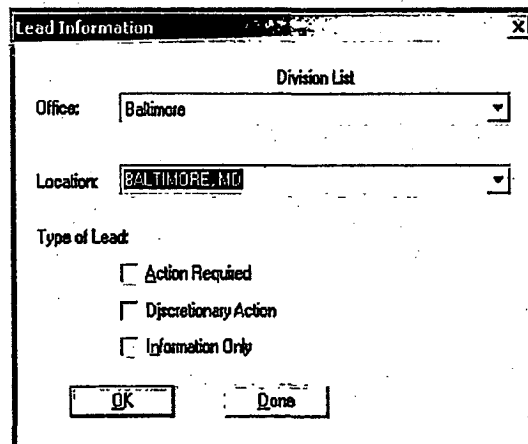
AT in the location field. The word AT will generate on the EC after the Lead information is completed. Click the **Type of Lead** necessary for the EC created. If the Lead is requested for an investigative case, click the **Action Required** box and (Action) will display in parenthesis () next to the Lead. If the lead is not of an investigative nature, click the **Discretionary Action** box and (Discretionary) will display in parenthesis () next to the Lead. Click the **Information Only** box and the letters (INFO) will display in parenthesis () next to the Lead number.



Enter the lead information for all offices listed in the To section of the EC. After entering the the information for the first lead, click the [End Input] button in the prompt or press **[Esc]** on the keyboard to continue.

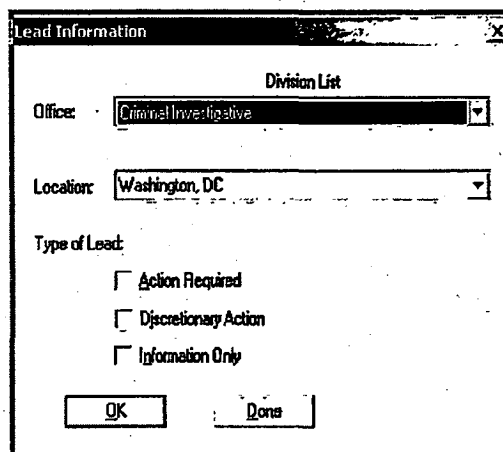


The **Lead Information** prompt displays with the previous Lead Office information in the event another Lead needs to be sent to the same Office.



The screenshot shows a dialog box titled "Lead Information". At the top right is a "Division List" label. Below it, the "Office:" field is a dropdown menu showing "Baltimore". The "Location:" field is a dropdown menu showing "BALTIMORE, MD". Under the heading "Type of Lead", there are three unchecked checkboxes: "Action Required", "Discretionary Action", and "Information Only". At the bottom are two buttons: "OK" and "Done".

Click [OK] if additional leads are to be set for the same office. If you have to set another lead for another office, make the appropriate changes and click [OK]. The **Lead Information** prompt will display until you click the [Done] button. When all leads are set, click the [Done] button.



The screenshot shows the same "Lead Information" dialog box. The "Office:" dropdown menu now shows "Criminal Investigative". The "Location:" dropdown menu now shows "Washington, DC". The "Type of Lead" checkboxes and the "OK" and "Done" buttons remain the same.

When **FBIHQ Divisions** are selected in the **Office** field from the **Division List**, the **Location** field will automatically default to **Washington, DC** except when the Lead is set to **Administrative Services** or the **Director's Office**.

Electronic Communication (EC)

Reference Guide

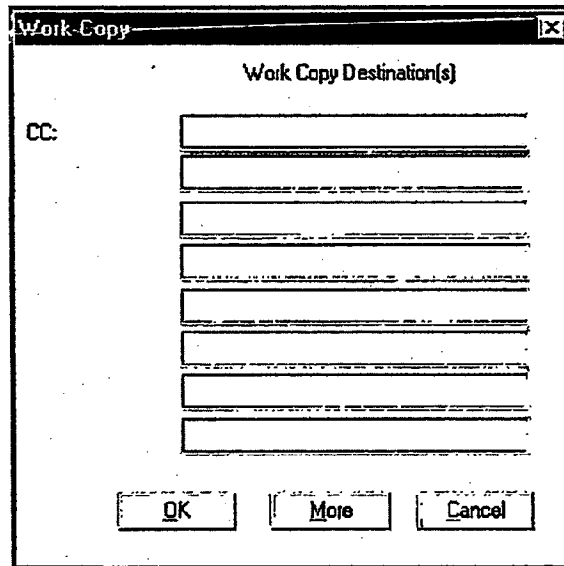
When setting leads to the Administrative Services Division, (ASD) and the Director's Office, (DO) the Location field will be blank.

The screenshot shows a 'Lead Information' dialog box. At the top, there is a 'Division List' label. Below it, the 'Office' dropdown menu is set to 'Administrative Services'. The 'Location' dropdown menu is empty. Under the 'Type of Lead' section, there are three checkboxes: 'Action Required' (unchecked), 'Discretionary Action' (unchecked), and 'Information Only' (checked). At the bottom, there are 'OK' and 'Done' buttons.

The information added in the Location line for the Administrative Services division must be typed using the Lead Routing Table submitted in the EC dated 05/25/2000 and serialized into 66-HQ-A1240026.

The screenshot shows a 'Lead Information' dialog box. At the top, there is a 'Division List' label. Below it, the 'Office' dropdown menu is set to 'Director's Office'. The 'Location' dropdown menu is empty, with the text '(Location list is available)' displayed below it. Under the 'Type of Lead' section, there are three checkboxes: 'Action Required' (unchecked), 'Discretionary Action' (unchecked), and 'Information Only' (unchecked). At the bottom, there are 'OK' and 'Done' buttons.

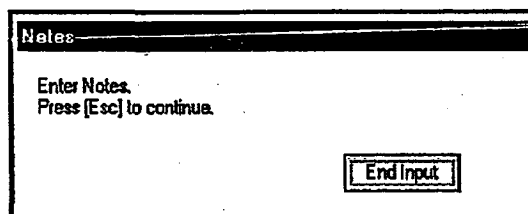
The Location for the Director's Office will be added using the Location List. Click the down arrow [▼] to the right of the Location line to display a list of available locations for the Director's Office.

Work Copy

This selection is to be used to document copies of the EC received by individuals assigned your office. No Case ID Numbers or Offices/Divisions are to be entered in the Work Copy section. Information must be typed on the first line. Use the 1- Jane Doe format. Room numbers may be included (e.g., 1 - Jane Doe, Room 1234) if necessary.

Note: *Names entered in the Attention prompt should not be designated in the Work Copy prompt.*

Press **[Tab]** or click on the next line to continue adding names. Eight (8) names may be entered. If the names exceed the eight (8) lines, click the **[More]** button to add the additional names.

NotesA screenshot of a software window titled "Notes". The window has a dark title bar. Inside, the text "Enter Notes." is displayed, followed by "Press [Esc] to continue." in a smaller font. At the bottom right of the window is a button labeled "End Input".

Notes

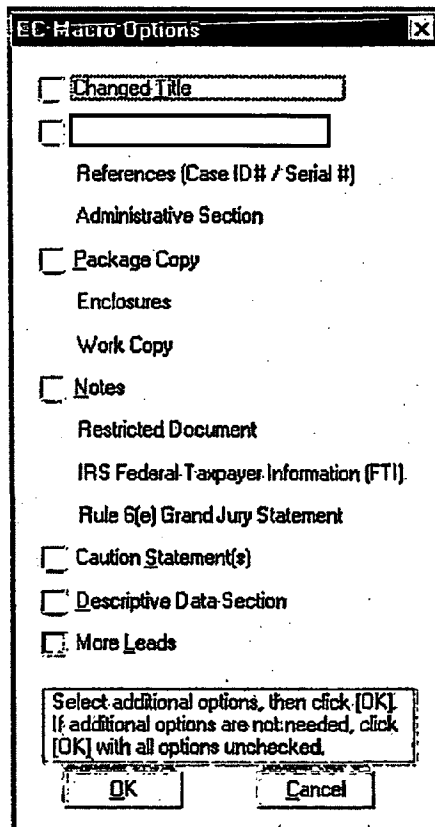
Enter Notes.
Press [Esc] to continue.

End Input

This area should be used to enter information which pertains to the handling of the EC or other data which needs to be recorded permanently in the file. This information could include the date the EC was faxed to one of the addressees or instructions to the secretary to set a tickler.

Notes is printed on the EC at the left margin in bold. This is a free-text field to enter all pertinent information. Information entered in the **Notes** prompt will become a permanent part of the EC after uploading into ECF. After completing the **Notes** information press **[Esc]** or click the **[End Input]** button.

The EC Macro Options prompt will display again so the user may select options that were not selected at the start of the macro.



The image shows a Windows-style dialog box titled "EC Macro Options". It contains several checkboxes, all of which are currently unchecked. The options are: "Changed Title", an empty text box, "References (Case ID# / Serial #)", "Administrative Section", "Package Copy", "Enclosures", "Work Copy", "Notes", "Restricted Document", "IRS Federal Taxpayer Information (FTI)", "Rule 6(e) Grand Jury Statement", "Caution Statement(s)", "Descriptive Data Section", and "More Leads". At the bottom of the dialog, there is a text box with instructions: "Select additional options, then click [OK]. If additional options are not needed, click [OK] with all options unchecked." Below this text box are two buttons: "OK" and "Cancel".

☐ Changed Title

☐ [Empty Text Box]

References (Case ID# / Serial #)

Administrative Section

☐ Package Copy

Enclosures

Work Copy

☐ Notes

Restricted Document

IRS Federal Taxpayer Information (FTI)

Rule 6(e) Grand Jury Statement

☐ Caution Statement(s)

☐ Descriptive Data Section

☐ More Leads

Select additional options, then click [OK].
If additional options are not needed, click [OK] with all options unchecked.

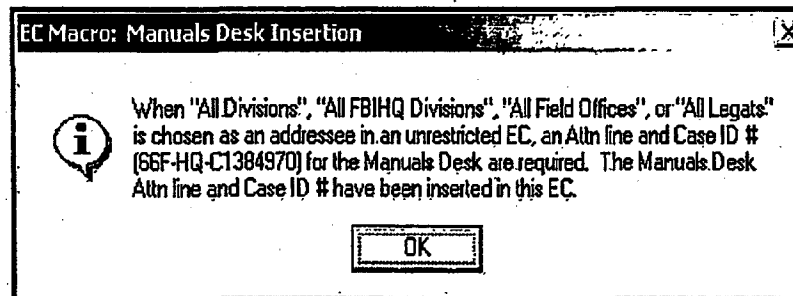
OK Cancel

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If no selections are necessary, click [OK] or press **Enter** to complete the EC. When the macro has been completed, two (2) diamonds (◆◆) will be added at the end of the EC. The user is not to remove the diamonds.

Manuals Desk Insertion

When preparing unrestricted ECs to **All Divisions**, **All FBIHQ Divisions**, **All Field Offices** or **All Legats**, the EC Macro **Manuals Desk Insertion** prompt will display after the EC is completed.



If the EC is addressed to **All Divisions**, **All FBIHQ Divisions**, **All Field Offices** or **All Legats**, the attention line must include "FBIHQ, Manual Desk," regardless of whether or not the EC contains policy information.

If the EC is to **All Field Offices** and/or **Legats**, the attention line must include "FBIHQ, Manuals Desk." Include Records Management in the **To** section, with the attention for FBIHQ, Manuals Desk.

The macro will automatically insert All-Office EC Case ID number **66F-HQ-C1384970** below the first **Case ID** number on the EC, and **FBIHQ, Manuals Desk** will be placed in the **Attn** field of the EC.

If the author considers the EC's contents to be too sensitive to file in **66F-HQ-C1384970**, author should contact the Manuals Desk at

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If the EC requires tighter restriction than that of the entire case, the author must select the "**Restricted Document**" option of the macro when preparing the EC. Consequently, the EC macro will not insert **66F-HQ-C1384970** in the **Case ID** field. (See page 8 of this guide to read more about the "**Restricted Document**" option.)

Click [OK] to continue.

Saving The EC

- ☐ Display the EC on the WordPerfect screen.
- ☐ Click the Save button located on the WordPerfect 8.0 Toolbar.
- ☐ Select the appropriate path to save the EC.
- ☐ Type a filename for the document (8 characters or less) *Do not type a file extension. The extension .wpd is added to the filename automatically.*
- ☐ Click on Save.

EC User Preferences

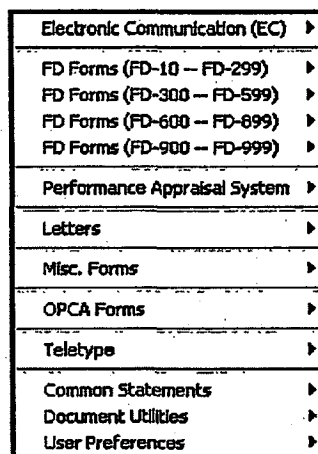
The EC User Preferences feature is designed to save keystrokes by allowing the user to enter information in the following prompts: **To Information**, **From Information**, **Approved By** and **Drafted By**. The information will be saved in the prompts, and will display with the information that was entered each time the EC is generated. When necessary, the information may be updated or deleted.

Accessing the EC User Preferences

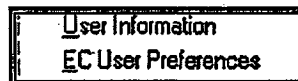
- Open Corel WordPerfect 8.0.



- Click FBI Macros located on the Menu Bar to display the menu list below.



- Highlight User Preferences to display the following menu list.

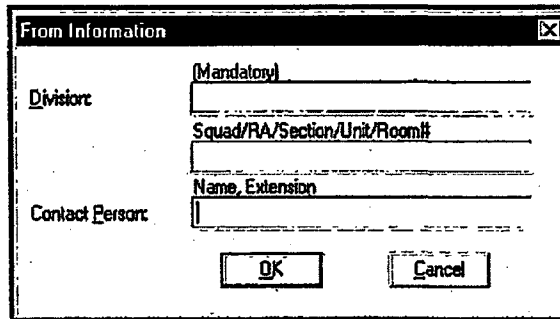


- Highlight and click EC User Preferences to activate the EC User Preferences macro.

To Information

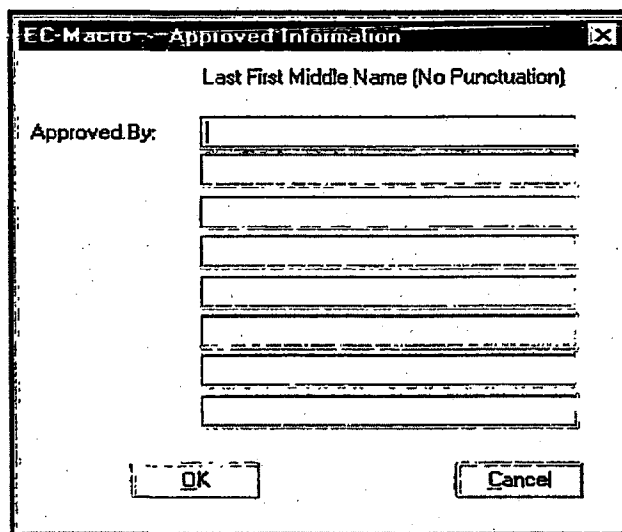
The screenshot shows a window titled "To Information". Inside, there is a label "To:" followed by a "Division List" dropdown menu. To the right of this is an "Attn:" label followed by another dropdown menu. Below these fields is a list of eight horizontal lines for additional information. At the bottom of the window are two buttons: "OK" and "Cancel".

This prompt is normally left blank because ECs may be addressed to different Field Offices or Divisions. However, if ECs are sent to a particular Field Office or Division at least 80% of the time, this prompt can be completed. Type the name of the Office or Division in which the EC is usually addressed. If there are specific person(s) within the selected Office that should receive a copy of the EC, press **(Tab)** and type their official Bureau name on the **Attn** field.

From Information

The **Division** must be typed in initial caps. Do not include the word Division as a part of the Division's name (**Example: Information Resources**). It is important that the information typed in the Division prompt is correct. There is no selection window to generate the correct spelling of the Division. Press **(Tab)** to move to the next field. Type the **Squad/RA/Section/Unit/Room #** of the person drafting the EC. The **Contact Person** should be the name of the person drafting the EC. The official Bureau name or position title of the individual should be typed. The phone number should follow the name separated by a comma (e.g., [redacted]). If additional approval lines are needed, click the **[More]** button.

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Approved By

Type the official Bureau name of the individual ultimately responsible for approving the communication. **The name must be typed in initial capital letters as Last Name (space) First Name (space) Middle Name without any punctuation.** The name must be typed in the appropriate order so that it can be checked against the Bureau Personnel Management System (BPMS) to ensure the individual has approval authorization.

In some instances, more than one approval is necessary before a communication can be released. In this case, the first approval line should be the name of the individual ultimately responsible for releasing the information. The succeeding approval lines are placed in rank order.

There are eight (8) lines available to type text. Each field is limited to forty (40) characters. Entry in the first line of the **Approved By** prompt is mandatory. To type multiple names, proceed to the next line by pressing **(Tab)** or clicking on the next line using the mouse.

Draft Information

EC Macro - Draft Information

Last First Middle Name:xyz Initials (No Punctuation)

Drafted By:

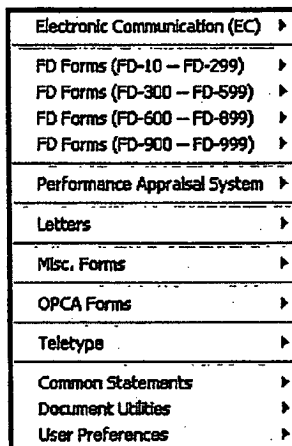
OK Cancel

The Drafted By name is the person responsible for writing the EC. The name must be typed in initial capital letters as **Last Name (space) First Name (space) Middle Name without any punctuation**. Following the name of the Drafted by person enter a colon (:) and the initials of the individual who typed the EC in lowercase letters. If the person typing the EC and the person who drafted the EC are the same person, the initials may be entered but they are not mandatory.

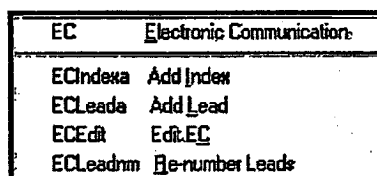
There are eight (8) lines in the **Draft Information** prompt. Each field is limited to forty (40) characters.

ECedit

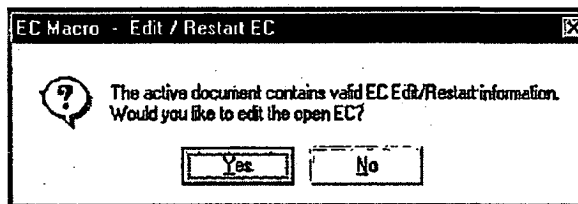
The ECEdit macro allows the user to edit a previously saved EC. Open the document in WordPerfect to edit and click **FBI Macros** located on the **Menu Bar**. The drop-down menu for **FBI Macros** displays:



Use the mouse to highlight **EC** to display the following menu:

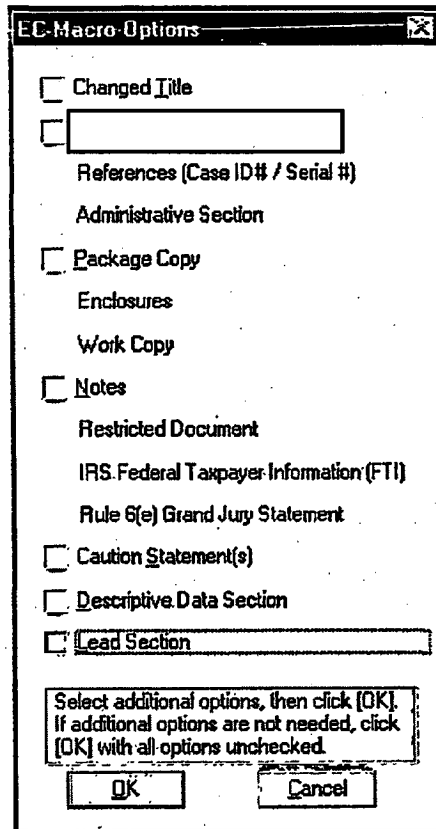


Click **ECEdit** to begin editing the EC. The **EC Macro - Edit/Restart EC** prompt is displayed:



Click the **[Yes]** button to begin editing the EC.

The EC Macro Options prompt displays to allow the user to select options to be added to the EC. The options that were previously selected will not be available.



The image shows a Windows-style dialog box titled "EC-Macro-Options". It contains a list of options, each preceded by an unchecked checkbox. The options are: "Changed Title", a text input field, "References (Case ID# / Serial #)", "Administrative Section", "Package Copy", "Enclosures", "Work Copy", "Notes", "Restricted Document", "IRS Federal Taxpayer Information (FTI)", "Rule 6(e) Grand Jury Statement", "Caution Statement(s)", "Descriptive Data Section", and "Lead Section". At the bottom, there is a text box with instructions: "Select additional options, then click [OK]. If additional options are not needed, click [OK] with all options unchecked." Below this are "OK" and "Cancel" buttons.

EC-Macro-Options

☐ Changed Title

☐ [Text Input Field]

References (Case ID# / Serial #)

Administrative Section

☐ Package Copy

Enclosures

Work Copy

☐ Notes

Restricted Document

IRS Federal Taxpayer Information (FTI)

Rule 6(e) Grand Jury Statement

☐ Caution Statement(s)

☐ Descriptive Data Section

☐ Lead Section

Select additional options, then click [OK].
If additional options are not needed, click [OK] with all options unchecked.

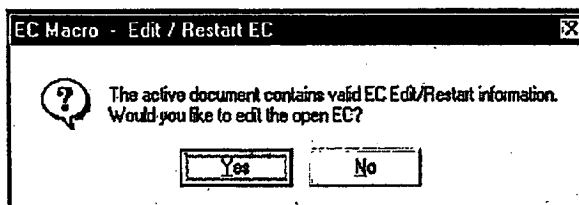
OK Cancel

b7E

Select the option(s) to be added or edited and click [OK] or press **Enter** to continue. The macro will begin running prompts which had not been selected or completed earlier. Information may be entered at this time.

ECedit/Restart

The ECedit/Restart option allows the user to Restart an incomplete EC after it has been saved. In the instance when the user needs to complete the EC at a later time, click the [Cancel] button and Save the EC. To Restart the EC display the EC in WordPerfect and click the Edit EC icon to display the EC Macro-Edit/Restart EC prompt.

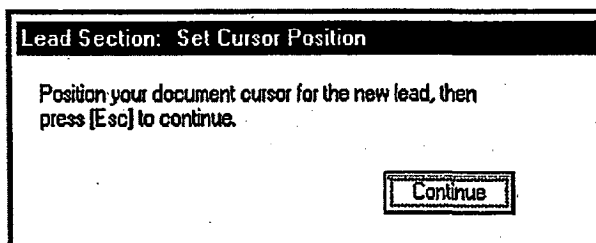


Click the [Yes] button to Restart the EC. The EC Macro will retain all options selected when the EC was first generated and starts at the prompt where the user canceled the macro. Continue through the prompts to complete the EC.

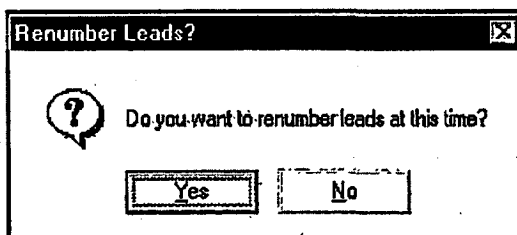
Note: *If the EC is cancelled after the Details section has been completed and the EC has been saved, it will retain all of the prompts selected except for the Descriptive Data Section and the Leads Section. Once the EC has been completed the EC Macro Options prompt will display to select the above options to be included in the EC.*

ECedit - Reposition and Renumber Leads

This feature allows the user to **Reposition** and **Renumber** the leads when additional leads have been added to the EC. Display the EC in WordPerfect and click the Edit EC icon. Select the More Lead option from the EC Macro Options prompt. The **Lead Information** prompt displays to complete the lead information. After completing the lead information the **Lead Section: Set Cursor Position** prompt will display:



Position the cursor in the Leads section at the desired location for the new lead and click the [Continue] button or press **[Esc]** key. The **Renumber Leads?** prompt will display.



The **Renumber Leads** prompt allows the user to renumber all leads in the EC. This may become necessary if leads have been inserted or deleted and are out of order. Click the [Yes] button to renumber the leads.

Floating Cells

Floating cells are one-celled tables available in WordPerfect 8.0. Floating cells are paired codes which are visible in Reveal Codes. Under normal circumstances there will always be a Floating-Cell-Begin-Code paired with a Floating-Cell-End-Code. The EC uses four (4) floating cells in the body of the document for the **Date**, the first line of the "To", "From" and "Case ID". The text in the floating cell is marked in red to give the user a visual reminder of the field's position for editing. When editing any of these fields, the cursor must be within the red text.

Corresponding floating cells are set up in the document **Header B** which appears on the second and subsequent pages. Each floating cell in Header B contains a formula which displays the value contained in the corresponding document cell instructing WordPerfect to copy information from a corresponding floating cell in the body of the document.

When any of the four cells in the document are changed, the change is also automatically made to Header B's corresponding floating cell. For example, if you change the date of the EC, when you move out of the floating cell that contains the date, the date will also change in Header B.

Attaching Documents

A document created in WordPerfect and is not too lengthy, can be inserted into the EC. The document should be inserted directly after the double diamonds (◆◆) at the end of the EC.

Below are instructions for attaching documents and/or inserting files:

1. Open the EC document in WordPerfect.
2. Using the arrow keys or the mouse, place the cursor at the very bottom of the EC after the double diamonds (◆◆).
3. Press the **Enter** key twice leaving at least two blank lines after the double diamonds (◆◆).
4. To start at the beginning of the next page, press **Ctrl+Enter**.
5. Once the cursor is positioned, click **Insert** on the **Menu Bar**.
6. Click on **File**. The **Insert File** window will display.
7. Using the mouse, highlight the file name of the document to be attached/inserted.
8. Click on the **[Insert]** button.
9. The inserted document will open at the bottom of the EC.
10. Save the EC after the file has been inserted.
11. After the document has been saved and approved to be uploaded, convert the document into an ASCII format. (See Page 56)

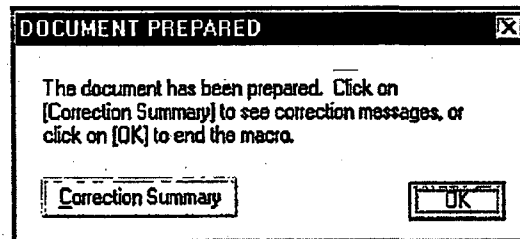
Note: *If the document is not uploaded into ACS, either as part of the cover communication or with a separate serial number, hard copies of the cover communication and the document must be sent to each receiving office.*

Preparing The EC For Uploading

Prior to uploading the text for an EC or any WordPerfect document to the ECF application, the document must be saved in WordPerfect and prepared for uploading by converting the document to ASCII (American Standard Code for Information Interchange) format.

Only approved ECs can be electronically uploaded to ECF. The original EC residing on the mainframe cannot be altered. All modifications must be made through electronic submission of another EC, which can reference a change or replace the original.

- Open the document to be uploaded.
- From the Menu bar click **FBI Macros**, select **Document Utilities** and then select **Alt-A (Prepare Doc for uploading)**.
- The document will go through a conversion process and then display the **Document Prepared** window.

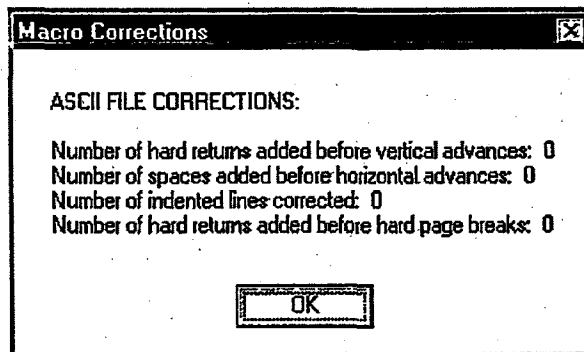


- To display a Summary of the corrections made by the macro, click the **[Correction Summary]** button to display the **Macro Corrections** prompt:

Note: *Alt-A is a macro created to prepare a WordPerfect document for uploading to the mainframe; however, if your office uses other methods for preparing documents, that method must be used until advised by the appropriate personnel to use the Alt-A macro.*

Note: *If changes are made to the original document after the document has been prepared for uploading, the original document with changes must be re-named and prepared again (Alt-A) for uploading.*

The Macro Corrections prompt shows the corrections made by the ASCII File Scan program.



The problems addressed by this program include the following:

Removes control characters from the text file, which cause upload failures.

Corrects lines in the text file that have more than 132 characters.

Inserts a carriage return code before any form feed codes appearing in the text file, and wraps any remaining lines in the text file that contain more than 132 characters.

Corrects run on spacing problems in the text file.

- Click [OK] to close the prompt.
- To verify that your document was converted to an ASCII file (.asc), click on File from the Menu bar. Note the list of recently opened documents at the bottom of the drop-down menu. Listed will be the filename with a .wpd extension and with an .asc extension. The filename with the .asc extension is the ASCII document.

Note: *In most cases, once the document has been uploaded both the original (.wpd) document and the ASCII file (.asc) document are removed from the hard drive. It is recommended that you Rename or Save a copy of the document in another directory or on a diskette if you wish to use it at a later time.*

Uploading The EC Using Entire Connection

Entire Connection is a file transfer software that allows the uploading or downloading of data between the PC and the mainframe. In ACS, documents created in WordPerfect may be uploaded to the mainframe and then downloaded from ACS to WordPerfect. **Entire Connection** also allows uploaded Leads to be transferred to ICM. Documents being uploaded must be in **ASCII** format.

- ☐ From the Windows desktop double-click on the **Entire Connection** icon. If the **Entire Connection** icon is not located on the desktop, click the **Start** button, click **Programs** and click **Entire Connection**.
- ☐ Click on **Session** from the Menu Bar and click **Open**.

Note: *The WordPerfect document must be closed before attempting to upload into ECF. If the document is open, the directory document not the original document will be uploaded.*

- ☐ From the FBINET Activity Table press **F1** - ACS - Automated Case Support.
- ☐ From the Automated Case Support screen type **[1]** to select ECF - Electronic Case File.
- ☐ From the ECF Menu, select **[1]** - File New Document.
- ☐ The Orig. Office field defaults from the User ID.
- ☐ The Document Type field is a mandatory field. Prompt and select or type EC for the document type.
- ☐ The PC Directory field defaults to C:\DATA\ECF and may be changed to reflect the appropriate path where the document is saved. Do not enter the backslash (\) when uploading from a diskette (A:).
- ☐ In the PC File field, type or prompt and select the name of the WordPerfect document to be uploaded. Press **Enter** to close the PC File window. The filename should be displayed in the PC File field.

Note: *When you prompt at the PC File field, the screen will blink several times. Wait until the process has finished before continuing.*

- ☐ The Optical Character Recognition (OCR) field is used to indicate the document text was obtained by scanning through optical character recognition process. This field should be left blank if the document being uploaded is the original EC.
- ☐ Press **[F11]=NextPg** to move to the next page to initiate the uploading of the document.
- ☐ When Page 2 of 2 displays, data will be filled in the appropriate fields.

Note: The function keys **[F13]=Text** and **[F21]=Case** are available. The attributes for the document should match the attributes indicated on the uploaded EC.

Document Date	Date of EC
To	Addressee of the EC
From	Originator of the EC
Case ID	Case ID of the EC
Topic	Synopsis of the EC
Author	Drafted By
Approver	Approved By
Ref. Case ID	Referenced Case ID from EC
Ref. Serial	Referenced Serial from EC

- ☐ Press **[Enter]** to serialize the EC and upload the text for the EC.
- ☐ Press **[Enter]** to close the window.

Note: If leads were set out on the EC, the **Route Hardcopy Output** window will display. Type the on-line printer ID number and press **[Enter]**. A **Lead Upload Report** has been incorporated for verification of lead uploading. A hard copy of the **Lead Upload Report** will only print if the ICM software detects any errors or warnings.

Once the leads have been set, the **File New Document** screen is displayed with one of the following messages: (1) - Lead(s) now being set. (2) - (#) Notifications were sent: Lead(s) now being set.

The Serial Number is placed beside the Case ID number in ink. The original remains in the Office of Origin. If the Lead section was not selected, a copy should be made for each recipient, each person in the attention line, and a copy for the sender. A copy should also be made for each Case ID number listed, if your office has a file for that Case ID. All copies must be duplicated on white paper.

Downloading Documents

- ☐ From the Windows desktop double-click on the **Entire Connection** icon. If the **Entire Connection** icon is not located on the desktop, click the **Start** button, click **Programs** and click **Entire Connection**.
- ☐ If the **FBINET Warning** screen does not open, click on **Session** from the **Menu Bar** and click **Open**.
- ☐ Use the appropriate sign-on procedures to access the **Electronic Case File (ECF)** application through **FBINET**.
- ☐ From the **ECF Menu**, select **[2] - Search Document Attributes** and press **[Enter]**.
- ☐ Type the **Case ID** number in the **Case ID** field, the serial number in the **Serial** field and press **[Enter]**.
- ☐ From the **List Documents by Case ID** screen, type the Action **[D]** beside the document(s) to be downloaded. Press **[Enter]** to display the **Print/Download** window.
- ☐ The **PC Directory** field defaults to **C:\DATA\ECF** and may be changed to reflect the appropriate path of where the document is to be saved. Do not enter the backslash (\) when downloading to a diskette (A:).

*Note: An entry in the **Printer** field is not allowed when downloading a document.*

- ☐ Press **[Tab]** to position the cursor in the **PC File** field. Type the name of the document (without an extension) and press **[Enter]**.

*Note: When you press **[Enter]**, the screen will blink several times, wait until the process has finished.*

- ☐ The **List Documents by Case ID** screen is displayed with the message **Document download completed**.
- ☐ Exit or minimize the **ECF** application and open **WordPerfect** to the appropriate **PC** directory to view or print the downloaded document. The file extension **.wpd** is automatically given to the downloaded document.

Exiting Entire Connection

- ☐ Exit the ECF application.
- ☐ Exit ACS back to the FBINET Warning screen.
- ☐ Click on Session - Click on Close
- ☐ Click on Session - Click Exit

Printing A Working Copy

- ☐ Use the appropriate Sign-On procedures to access the ECF application through FBINET.
- ☐ From the ECF Menu, select **(2)** - Search Document Attributes and press **(Enter)**.
- ☐ Type the **Case ID** number in the **Case ID** field, the serial number in the **Serial** field and press **(Enter)**.
- ☐ From the **List Documents by Case ID** screen, type **(P)** beside the document(s) to be printed and press **(Enter)** to display the **Print/Download** window.
- ☐ Prompt and select or type the **On-Line Printer ID** number in the **Printer** field and press **(Enter)**. (Information in the **PC Directory** field must be deleted).
- ☐ The **List Documents by Case ID** screen is displayed with the message: **Print request submitted.**

Responses To A Document

- ☐ Use the appropriate Sign-On procedures to access the ECF application through FBINET.
- ☐ From the ECF Menu, select **(2)** - Search Document Attributes and press **(Enter)**.
- ☐ Type the Case ID number in the Case ID field and press **(Enter)** to display the List Documents by Case ID screen.
- ☐ From the List Documents by Case ID screen, type **[R]** next to the document to view and press **(Enter)** to display the Responses window. There must be a number indicated under the Resp field to view responses.
- ☐ Type an Action code **[A]**=Attributes **[P]**=Print/Download or **[T]**=Text next to the document and press **(Enter)**.

GLOSSARY OF TERMS

Page 66

ACRONYMS

ACS	Automated Case Support	FBINET	Federal Bureau of Investigation Network
AD	Assistant Director	HQ	Headquarters
ADIC	Assistant Director In Charge	ICM	Investigative Case Management
ADMIN	Administrative	ITC	Information Technology Center
AKA	Also Known As	NDIC	National Drug Intelligence Center
ALT A	A FBI Macro used for converting a WordPerfect document to an ASCII file	NSI	National Security Information
ASAC	Assistant Special Agent in Charge	OCR	Optical Character Recognition
ASCII	American Standard Code for Information Interchange	OO	Office of Origin
ASC	The WordPerfect extension for an ASCII file	POB	Place of Birth
ATTN	Attention	RA	Resident Agency
BPMS	Bureau Personnel Management System	SA	Special Agent
CIRG	Critical Incident Response Group	SAC	Special Agent in Charge
DBA	Doing Business As	SCI	Sensitive Compartmented Information
DOB	Date of Birth	SIOC	Strategic Information Operation Center
EC	Electronic Communication	SSA	Supervisory Special Agent
ECF	Electronic Case File	SSRA	Supervisory Special Resident Agent
FBIHQ	Federal Bureau of Investigation Headquarters	SUB	Sub-File
		UNI	Universal Index
		WPD	The WordPerfect extension for a WordPerfect Document

ABBREVIATIONS

AFB	Air Force Base	FBINA	Federal Bureau of Investigation National Academy
AFL	American Federation of Labor	FCU	Federal Credit Union
ASSOC	Association	HRT	Hostage Rescue Team
BICS	Background Investigative Contract Service	INC	Incorporated
BUCAR	Bureau Car	LCN	La Cosa Nostra
CB	Clarksburg Satellite	LEGAT	Legal Attache
CIA	Central Intelligence Agency	LTD	Limited
CIO	Congress of Industrial Organizations	NCIC	National Crime Information Center
CO	Company	PO	Post Office
CORP	Corporation	RN	Registration Number
CY	County	SN	Serial Number
DBA	Doing Business As	STC	Standard Telegraphic Code
DEPT	Department	US	United States
FBI	Federal Bureau of Investigation	USA	United States of America
FBILEB	Federal Bureau of Investigation Law Enforcement Bulletin	VIN	Vehicle Identification Number

FIELD OFFICE (FO) CODES

AL	Albany	NO	New Orleans
AQ	Albuquerque	NY	New York
AN	Anchorage	NF	Norfolk
AT	Atlanta	OC	Oklahoma City
BA	Baltimore	OM	Omaha
BH	Birmingham	PH	Philadelphia
BS	Boston	PX	Phoenix
BF	Buffalo	PG	Pittsburgh
CE	Charlotte	PD	Portland
CG	Chicago	RH	Richmond
CI	Cincinnati	SC	Sacramento
CV	Cleveland	SL	St. Louis
CO	Columbia	SU	Salt Lake City
DL	Dallas	SA	San Antonio
DN	Denver	SF	San Francisco
DE	Detroit	SJ	San Juan
EP	El Paso	SE	Seattle
HN	Honolulu	SI	Springfield
HO	Houston	TB	Butte Information Technology Center
IP	Indianapolis	TP	Tampa
JN	Jackson	TS	Savannah Information Technology Center
JK	Jacksonville	WE	Pocatello Information Technology Center
KC	Kansas City	WF	Washington Field
KX	Knoxville		
LV	Las Vegas		
LR	Little Rock		
LA	Los Angeles		
LS	Louisville		
ME	Memphis		
MM	Miami		
MW	Milwaukee		
MP	Minneapolis		
MO	Mobile		
NE	Fort Monmouth Information Technology Center		
NK	Newark		
NH	New Haven		

INFORMATION TECHNOLOGY CENTERS

Butte, ITC

Butte Information Technology
Center
Butte, MT

EPIC

El Paso Intelligence Center
El Paso, TX

Ft Monmouth, ITC

Ft. Monmouth Information
Technology Center
Ft. Monmouth, NJ

NDIC

National Drug Intelligence Center
Washington, DC

Pocatello, ITC

Pocatello Information Technology
Center
Pocatello, ID

Savannah, ITC

Savannah formation Technology
Center
Savannah, GA

STREET SUFFIXES AND PREFIXES

ALY	Alley	NW	Northwest
ANX	Annex	PIKE	Pike
APT	Apartment	PKY	Parkway
AVE	Avenue	PL	Place
BLVD	Boulevard	PLZ	Plaza
BYP	Bypass	RD	Road
CIR	Circle	RT	Route
CT	Court	S	South
CY	County	SE	Southeast
DR	Drive	SQ	Square
EST	East	ST	Street
EXPY	Expressway	SW	Southwest
HTS	Heights	TL	Trail
HWY	Highway	TPKE	Turnpike
LN	Lane	TR	Terrace
N	North	W	West
NE	Northeast	WAY	Way

IDENTIFICATION (ID) CODES

AF	Air Force	NG	National Guard
ARN	Alien Registration Number	NIC	NCIC Number
AS	Army	NS	Navy
BOP	Bureau of Prisons Number	OCC	Occupation
CG	Coast Guard	PNO	Passport Number
DBA	Doing Business As	SAR	Suspicious Activity Report Number
DLN	Drivers License Number	SER	Serial
FBI	Federal Bureau of Investigation Number	SOC	Social Security Number
FIN	Federal Inmate Number	SPO	Spouse
INF	Intermediate Nuclear Forces Number	SSN	Selective Service Number
INS	Immigration and Naturalization Service Number	TTL	Title
ION	Identification Order Number	USS	US Secret Service Number
MC	Marine Corps	VIN	Vehicle Identification Number
MN	Motor Number	VIO	Violation
MNO	Military Number	WFN	Wanted Flyer Number

LEGAT OFFICE CODES AND LOCATIONS

AY	Almaty, Kazakhstan
AA	Ankara, Turkey
AH	Athens, Greece
BB	Bridgetown, Barbados
BE	Buenos Aires, Argentina
BG	Bogota, Columbia
BI	Brasilia, Brazil
BK	Bangkok, Thailand
BL	Brussels, Belgium
BN	Berlin, Germany
BR	Bern, Switzerland
CH	Copenhagen, Denmark
CN	Canberra, Australia
CR	Caracas, Venezuela
CZ	Cairo, Egypt
HK	Hong Kong, China
IS	Islamabad, Pakistan
KV	Kiev, Ukraine
LG	Lagos, Nigeria
LO	London, England
MC	Moscow, Russia
MD	Madrid, Spain
MH	Manila, Philippines
MX	Mexico City, Mexico
OT	Ottawa, Canada
PA	Paris, France
PC	Panama City, Panama
PT	Pretoria, South Africa
RO	Rome, Italy
RY	Riyadh, Saudi Arabia
SO	Seoul, South Korea
TA	Taipei, Taiwan
TE	Tel Aviv, Israel
TL	Tallinn, Estonia
TO	Tokyo, Japan
VN	Vienna, Austria
WR	Warsaw, Poland

US ABBREVIATIONS

AK	Alaska	ME	Maine
AL	Alabama	MI	Michigan
AR	Arkansas	MN	Minnesota
AZ	Arizona	MO	Missouri
CA	California	RI	Rhode Island
CO	Colorado	SC	South Carolina
CT	Connecticut	SD	South Dakota
DC	District of Columbia	TN	Tennessee
DE	Delaware	TX	Texas
FL	Florida	UT	Utah
GA	Georgia	VA	Virginia
HI	Hawaii	VT	Vermont
IA	Iowa	WA	Washington
ID	Idaho	WI	Wisconsin
IL	Illinois	WV	West Virginia
IN	Indiana	WY	Wyoming
KS	Kansas	GU	Guam
KY	Kentucky	PR	Puerto Rico
LA	Louisiana	VI	Virgin Islands
MA	Massachusetts		
MD	Maryland		

CANADIAN PROVINCE ABBREVIATIONS

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland
NS	Nova Scotia
NT	Northwest Territory
ON	Ontario
PE	Prince Edward Island
PQ	Quebec
SK	Saskatchewan
YT	Yukon

INDEX

A

Abbreviations, 79
Accessing the Electronic Communication, 3
Acronyms, 78
Administrative Statements, 26
All Divisions EC, 69
All Field Offices EC, 72-73
Approved Information, 13
Attaching Documents, 55
Attention Line, 11

C

Canadian Providence Abbreviations, 86
Case ID Numbers, 15
Caution Statements, 21
Changed Title, 19
Classification / Precedence, 4
Confidentiality Granted EC, 70
Confidentiality Not Granted EC, 71
Course Objectives, 2

D

Descriptive Data: Individual Information, 31-32
Descriptive Data Main Dialog, 30
Details, 29
Downloading Documents, 62
Draft Information, 14

E

EC User Preferences, 45-49
EC Macro Options, 6
ECedit, 50
ECedit/Restart, 52
ECedit - Reposition and Renumber Leads, 53
Enclosures, 28
Exiting Entire Connection, 63

F

Field Office (FO) Codes, 80
Floating Cells, 54
From Information, 12

24

b7E

G

Glossary of Terms, 77
Grand Jury Statement, 20

I

Identification (ID) Codes, 83
Index, 87
Information Technology Centers, 81
Introduction, 1
IRS Federal Taxpayer Information, 20

L

Lead Information, 36
Leads, 35
Legat Office Codes and Locations, 84

M

Multiple Divisions EC, 76

N

Non-Individual Information, 34
Notes, 41

P

Package Copy, 28
Preparing The EC for Uploading, 56-58
Previous Title, 23
Printing A Working Copy, 64

R

References, 25
Reposition and Renumber Leads, 53
Response EC, 75
Responses To A Document, 65
Restricted Document, 19
Routine EC, 74



Saving the EC, 44
Secret EC, 68
Sign-On Procedures, 59-61
Street Suffixes and Prefixes, 82
Synopsis, 22



Title Information, 17
To Information, 10



Uploading The EC Using Entire Connection, 58
US Abbreviations, 85



Work Copy, 40
Working Copy EC, 66