

Directorate of Intelligence



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Handbook for Intelligence Analyst Employees

Last Updated: April 2010

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I. INTRODUCTION

The DI is changing rapidly, with new employees coming on board, new office space being built, and new policies being established every day. In this handbook, we have tried to pull together information that we believe will make it easier for new DI employees at FBI Headquarters to get started in their jobs. Because of the rapid growth in the DI, however, some of the information may change quickly. For that reason, please check the DI Intranet site at: for the most up-to-date information.

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II. THE FBI

A. ABOUT THE FBI

The FBI is the investigative arm of the US Department of Justice. The FBI's investigative authority can be found in Title 28, Section 533 of the US Code. Additionally, there are other statutes, such as the Congressional Assassination, Kidnapping, and Assault Act (Title 18, US Code, Section 351), which give the FBI responsibility to investigate specific crimes.

The FBI motto is "Fidelity, Bravery, and Integrity."

The mission of the FBI is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

B. CORE VALUES

duplicate to IA Handbook 2882, section 1, pg 6

The FBI will strive for excellence in all aspects of its missions. In pursuing these missions and vision, the FBI and its employees will be true to, and exemplify, the following core values:

Adherence to the rule of law and the rights conferred to all under the United States Constitution;

Integrity through everyday ethical behavior;

Accountability by accepting responsibility for our actions and decisions and the consequences of our actions and decisions;

Fairness in dealing with people; and

Leadership through example, both at work and in our communities.

IV. GETTING STARTED

A. FORMS

To get access to computer networks, some rooms, and many benefits at the FBI, you will have to fill out a form. Set out below is a list and then a description of the more commonly used forms.

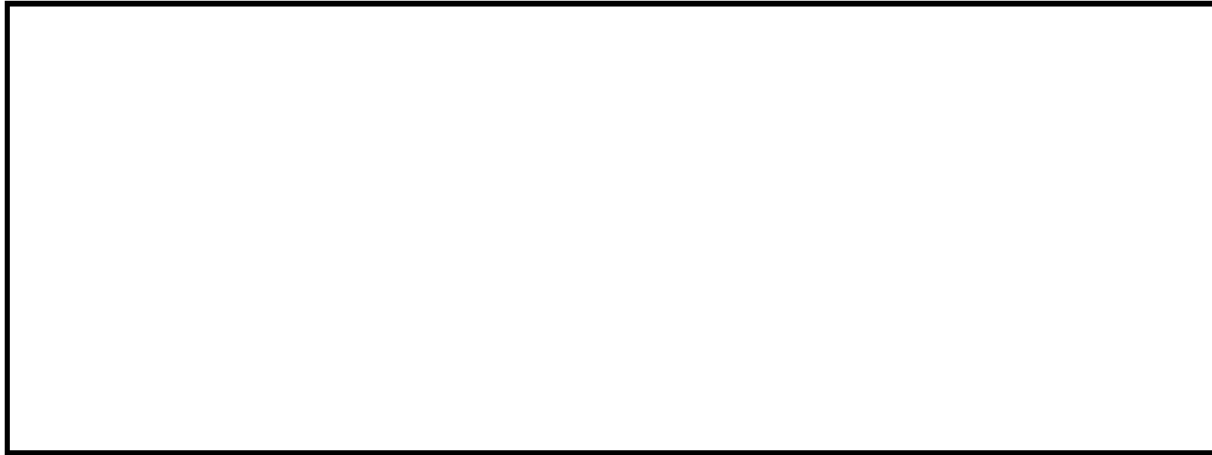
1. Personnel Location Information
2.
3.
4. Flexible Work Option Request Form
5. Credential Requests
6. Courier Briefing and Acknowledgment Statement

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Most forms are also available on the FBI Intranet at:

1. PERSONNEL LOCATION INFORMATION

The Personnel Location Information contains information regarding home address, home telephone number, emergency contact information, etc. It is entered in the Bureau Personnel Management System and can be obtained by authorized personnel only.



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4. FLEXIBLE WORK OPTION REQUEST FORM

The FBI's worklife program was established in recognition of the changing demographics of the workforce and to attract and retain qualified employees. Through the flexible work options available to its employees, the FBI strives to create situations where the needs of employees and the mission of the Bureau are achieved in a mutually beneficial manner. The FBI is committed to seeking innovative means to draw qualified individuals into the FBI's family and to elicit the best performance from each employee. The worklife program is a critical tool which offers flexibility to both managers and employees and ensures the mission of the Bureau is achieved.

While many flexible work options are available through the worklife program, participation in worklife program alternatives is a management option and should not be viewed as an employee entitlement.

The worklife program incorporates various flexibilities which, either separately or in combination with another option, can provide employees and management greater tools in effectively and efficiently accomplishing the functions of the office. However, flexible work options are dependent upon the office of assignment, workload, position to which assigned, and organizational mission which needs to be accomplished. The standard working hours for an employee is 8½ hours per day. The Alternate Work Schedule (AWS) - 9 hours per day - 8 days per payperiod; one 8 hour day per payperiod; and one regular day off (RDO) per payperiod.

See your supervisor regarding your working hours. If you will be working AWS you will be required to fill out the Flexible Work Option Request Form (FD-968).

5. CREDENTIAL REQUESTS

Credentials are a second form of FBI identification that you may obtain, but are not required to. To obtain credentials you must prepare an electronic communication (EC). Review the FBI employee handbook regarding the rules about the use and misuse of FBI credentials. The handbook is available on the FBI Intranet at 

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6. COURIER BRIEFING AND ACKNOWLEDGMENT STATEMENT

Only personnel who have been appropriately briefed and specifically authorized in writing by an approving authority may hand-carry classified information between FBI facilities and other organizations when other means of transmission or transportation cannot be used. If it is not possible to transmit the information by other authorized means (e.g., classified information systems, secure facsimile machine, the Defense Courier Service, the Department of State diplomatic pouch, or GSA-approved overnight delivery services), employees may obtain a courier letter to hand-carry the classified materials. To prepare and travel with classified information go to

[REDACTED] Please thoroughly read and understand the requirements. There is a considerable obligation on the courier's part to correctly package, transport and assure the security of the classified materials. Employees must complete a Courier Briefing and Acknowledgment Statement. Once the form has been completed, please forward to your Division Security Office.

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V. GETTING AROUND THE J. EDGAR HOOVER BUILDING

A. ADDRESS

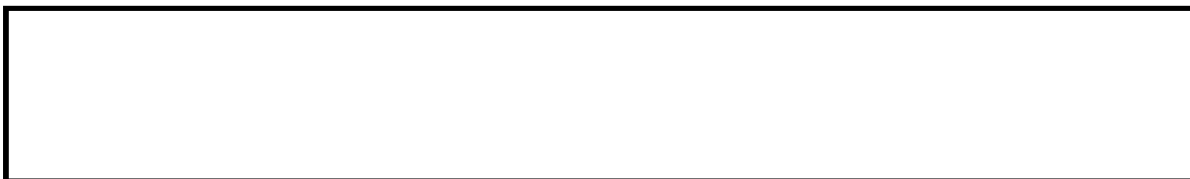
935 Pennsylvania Ave., NW
Washington, DC 20535
(202) 324-3000

B. FINDING A ROOM

Having difficulty finding a room? You're not alone. But there is a system to the room numbers: The first number of the room is the floor it's on. The second number indicates the corridor number. For example [REDACTED] Outside each group of elevators there are red signs on the ceiling indicating the direction to the various corridors. They look like this:



Although these signs are generally helpful as a guide, they can be misleading, because sometimes they point to a corridor that has been closed off or does not exist. Odd number corridors are parallel with Pennsylvania Avenue, while even number corridors are parallel with 9th and 10th Streets.



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EMPLOYEE CHECKLIST

COMPUTERS/IT

☐ Fill out [REDACTED]

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ADMINISTRATIVE MATTERS

☐ Request credentials

☐ Fill out form for government travel credit card, if necessary

☐ Obtain a signed copy of your performance plan from your supervisor

TELECOMMUNICATIONS

☐ Obtain password for voice mail access

SECURITY

☐ Fill out [REDACTED] if appropriate

☐ Obtain [REDACTED] from Security Office

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