

This document is made available through the declassification efforts  
and research of John Greenewald, Jr., creator of:

# The Black Vault

---



The Black Vault is the largest online Freedom of Information Act (FOIA)  
document clearinghouse in the world. The research efforts here are  
responsible for the declassification of hundreds of thousands of pages  
released by the U.S. Government & Military.

**Discover the Truth** at: **<http://www.theblackvault.com>**

DATE: 11-14-2017

JFK Assassination System  
Identification Form

Date: 4/13/201

## Agency Information

AGENCY : FBI  
RECORD NUMBER : 124-10366-10001

RECORD SERIES : HQ

AGENCY FILE NUMBER : NO FILE NUMBER

## Document Information

ORIGINATOR : FBI  
FROM : HQ  
TO :

TITLE :

DATE : 00/00/0000  
PAGES : 92

SUBJECTS :

MIOG - 1966

DOCUMENT TYPE : PAPER, TEXTUAL DOCUMENT  
CLASSIFICATION : Unclassified  
RESTRICTIONS : 4  
CURRENT STATUS : Redact  
DATE OF LAST REVIEW : 11/10/1998

OPENING CRITERIA : INDEFINITE

COMMENTS : REVISION NUMBER 48

MANUAL OF RULES AND REGULATIONS

TABLE OF CONTENTS

PART I

SECTION 1.	CONDUCT AND ACTIVITIES OF EMPLOYEES	Page
A.	Duty To Report Misconduct.....	1
B.	Acts Resulting in Drastic Disciplinary Action Including Possible Dismissal.....	1
C.	Confidential Nature of FBI Operations.....	1
D.	Standards of Ethics in the FBI.....	2
E.	Personal Financial Matters.....	4
F.	Miscellaneous Rules of Operations.....	4
G.	Reproduction and Retention of Bureau Material.....	4
H.	Acceptance of Resignation with Prejudice.....	4
SECTION 2.	EMPLOYEE PROCUREMENT	
A.	Inquiries About Employment.....	1
B.	Processing of Application, Interview, and Tests.....	1
C.	Bureau Employees Aspiring to Agent Position.....	2
D.	Investigation of Bureau Applicants.....	2
E.	Status Inquiries.....	2
F.	Procurement of Clerical Personnel for Field Offices....	3
G.	Applicant Recruiting Aids.....	3
H.	Employment of Temporary Employees.....	3
I.	Employment of the Physically Handicapped.....	4
J.	Relinquishment of Civil Service Competitive Status.....	4
SECTION 3.	EMPLOYEE INDOCTRINATION PROCEDURES	
A.	Introduction.....	1
B.	Summary of Indoctrination Program.....	1
C.	Forms Executed by New Employees.....	5
D.	Information Pamphlets Furnished to New Employees.....	5
E.	Special Indoctrination Services.....	6
SECTION 4.	LEAVE - FIFTEEN PER CENT PREMIUM COMPENSATION	
A.	Leave.....	1
B.	Fifteen Per Cent Premium Compensation for Irregular, Unscheduled Overtime.....	9
SECTION 5.	PERFORMANCE RATINGS	
A.	Official and Administrative Ratings.....	1
B.	Adjective Ratings.....	2
C.	Preparation of Rating.....	4
D.	Sick Leave.....	8
E.	Dictation Ability of Agents.....	9
F.	Initialing Performance Ratings.....	9
G.	Review and Appeal of Performance Ratings.....	9
SECTION 6.	PROMOTIONS	
A.	Clerical Placement and Promotion Policy.....	1
B.	Special Agent Promotions.....	5
C.	Special Employee Promotions and Program.....	6
D.	Radio Personnel Promotion Policy.....	7
E.	Coordination of Promotions and Incentive Awards.....	8

DATE: 11-14-2017

## MANUAL OF RULES AND REGULATIONS

## INDEX

References are to part, section, and page.

Resident Agents (continued)  
 senior, II-2-8,10  
 storage of automobiles, II-7-21  
 supervision, II-2-8,10  
 Resignations, I-12-1,3  
 acceptance of with prejudice, I-1-4  
 cease-active-duty date, I-12-3  
 exit interviews, I-12-4  
 recommendation re reinstatement, I-12-4  
 letters of, I-12-3  
 property, obtaining, I-12-3  
 tendered during personnel action  
 inquiry, I-9-4  
 Responsibility, fixing, II-2-1  
 Rest periods, I-16-8  
 Restrictive words or phrases, II-4-33  
 Retention  
 of Bureau material, I-1-4  
 of property, II-8-19  
 rights of veterans, I-11-1  
 Retirement  
 advantage of working for Bureau, I-2-3  
 Civil Service, I-15-1 (See also Civil  
 Service Retirement.)  
 conversion of insurance, I-14-15  
 Return receipts, II-3-2,15  
 certified mail, II-3-3a  
 registered mail, II-4-53  
 Review and appeal of performance ratings,  
 I-10-1  
 Revolvers, where retained, II-3-1a  
 Rewards (may not accept), I-1-3  
 Road test, I-13-1,2  
 failure of, I-13-3  
 regulations, operating Government-owned  
 vehicle, I-13-2  
 Routing slips, II-4-50  
 approval, II-4-52  
 filing, II-3-7  
 Royal Canadian Mounted Police, II-8-9  
 Rules for grading tests, I-8-1,4,5,7  
 Rumor or gossip, II-4-16

SAC  
 absence from office, II-2-2,3  
 advise of  
 complaints re Government employment  
 policy, I-10-3  
 inquiries into our operations re Govern-  
 ment employment policy, I-10-3  
 annual leave, I-4-8;II-2-3  
 travel on, II-2-3  
 contacts, II-6-7  
 calling upon by SAC, II-6-8  
 definition, II-6-7  
 index, II-6-8  
 cooperation with by other employees,  
 II-3-1  
 daily reports, II-2-6  
 direct Agents' conferences, II-1-1  
 discuss Government employment policy in  
 EO 10590 at Agents' and  
 clerical conferences at least  
 once a year, I-10-3  
 exclusive jurisdiction, II-2-1  
 executing  
 form SF-1094, II-7-23  
 receipt for GTRs on hand, II-7-1  
 familiar with nondiscrimination employment  
 policy, I-10-3  
 FBI National Academy, II-1-6a,7  
 index of SAC contacts, possession of, II-6-8  
 inspection of places recommended to personnel  
 for housing, I-14-2  
 inspections, II-3-1,1a;II-2-9,10

SAC (continued)  
 insure  
 Agents approved for supervisory or adminis-  
 trative assignments are aware  
 of responsibilities, I-7-1  
 applicants handled properly, sources  
 covered, to avoid discrimina-  
 tion charges, I-10-3  
 employees familiar with Government employ-  
 ment policy, know identity of  
 Employment Policy Officer, I-10-3  
 supervisors familiar with nondiscrimination  
 employment policy, I-10-3  
 interviewing Bureau employee aspiring to  
 Agent position, I-2-2  
 leave, I-4-8;II-2-2,3  
 letters, II-2-1a;II-3-1;II-4-51  
 approval, II-4-52  
 indexing, II-3-5  
 make sure employees not living in question-  
 able quarters, I-14-2  
 may recommend  
 clerical supervisors, I-7-2  
 promotion of Special Agent, I-6-6  
 must report improper conduct, I-1-1  
 press releases to be handled by, II-6-1  
 responsible for  
 firearms, II-3-1a  
 maintenance of office, II-3-1  
 property, II-3-1  
 radio  
 equipment, II-4-63  
 personnel, I-12-1  
 review cases, II-2-8;II-3-28  
 speaking engagements handled by, II-6-2  
 submission of performance ratings, I-5-1  
 supervision of resident Agents, II-2-8,10  
 to have listed phone, II-4-64  
 to inspect resident agencies, II-2-9,10  
 to issue GTRs, II-7-1  
 to present  
 award letters, I-14-8  
 service award, I-14-9  
 to receive report of presence of employees,  
 II-2-3  
 travel of, II-2-3  
 whereabouts of, II-2-2,3  
 Safe-deposit box, II-3-12;II-8-21  
 Safe driving record certification, past, I-13-1  
 Safes  
 code books and cipher pads kept in, II-4-59  
 combination, II-3-1a  
 inspection of, II-3-1  
 inventory of, II-3-1  
 Salary checks, II-3-3a  
 Sale of  
 cars, II-7-21  
 property, II-7-20  
 Sales tickets, II-7-23  
 SAMBA, I-14-12  
 Group Insurance Plan, I-3-6  
 Satisfactory performance rating, I-5-2,4  
 Schedule A, rate per 100 pounds, II-7-8,9  
 School literature, I-14-4  
 Searching procedures, II-3-5  
 Seat of Government  
 requests for transfers, I-12-2  
 tests, I-8-1  
 Secret  
 classification, II-4-53 (See also classified  
 information under EO 10501.)  
 phone systems (installations prohibited),  
 I-1-2  
 Secretary of Labor, I-14-15  
 Security  
 checks of telephone and teletype lines,  
 II-3-2  
 files, destruction of serials, II-3-11b  
 of firearms, II-3-1a  
 of Government employees, office of  
 origin, II-4-7  
 of information, II-3-1a;II-5-1,3  
 coded communications, II-4-58

May 31, 195

MANUAL OF RULES AND REGULATIONS  
REVISION NUMBER 48

*delete*

RE: REVISED PAGES

There are enumerated below pages of the Manual of Rules and Regulations, enclosed herewith, which have been revised. Revisions appearing on these pages may be noted by brackets. The date appearing at the bottom of the pages indicates the date of revision. The new pages should be inserted in the appropriate section and the old corresponding pages should be removed and turned over to the Special Agent in Charge who has the responsibility for the appropriate destruction of these old pages.

This cover letter should be retained until the next consecutively numbered letter is received. This will enable the field office immediately to detect the failure to receive the latest manual revisions.

Table of Contents - Pages 1 and 2  
Pages 3 and 4  
Page 5

Part I

Section 1 - Pages 1 and 2  
Pages 3 and 4

Section 2 - Pages 1 and 2  
Page 3

Section 3 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6

Section 4 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Pages 7 and 8  
Pages 9 and 10  
Pages 11 and 12

Section 5 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Page 7

Section 6 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Page 7

Section 7 - Pages 1 and 2

Section 8 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Pages 7 and 8  
Pages 9 and 10

Section 9 - Pages 1 and 2  
Pages 3 and 4

Section 10 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Page 7

Section 11 - Pages 1 and 2  
Pages 3 and 4

Section 12 - Pages 1 and 2  
Page 3

Section 13 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6

Section 14 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Pages 7 and 8  
Pages 9 and 10  
Pages 11 and 12  
Pages 13 and 14  
Page 15

Section 15 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Page 7

Section 16 - Pages 1 and 2  
Pages 3 and 4  
Pages 5 and 6  
Pages 7 and 8

(Continued on following page)

DATE: 11-14-2017

## MANUAL OF RULES AND REGULATIONS

## INDEX

References are to part, section, and page.

Consolidation of files, II-3-11b

Contacts

- American Legion, II-6-9
- news media, II-6-9
- performance ratings, I-5-5
- SAC, II-6-7 (See also SAC contacts.)
- with law enforcement officials, II-6-5c
- with NA graduates, II-1-7

Contracts, II-7-17

Contributions for gifts, I-1-4

Control

- file (See files, control.)
- markings, special, safeguarding intelligence information, II-4-57
- of sick leave, I-4-2b

"Controlled Dissem." special control marking, II-4-57

Controversial issues

- dissemination of information, II-5-11
- employees not to participate in, I-1-4

Convictions

- report writing, II-4-15a, 17
- verification of, II-8-10

Coordination of promotions and incentive awards, I-6-4, 9

Copies

- of airtels, II-4-37; II-8-25
- of blind memoranda, II-4-34, 35
- of correspondence between employee and VA or BEC re disability to be furnished Bureau, I-16-3
- of letterhead memoranda, II-4-11, 34, 35; II-8-25; II-9-15a, 15c, 15d
- of letters, II-4-28, 32, 33
- employees not to retain, I-1-5
- for handling leads, II-4-30, 57a
- single-page copy, II-4-22, 28, 28a; II-6-7
- of reports, II-4-10; II-9-1
- employees not to retain, I-1-5
- for handling leads, II-4-11, 57a
- of serials, destruction, II-3-11b, 11c; II-4-2b
- of teletypes, II-4-29
- single-page copy, II-4-22, 28, 28a; II-6-7

Corrections

- expense accounts, II-7-5
- in communications, II-4-60
- FD-302, II-4-61
- overtime, FD-329, I-4-12

Correspondence (See also communications and the specific type of correspondence.)

- copies not to be made for employee, I-1-5
- correlation and preparation of by special employees, I-6-8
- destruction of

  - from chronic letter writers, II-3-15b
  - routine

    - re police schools, II-1-11; II-3-15
    - re speech files, II-3-15

  - notations on, II-4-33
  - single-page copy, II-4-22, 28, 28a; II-6-7

Cost

- of benefits under Federal Employees' Compensation Act, I-14-11
- third party cases, I-14-10b
- of living allowances, Anchorage, Honolulu, and San Juan offices, I-12-6a
- of National Academy, II-1-6a
- of police training, II-1-8

Costs

- automobile, II-7-21
- requests for information re investigations, II-5-11

Counsel

- employing for instituting claims under Federal Employees' Compensation Act, I-14-10b
- table, Agents sitting at, II-8-18

Courier cases, office of origin, II-4-7

Course, National Academy, II-1-6

Court

- appearances, fees, I-4-3, 4
- demeanor in, II-8-18
- Departmental Order 324-64, II-8-11
- leave, I-4-3, 4
- of appeals, circuit, review of briefs filed with, II-8-22
- production of statements and reports of witnesses, II-8-14

RCMP reports, II-8-10

records, verifying convictions, sentences, by check of, II-8-10

reporting information for production in, II-4-4

requests for reports, II-8-12a

state

- requests for Bureau reports for, II-8-12a
- testimony of Agents, II-8-17a
- training, II-1-2
- testifying in, II-1-2; II-8-10 to 19 (See also testimony, of Agents.)

trials

- allegations against Bureau personnel by subjects of Bureau cases, I-9-3
- delay of, II-8-18
- visits to, I-1-2; II-1-5

Courts-martial, testimony of Agents, II-8-17a

training, II-1-2

Cover

letter

- definition of, II-4-1
- not necessary when transmitting, II-4-31
- newspaper clippings, II-6-5
- retirement application, I-15-1

pages, II-4-7

- accident reports, I-13-5
- brief to establish illegal status, CPUSA, II-4-12a
- Communist Party, USA, quarterly report, II-4-12a
- confidentially obtained information, name of person giving on, II-4-4
- definition of, II-4-1
- explanation of delayed reporting, II-4-3
- FBINA cases, information on, II-1-6b
- FD-302, location of original in security cases, II-4-4a, 13
- in addition to first cover page, II-4-12
- not to be disseminated, II-4-1; II-5-8
- paging, II-4-12; II-8-1b
- serialization of, II-3-7
- source of information concealed by T symbol on, II-4-4a, 12a
- not necessary to identify sources concealed in Bureau-approved characterizations on, II-4-12a, 22
- summary reports, II-4-25b, 26, 27
- typing and form of, II-8-1b

MANUAL OF RULES AND REGULATIONS

INDEX

References are to part, section, and page.

Interviews (continued)

Nation of Islam members, II-8-6  
ninety-day, I-3-1.2  
notes, retention of, II-4-1a,2d  
of ex-servicemen with reinstatement  
rights, I-11-3  
pretext, II-4-18a  
explanation and identity of Agent  
on cover page, II-4-12a  
(S) RCMP, II-8-10  
Recording information which may  
become testimony,  
II-4-4  
reliability of persons interviewed,  
reporting,  
II-4-6  
sick leave, I-4-2b  
ten-day, I-3-1.2  
time in office, exclusion of, I-4-11,13  
use of credentials, II-6-5c  
use of words, II-4-19  
Inventions, II-8-22  
Inventories, II-7-33  
automobile, II-7-33  
code, II-4-59  
firearms, II-7-33  
check of personally owned, II-7-36  
record on FD-107 authorization to carry  
personally owned, II-7-35  
general, II-7-33  
license plates, II-7-20b  
monographs, II-7-34;II-8-23  
nonexpendable, II-7-33  
Julian date, II-7-19a  
personal, II-7-35  
physical check, II-7-34,36  
property acquired during investi-  
gations, II-8-21  
safe, II-3-1  
stock items, II-7-36  
training documents, II-1-10;II-7-34  
when to submit, II-7-34,35,36  
code, II-4-59  
Investigations, II-8-3,6b  
abroad, II-8-9  
preparation of requests for, II-4-14,34  
administrative  
Government employees, II-8-7  
inquiries re Justice employees or  
employees of Judiciary, II-8-7  
and interviews, II-8-3,5  
automobile accidents, I-13-4  
criticism of, I-1-1;I-9-1,3;II-8-6a  
discontinuing, II-3-17;II-4-1a  
FBI/A applicant, II-1-6b  
for law enforcement agencies, II-8-8  
Government employees, II-8-7  
in foreign countries, II-8-9  
preparation of requests for, II-4-14,34  
joint, I-1-5  
Jury panel, II-8-8  
Bureau authority required, II-8-6b  
limited, II-3-16  
preliminary, II-3-16  
notes, II-4-2d  
Bureau applicant, II-4-1a,2d  
persons accompanying on, I-1-2,5  
requested by USAs, II-1-1  
requests for information on costs  
of, II-5-11  
submitting results of, II-4-1  
Treasury Department employees, II-8-7  
number copies of reports, II-4-11;II-8-8  
Investigative  
clerks  
abbreviation in report preceding  
name, II-4-24  
author of communications, II-4-4a  
daily reports, II-2-6  
executing #3 card, II-2-5  
moot court training, I-5-7b;I-6-4a;  
II-1-5a  
performance ratings, I-5-7b  
program, I-6-4a  
promotions, I-6-4a  
qualifications, I-6-4a  
time and attendance registers, I-4-5a  
demands, civil, authority to serve, II-1-1  
employees (See employee and employees.)  
period, II-4-7  
delay in reporting, II-4-3  
dictation slips re belts or  
cylinders to contain,  
II-4-25;II-8-1

Investigative (continued)

reports, II-4-7,15 (See also reports.)  
correlation and preparation of  
by investigative clerks, I-6-4a  
by special employees, I-6-8  
service, basis for promotion of  
Agent, I-6-5  
Investigators, accredited, inquiries  
directed to employees, I-16-8  
Investments in enterprises, I-1-3;I-16-4  
Invitation to bid, II-7-17a,17b  
Invoices, II-7-23  
automobile repairs and  
services, II-7-21,23  
telephone and teletype, II-3-15;II-7-24  
Involuntary servitude and slavery,  
closing case, II-3-16  
Issuance of transportation requests, II-7-1  
Itinerary, II-2-2,4a  
destruction, II-2-2;II-3-15b  
  
James v. U. S., II-5-3  
Jencks Act, II-8-14,17a  
applicability of to administrative  
proceedings, II-8-16  
Government agent as witness;  
producibility of agent's  
prior written reports, II-8-17a  
interviews, RCMP, II-8-10  
state court requests for reports, II-8-12a  
statements and reports of witnesses  
in criminal cases, II-8-14  
Jewels (as evidence)  
storage of, II-3-12;II-8-20  
transmittal of, II-3-3a;II-8-22  
Joint investigations, I-1-5  
Judges  
employees not to participate as  
in controversial matters, I-1-4  
information from re convictions, sentences,  
verification of, II-8-10  
name checks for Federal, II-5-5  
Julian date, II-7-19,19a  
"June," use of, II-4-33  
Jury  
duty, payment for, I-4-3  
panel investigations, II-8-8  
Bureau authority required, II-8-6b  
Justification re  
continuance payment of security  
and racial sources of  
information, letter re, II-6-7  
resident agencies, II-2-7a  
travel, II-2-4;II-7-2,6  
Juvenile Delinquency  
Act, II-4-9,25a  
articles, II-6-2

Key facilities

classification of reports re, II-4-54a  
synopsis, information re, II-4-15a  
Keys  
maintenance of, II-3-1b  
automobile, II-7-20a,21b;II-8-2  
to resident agencies, II-2-9  
automobiles, II-7-20a,21b  
service award, I-14-9  
to imprest fund, II-7-28  
Klan-type organizations and hate  
organizations  
summary report, II-4-25b  
thumbnail sketches, II-4-23  
"Know Your FBI," pamphlet, I-3-3  
Korea GI Bill, I-11-4  
Korean telegraphic number, II-3-4;II-4-4,8a  
KW-7 automatic encoding-decoding system,  
II-4-58,59

DATE: 11-14-2017

## MANUAL OF RULES AND REGULATIONS

## INDEX

References are to part, section, and page.

Revolvers, where retained, II-3-1a  
 Rewards (may not accept), I-1-4; I-16-4  
 Road test, I-13-1,2  
   failure of, I-13-3  
   regulations, operating Government-owned vehicle, I-13-2  
 Road trip, II-2-11; II-4-5  
 Roadwork box, II-3-17,18  
 Robbery  
   notification to Bureau, II-3-30  
   reporting results of investigation, II-3-30; II-4-2a,2b  
 Rough drafts, II-4-5,25  
 Routing slips, II-4-50  
   approval, II-4-52  
 FD-342, transmittal of letterhead memorandum and anonymous letters by, II-5-4,9; II-8-6a  
   filing, II-3-7a  
   publications, used to inform Bureau re status of, II-4-50; II-6-5a  
   reserve status, advise Bureau of changes in and action re, I-11-5; II-4-50a  
 (SE) Royal Canadian Mounted Police  
   circular letter, copy to, II-8-26  
   interviews, II-8-10  
   leads in Canada, II-8-9  
   reports, production of, II-8-10  
 Rules for grading tests, I-8-1a,2,4,5,7  
 Rumor or gossip  
   dissemination, II-5-7  
   reporting, II-4-16

SAC  
   absence from office, II-2-2,3  
   Agents approved for supervisory or administrative assignments to be aware of responsibilities, I-7-1  
   annual leave, I-4-2a,8; II-2-3  
   travel of, II-2-3  
   applicants handled properly and coverage of sources complete, I-10-3,12  
   automobiles, responsible for, II-7-21c  
   availability of, I-4-2a,8; II-2-2,3  
   award letters, presentation of, I-14-8,9  
   bill of lading, II-7-17  
   briefing of clerical employee under foreign transfer, I-12-5  
   cards, personal or business, I-1-5  
   cases, following, II-4-2c  
   circular letter to banking institutions, may approve, II-6-3  
   clerical supervisors, recommendation for, I-7-2  
   closing cases administratively by memorandum on authority of, II-3-16  
   destruction of, II-3-15a  
   conduct, improper, must report, I-1-1  
   conference, direct Agents' annual, II-1-1  
   contacts, II-6-7  
   calling upon by SAC, II-6-8  
   definition, II-6-7  
   index, possession of, II-6-8  
   roster, submit to Bureau, II-6-8  
   cooperation with by other employees, II-3-1  
   daily reports, II-2-6  
   initialing changes on, II-2-7  
   equal employment opportunity, responsibilities re, I-10-3,4  
   exclusive jurisdiction, II-2-1  
   executing  
     form SF-1094, II-7-24  
     receipt for GTRs on hand when transferred, II-7-1  
   FBI National Academy, II-1-6,6a,6b,7

SAC (continued)  
   firearms, responsible for, II-3-1a  
   Government  
     employment policy, responsibilities re, I-10-3,4  
     transportation requests, issuance of, II-7-1  
   housing  
     absence for employees to find, I-4-5; I-12-1; I-14-2  
     inspection of places recommended to personnel for, I-14-3  
     make certain employees not living in questionable quarters, I-14-2  
   inspections, II-2-10; II-3-1,1b  
   instructional books, review of, II-3-1b  
   interviewing Bureau employee aspiring to Agent position, I-2-2  
   language ability of Agents, responsibility, II-2-1e  
   leave, I-4-2a,8; II-2-3  
   letters, II-4-51  
     approval, II-4-52  
     destruction of, II-3-10,13b,14  
     indexing, II-3-5  
     reproducing, II-2-1a  
     security afforded, II-3-1; II-4-51  
   list of clerical employees by grade and EOD, I-6-1  
   mailing list of field divisions, II-4-65  
   monographs, study of, responsible for, II-8-23  
   news media contacts, II-6-9  
   office maintenance, responsible for, II-3-1  
   performance ratings, submission of, I-5-1  
   physical examinations, review of SF-89, I-16-3  
   police instructors, audit of, I-5-7; II-1-9a,10  
   press  
     contacts, II-6-9  
     releases to be handled by, II-6-1,1a  
   promotion of Agent, recommendation for, I-6-6  
   property, responsible for, II-3-1  
   publications  
     handling of to receive proper supervision, II-6-5a  
     inform Bureau currently re, II-6-5a  
   radio, responsible for  
     equipment, II-4-63  
     personnel, I-12-1a  
   register #3, II-2-5,5a  
   initialing changes on, II-2-5a  
   report of presence of employees in travel status to be received by, II-2-3  
   resident agencies, inspection of, II-2-10  
   resident Agents  
     acquainted with work of before recommending, II-2-7a  
     supervision of, II-2-8  
   service awards, presentation of, I-14-9  
   space matters, insure negotiations with GSA conform to Occupancy Guide, II-3-1  
   speaking engagements handled by, II-6-2  
   special electronic investigative aids, responsible for, II-4-63  
   ten-day interview, I-3-2  
   training of employees for foreign assignment, I-12-4,5  
   travel of, II-2-3  
   weight, recording of, I-6-4,4c,6  
   whereabouts of, II-2-2,3  
   working guides, review of, II-3-1b  
   Safe-deposit box, II-3-12; II-8-21  
   Safe driving record certification, past, I-13-1  
   Safeguarding intelligence information  
     Executive Order 10501, II-4-53  
     special control markings, II-4-57  
   Safes  
     code books and cipher pads kept in, II-4-59  
     combination, II-3-1a  
     inspection of, II-3-1  
     inventory of, II-3-1  
     security of, II-3-1a  
   Safety-conscious attitudes, discuss at conferences, I-14-11



DATE: 11-14-2017

## MANUAL OF RULES AND REGULATIONS

## INDEX

References are to part, section, and page.

Wide Area Telephone Service,  
II-4-65

Within-grade increases, I-6-10

leave without pay, I-4-5

Witnesses  
automobile accidents, obtaining  
statements from,  
I-13-4,5,6

delay of trial, II-8-18

employees as, II-1-2; II-8-10 to 19

evaluation of, II-4-6

fees for appearing as, I-4-3,4

Government agent as, producibility of  
prior written reports,  
II-8-17a

(S) identifications by, II-4-18; II-8-6  
RCMP, II-8-10

recording information received from,  
II-4-4

statements  
and reports of, production of,  
II-8-14

favorable to defense, reporting,  
II-4-4,16

testimony of favorable to defense,  
reporting,  
II-4-4,16

Wives of Bureau personnel  
attendance at police conferences,  
II-1-12

get-togethers, I-3-3

Women  
equal employment opportunity,  
I-10-4

tours of duty, I-16-7

Work  
Agents' joint investigations,  
I-1-5

leave, employees cannot be required to  
work for hours charged,  
I-4-2a,2c,7

load  
comment re in recommending transfer,  
I-12-3

monthly administrative report,  
II-3-19

resident agencies, justification,  
II-2-7a

sharing of, I-4-16

performance ratings, I-5-4

outside (See outside employment.)

permits (SOG), I-16-6

record a factor in considering allegations  
of misconduct or improper  
performance of duty,  
I-9-2

sheets, destruction of, II-4-2d

suspension without pay, work while on,  
I-9-4

Working  
guides, II-3-1b

hours  
odd-hour shifts, I-16-6

office, II-2-4

Write-ups, interesting case,  
II-6-2  
(See also interesting  
case write-ups.)

Zero files, II-3-7,8,12,13

destruction of  
Bureau applicant material,  
II-3-14

selective service, II-3-13a

double zero (See double zero files.)