Money Laundering Policy Implementation Guide

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FEDERAL BUREAU OF INVESTIGATION
CORPORATE POLICY DIRECTIVE

0359D

2. Publication Date. 2010-12-14
3. Effective Date. 2010-12-10
4. Review Date. 2013-12-10
5. Primary Strategic Objective.
A2-Combat criminal activity that threatens the safety and security of society.

6. Authorities:

7. Purpose:
(U) To promulgate the Money Laundering Policy Implementation Guide (PG).

8. Policy Statement:
1. (U) All FBI employees, detaillees, contractors, task force officers, and others responsible for performing criminal investigative operations activities in furtherance of the mission of the FBI shall comply with the policies and procedures contained in the Money Laundering PG, which is consistent with the laws, rules and regulations governing FBI investigations, operations, programs, and activities.

2. (U) All special agents, professional staff, detaillees, contractors, task force officers, and others responsible for performing Counterintelligence investigative operations and Intelligence collection activities in furtherance of the mission of the FBI shall successfully complete all assigned training courses derived from the AGG-Dom, the DIOG, and the Money Laundering PG.

3. (U) All updates and modifications to the Money Laundering PG shall be coordinated by the division policy officer (DPO), the Corporate Policy Office, Resource Planning Office, and approved internally by the Criminal Investigative Division Assistant Director.

4. (U) Unless otherwise specifically stated in the AGG-Dom, DIOG or FBI policy, SACs may delegate, as appropriate, approval authorities for authorized investigative operations and intelligence collection activities and methods as described in the DIOG and the Money Laundering PG.

9. Scope:
(U) This directive and the policies and procedures contained in the Money Laundering PG apply to all FBI employees, detaillees, contractors, task force officers, and others responsible for performing criminal investigations.
10. Proponent:
(U) Assistant Director, Criminal Investigative Division
Federal Bureau of Investigation

11. Roles and Responsibilities:
1. (U) FBIHQ Assistant Director (AD) Criminal Investigative Division and Operational Program Managers
1.1. (U) Must promulgate and update, as necessary, a program implementation guide which supplements the DIOG. The program implementation guides, and any updates thereto, must be approved by the Executive Assistant Director having oversight over the program upon coordination through the FBI policy cycle.
1.2. (U) In consultation with the Office of General Counsel, must submit update requests to the policies and procedures contained in the Money Laundering PG to the Corporate Policy Office for coordination.
1.3. (U) In consultation with the Office of Integrity and Compliance, must develop monitoring mechanisms to ensure employee compliance with the policy and procedures contained in the Money Laundering PG.

2. (U) FBI Employees, Detailees, Contractors, Task Force Officers, and Others
2.1. (U) Must comply with the policies and procedures contained in the Money Laundering PG.
2.3. (U) Must timely and successfully complete all assigned training courses derived from the policies and procedures contained in the DIOG and Money Laundering PG.

3. (U) FBIHQ and Field Division Heads and Supervisors
3.1. (U) Must ensure their employees implement the policies and procedures contained in the DIOG and Money Laundering PG.
3.2. (U) Must promptly assign DIOG and Money Laundering PG training courses to their employees and ensure their employees timely and successfully complete the assigned training courses.
3.3. (U) Must monitor employee compliance with the policies and procedures contained in the DIOG.

4. (U) AD Criminal Investigative Division
4.1. (U) Must approve all updates to the Money Laundering PG upon coordination through the FBI policy cycle.
4.2. (U) Must coordinate DOJ approval of updates to the DIOG Classified Annex.
4.3. (U) Must coordinate the development of Money Laundering PG training and set employee course completion deadlines (if applicable).

5. (U) Corporate Policy Office (CPO)
5.1. (U) Must maintain the most current version of the PG on its Intranet site, coordinate modification requests to the Money Laundering PG, and update the Money Laundering PG as such requests are approved.
5.2. (U) Must develop and maintain a centralized portal for employee feedback of the policies and procedures contained in the Money Laundering PG.

6. (U) FBIHQ and Field Office Training Coordinators
6.1. (U) Must monitor timely and successful completion of PG training courses for all employees in their respective FBIHQ and Field Divisions (if applicable).
6.2. (U) Must provide training tracking information to the Division Policy Officer (DPO) on a regular basis to be determined by the DPO.

7. (U) General Counsel - Investigative Law Branch (ILB)
7.1. (U) Must ensure the PG is in compliance with the AGG-Dom, the DIOG and all applicable legal authorities governing FBI investigations, operations, programs, and activities.
7.2. (U) Must review all requested modifications to the policies and procedures contained in the Money Laundering PG.
8. (U) Inspection Division
8.1. (U) Must update all inspection auditing and monitoring policies and procedures to ensure appropriate oversight of the implementation of the Money Laundering PG.

9. (U) Office of Integrity and Compliance
9.1. (U) Must review all requested modifications to the policies and procedures contained in the Money Laundering PG to ensure compliance with laws, rules and regulations governing FBI investigations, operations, programs, and activities.
9.2. (U) In coordination with the AD, Criminal Investigative Division and Operational Program Managers, OIC must facilitate the development of monitoring mechanisms to ensure employee compliance with the policy and procedures contained in the Money Laundering PG.

(U) For additional, detailed roles and responsibilities associated with the laws, rules and regulations, including the policies and procedures contained within the Money Laundering PG, governing FBI investigations, operations, programs, and activities, see Section 1 and 2 of the Money Laundering PG.

12. Exemptions:
(U) None

13. Supersession:

14. References, Key Words, and Links:
(U) Money Laundering Policy Implementation Guide

15. Definitions:
(U) See Appendix F in the Money Laundering PG

16. Appendices, Attachments, and Forms:
(U) Appendix A: Legal Authorities
(U) Appendix B: FATF Forty Recommendations
(U//FOUO) Appendix C: Memorandum of Understanding Among the Secretary of the Treasury, the Attorney General, and the Postmaster General Regarding Money Laundering Investigations
(U) Appendix D: Sources of Additional Information
(U) Appendix E: Contact Information
(U) Appendix F: Key Words
(U) Appendix G: Acronyms

Final Approval

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