

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____

DATE: 1/3/94

FROM: Director, FBI

PERSONAL ATTENTION

TO: All SACs
All LEGATS
RCA, Northeast Regional Computer Support Center (NERCSC)
Western Regional Computer Support Center (WRCSC)
El Paso Intelligence Center (EPIC)
Butte Information Technology Center (BITC)
Savannah Information Technology Center (SITC)
Clarkshurg Satellite Facility

STANDARDS OF CONDUCT
DISCIPLINARY MATTERS

Since becoming Director in September, I have examined the various administrative and operational processes of the Bureau, always with an eye towards improvement. From the beginning I have focused my attention on our disciplinary process. I have determined that while the quality of the adjudication has been of a high order, lack of timeliness has sapped the process of credibility and, to an extent, fairness. I have recently approved the delegation of significant additional authorities to SACs and Assistant Directors which should substantially solve this problem.

T-4

FBI/DOJ

FBI024187CBT

Airtel to All SACs, et. al., from Director, FBI
Re: Standards of Conduct
Disciplinary Matters

Secondly, I have determined that we have been too tolerant of certain types of behavior which are fundamentally inconsistent with continued FBI employment. I am, therefore, in this communication, drawing a "bright line" which should serve to put all employees on notice of my expectations. In doing so, I would like to share with you some of my vision of the FBI.

I believe that:

- The FBI is the finest investigative agency in the world and that, as such, we must continually strive to be a positive force in societal evolution;
- How we are perceived by the citizenry and how we view ourselves collectively are crucial to our continued success;
- In order to assure our being held in high esteem, we must acknowledge, uphold, indeed revere, core values, such as integrity, reliability, and trustworthiness; and
- An employee who is unable to identify with these values and whose consequent conduct is fundamentally at odds with them should forfeit his or her right to FBI employment.

In short, I believe in the simple truth that lying, cheating, or stealing is wholly inconsistent with everything the FBI stands for and cannot be tolerated. While I believe the promulgation of an elaborate table of offenses and penalties is generally not a good idea, I do wish to give some specificity to this message. With that in mind, I am setting forth the following examples of behavior, not meant to be all-inclusive, for which employees can expect to be dismissed:

Lying under oath, e.g., during an administrative inquiry;

Failure to cooperate during an administrative inquiry when required to do so by law or internal regulation;

Voucher fraud;

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Theft or other unauthorized taking, using or diversion of Government funds or property;

Material falsification of investigative activity and/or reporting;

Falsification of documentation relating to the disbursement/expenditure of Government funds (case funds, imprest funds, etc.); and

Unauthorized disclosure of classified, sensitive, Grand Jury or Title III information.

I am also directing that increased levels of discipline be imposed for lesser, but comparable, incidents of misconduct. By way of illustration, bearing false witness to an informant payment has typically been addressed by a letter of censure. Henceforth, such misconduct will result in an appropriate period of suspension, and multiple infractions surfaced during an inquiry will result in either an extended period of suspension or dismissal. These new standards will govern the adjudication of all conduct which occurs after January 15, 1994. In the interests of fairness, the new standards will not be applied retroactively. Because the new standards will punish violations of our internal rules and regulations more severely, I urge everyone to suggest any appropriate revisions to applicable regulations which threaten to needlessly ensnare our employees.

While at first impression the standards I am setting may appear stringent, it is my belief that they are both necessary and appropriate. SACs and Division Heads must ensure all employees are clearly advised of my expectations. I am directing that a copy of this communication be made available to every employee and that the contents be the topic of discussion at conferences and meetings. Every employee must be placed on actual notice that trespassing the bright line articulated in this airtel will result in dismissal.

I am convinced that the imposition of these more stringent standards of self-discipline will result in enhancing the reputation, integrity, and independence of this extraordinary organization. I call upon all FBI employees to assist me in this important endeavor.