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**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrissette Drive  
Springfield, Virginia 22152

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**MAY 03 2016**

Case Number: 16-00495-F

Subject: A copy of the listing of Manuals on the DEA Intranet (employees only website), etc.

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated April 05, 2016, addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject. The processing of your request identified nine (9) pages that will be released to you in its entirety.

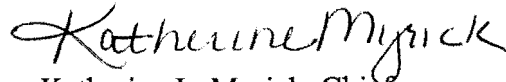
The rules and regulations of the Drug Enforcement Administration applicable to Freedom of Information Act requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register and are available for inspection by members of the public.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://foiaonline.regulations.gov/foia/action/public/home>. Your appeal must be postmarked or electronically transmitted within 60 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Government Information Specialist Deshelia Wallace on 202-307-4264.

Sincerely,

A handwritten signature in black ink that reads "Katherine Myrick". The signature is written in a cursive style with a large, stylized initial 'K'.

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Number of pages released: 9

**MANUALS**

Administrative Manual

Laboratory Operations Manual

Agents Manual

Personnel Manual

Diversion Investigators Manual

Planning & Inspection Manual

Current Manual Transmittals (TRs)

**NOTE:** These are electronic versions of the currently approved, official DEA manuals. Pending changes and updates must still undergo the traditional review & approval process.

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**Administrative Manual - Table of Contents**

CHAPTER 00 ORGANIZATION AND MANAGEMENT

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CHAPTER 03 PROPERTY MANAGEMENT

CHAPTER 04 RESERVED

CHAPTER 05 FINANCIAL MANAGEMENT

CHAPTER 06 RESERVED

CHAPTER 07 RECORDS MANAGEMENT

CHAPTER 08 AUTOMATIC DATA PROCESSING / INFORMATION RESOURCES MANAGEMENT PROGRAM

CHAPTER 09 FACILITIES AND PROPERTY MANAGEMENT SECTION

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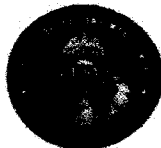
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## **Agents Manual – Table of Contents**

The procedures, guidelines and other provisions of the Drug Enforcement Administration (DEA) Agents Manual are not intended to, d not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or criminal. Except for purposes of internal DEA procedure and discipline, these guidelines do not place any limitations on otherwise lawful investigative or litigative prerogatives of the DEA, its employees, or the Department of Justice (DOJ).

- CHAPTER 61 GENERAL
- CHAPTER 62 INVESTIGATIVE REPORTING SYSTEM
- CHAPTER 63 LIAISON
- CHAPTER 64 DIVERSION INVESTIGATIONS
- CHAPTER 65 FOREIGN OPERATIONS
- CHAPTER 66 ENFORCEMENT PROCEDURES
- CHAPTER 67 (RESERVED)
- CHAPTER 68 INTELLIGENCE
- APPENDICES



*Maintained by the Operations Division: Office of Operations Management*

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**Diversion Investigators Manual - Table of Contents**

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**CHAPTER 61 POLICY AND INTERPRETATION, TR 11-1, 8/20/2011**

**CHAPTER 62 DIVERSION INVESTIGATIONS, TR 12-1, 10/03/11**

**CHAPTER 63 CHEMICAL DIVERSION PROGRAM**

**APPENDICES**

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Manuals

Name	Transmittal Date	Subject Code	Subject
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Chapter Manual : Administrative Manual (8)

TR 06-1	11/27/2005 12:00 AM		
TR 06-01	11/27/2005 12:00 AM		
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TR 05-01	12/17/2004 12:00 AM		
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TR-16-4 OM	4/11/2016 12:00 AM	6631	GENERAL
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TR-16-05 amended	3/28/2016 12:00 AM	6211	REPORT WRITING AND REVIEW
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TR-06-9	9/29/2006 12:00 AM	Laboratory Operations Manual - Transmittal Number 06-9, 09/29/06
TR-06-1	9/29/2006 12:00 AM	Laboratory Operations Manual - Transmittal Number 06-1, 09/29/06
TR-06-8	9/29/2006 12:00 AM	Laboratory Operations Manual - Transmittal Number 06-8, 09/29/06
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TR-06-5	9/29/2006 12:00 AM	Laboratory Operations Manual - Transmittal Number 06-5, 09/29/06
TR-06-4	9/29/2006 12:00 AM	Laboratory Operations Manual - Transmittal Number 06-4, 09/29/06
TR-06-3	9/29/2006 12:00 AM	Laboratory Operations Manual - Transmittal Number 06-3, 09/29/06
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TR 10-01	3/19/2010 12:00 AM		
TR 10-02	3/19/2010 12:00 AM		
TR 09-01	8/22/2009 12:00 AM		Personnel Manual - Transmittal Number 09-1, 8/3/09
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**3 Chapter Manual : Planning and Inspection Manual (1)**

TR 07-1	9/27/2007 12:00 AM
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**Laboratory Operations Manual - Table of Contents**

CHAPTER 70 LABORATORY OPERATIONS, TR #12-1, dated 07/13/12

CHAPTER 71 QUALITY ASSURANCE, TR #11-2, dated 05/02/11

CHAPTER 72 STAFFING AND PERSONNEL, TR #12-2, dated 07/13/12

CHAPTER 73 PHYSICAL EVIDENCE AND NON-EVIDENTIARY CONTROLLED SUBSTANCES, TR #14-1, dated 11/19/13

CHAPTER 74 LABORATORY FINANCIAL MANAGEMENT, TR #11-5, dated 05/02/11

CHAPTER 75 EQUIPMENT AND SUPPLIES, TR #12-3, dated 07/13/12

CHAPTER 76 SPECIAL STUDIES, TR #13-1, dated 01/25/13

CHAPTER 77 SAFETY, TR #11-8, dated 05/02/11

CHAPTER 78 PLANNING, TR #11-9, dated 05/02/11

CHAPTER 79 LABORATORY SECURITY, TR #11-10, dated 05/02/11

LABORATORY OPERATIONS HANDBOOK *The Laboratory Operations Handbook can be found at the Office of Forensic Sciences Document Control Center (<http://10.85.109.208:9045/>)*

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## **Personnel Manual - Table of Contents**

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• **Checklist of Supplemental Transmittal Sheets**

**CHAPTER 22 GENERAL PERSONNEL PROCEDURES. Copies provided by HR.**

**CHAPTER 23 EMPLOYMENT includes revised sections 2300.2, 2302, 2306 and 2308.5.**

Other revised sections of CHAPTER 23 EMPLOYMENT includes Section 2301 and Section 2353. Copies of additional revised sections will be posted as completed by HR.

**CHAPTER 24 EMPLOYEE PERFORMANCE AND UTILIZATION**

**CHAPTER 25 POSITION CLASSIFICATION, PAY AND ALLOWANCES**

**CHAPTER 26 ATTENDANCE AND LEAVE**

**CHAPTER 27 PERSONNEL RELATIONS AND SERVICES**

**CHAPTER 28 INSURANCE AND ANNUITIES**

**CHAPTER 29 PERSONAL SERVICES CONTRACTS ABROAD. To be revised and placed on WebSter. See the hard copy version.**

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**Planning and Inspection Manual - Table of Contents**

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CHAPTER 81 POLICY ANALYSIS AND STATISTICAL SERVICES

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APPENDICES

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