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Bureau of Industry and Security, Room 6622
U.S. Department of Commerce
Washington, DC 20230
Fax: 202-482-0800
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UNITED STATES DEPARTMENT OF COMMERCE
Bureau of Industry and Security
Washington, D.C. 20230

JUL 20 2017

Via electronic mail

BIS FOIA Number: BIS 17-121
FOIAonline Number: DOC-BIS-2017-001500

This is in response to your July 2, 2017, Freedom of Information Act (FOIA), 5 U.S.C. § 552, request to the Bureau of Industry and Security (BIS) for “a copy of title page and cover page of the BIS Special Agent Manual.”

BIS completed its review and found one responsive record which is being released to you in full.

If you have questions regarding your request, please contact Jennifer Kuo of my staff at 202-482-0953 or via e-mail at jennifer.kuo@bis.doc.gov.

Sincerely,



Carol M. Rose
Chief Financial Officer and
Director of Administration





UNITED STATES DEPARTMENT OF COMMERCE
Bureau of Industry and Security
Washington, DC 20230

OCT 22 2019

Via electronic mail

BIS Tracking Number: BIS 19-229
FOIAonline Tracking Number: DOC-BIS-2019-002057

Re: Freedom of Information Act Request (FOIA)

This is in response to your August 26, 2019, Freedom of Information Act (FOIA), 5 U.S.C. § 552, request to the Bureau of Industry and Security (BIS) for “a copy of the Table of Contents only for the Special Agent Manual for the Office of Export Enforcement.”

BIS completed its review and located 7 pages of records concerning your request. The documents are being withheld in part under FOIA exemption (b)(7)(e) based on information that “would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.”

If you have any questions or concerns or would like to discuss any aspect of your request, you may contact the Bureau’s FOIA Public Liaison:

Jennifer Kuo
Bureau of Industry and Security
Office of Planning, Evaluation and Management
1401 Constitution Ave. NW, Room 6521
Washington, DC 20230
Telephone at (202) 718-4715
Email at jennifer.kuo@bis.doc.gov

Please refer to your FOIA request tracking number when contacting us.

In addition, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001



E-mail at ogis@nara.gov
Telephone at (202) 741-5770
Toll free at 1 (877) 684-6448
Facsimile at (202) 741-5769

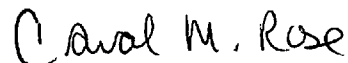
You have the right to appeal this denial of your FOIA request. An appeal must be received within 90 calendar days of the date of this response letter. Address your appeal to the following office:

Assistant General Counsel for Employment, Litigation and Information
U.S. Department of Commerce
Office of the General Counsel, Room 5896
1401 Constitution Ave., NW
Washington, D.C. 20230

An appeal may also be sent by e-mail to FOIAAppeals@doc.gov or by FOIAonline, if you have an account in FOIAonline, at <https://foiaonline.regulations.gov/foia/action/public/home#>. The appeal should include a copy of the original request and initial denial, if any. All appeals should include a statement of the reasons why the records requested should be made available and why the adverse determination was in error.

The appeal letter, the envelope, and the e-mail subject line should be clearly marked "Freedom of Information Act Appeal." The e-mail, FOIAonline, and office mail are monitored only on working days during normal business hours (8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday). FOIA appeals posted to the e-mail box, FOIAonline, or the office after normal business hours will be deemed received on the next normal business day. If the 90th calendar day for submitting an appeal falls on a Saturday, Sunday or legal public holiday, an appeal received by 5:00 p.m., Eastern Time, the next business day will be deemed timely.

Sincerely,



Carol M. Rose
Chief Financial Officer and
Director of Administration

Attachment

Special Agent Manual



Office of Export Enforcement

Bureau of Industry and Security

U.S. Department of Commerce

Table of Contents

Section 1	OEE Mission and Organization	Error! Bookmark not defined.
1-1	Purpose	Error! Bookmark not defined.
1-2	BIS Mission and Organization	Error! Bookmark not defined.
1-3	OEE Mission and Enforcement Priorities	Error! Bookmark not defined.
1-4	OEE Organization	Error! Bookmark not defined.
1-5	Export Enforcement Authorities	Error! Bookmark not defined.
Section 2	OEE Policies, Standards, and Conduct	Error! Bookmark not defined.
2-1	Purpose	Error! Bookmark not defined.
2-2	General Policies	Error! Bookmark not defined.
2-3	Employee Standards	Error! Bookmark not defined.
2-4	Employee Conduct	Error! Bookmark not defined.
Section 3	Use of Force, Firearms, and Non-Lethal Weapons	Error! Bookmark not defined.
3-1	Purpose	Error! Bookmark not defined.
3-2	General	Error! Bookmark not defined.
3-3	Legal Authorities	Error! Bookmark not defined.
3-4	OEE Use of Force Policy	Error! Bookmark not defined.
3-5	Authorization to Carry a Firearm and/or Other Weapon(s)	Error! Bookmark not defined.
3-6	Responsibilities	Error! Bookmark not defined.
3-7	Authorized Weapons, Ammunition and Equipment	Error! Bookmark not defined.
3-8	Weapon Handling	Error! Bookmark not defined.
3-9	Weapon Storage	Error! Bookmark not defined.
3-10	Procurement	Error! Bookmark not defined.
3-11	Transfer and Shipping of Firearms	Error! Bookmark not defined.
3-12	Mandatory Qualification and Training	Error! Bookmark not defined.
3-13	Inspection, Maintenance, and Alteration	Error! Bookmark not defined.
3-14	Revocation or Suspension of Authority to Carry Weapons	Error! Bookmark not defined.
3-15	Inventory Control and Administration	Error! Bookmark not defined.
3-16	Flying While Armed	Error! Bookmark not defined.
3-17	Loss of Firearms/Weapons	Error! Bookmark not defined.
3-18	Injury, Illness, and Limited Duty Status	Error! Bookmark not defined.

3-19	Use of Force Incident Reporting	Error! Bookmark not defined.
3-20	Non-Lethal Weapons	Error! Bookmark not defined.
Section 4	Vehicle Operations	Error! Bookmark not defined.
4-1	Purpose	Error! Bookmark not defined.
4-2	Definitions.....	Error! Bookmark not defined.
4-3	General.....	Error! Bookmark not defined.
4-4	Government Services Administration (GSA) Fleet Vehicles.....	Error! Bookmark not defined.
4-5	Vehicle Operations.....	Error! Bookmark not defined.
4-6	Vehicle Pursuit	Error! Bookmark not defined.
4-7	Vehicle Alterations.....	Error! Bookmark not defined.
4-8	Accidents.....	Error! Bookmark not defined.
4-9	Stolen Vehicles.....	Error! Bookmark not defined.
4-10	Remedial Training, Suspension and Termination of Authorization to Operate an Official Vehicle	Error! Bookmark not defined.
4-11	Vehicle Tickets, Summons and Tolls	Error! Bookmark not defined.
4-12	Work-Related Social Functions and Meals	Error! Bookmark not defined.
4-13	Attendance at Funerals for Law Enforcement Officers, OEE Employees, and Other Persons of Importance to the OEE.....	Error! Bookmark not defined.
Section 5	Disclosure of Official Information.....	Error! Bookmark not defined.
5-1	Purpose	Error! Bookmark not defined.
5-2	General.....	Error! Bookmark not defined.
5-3	Public Information and News Media	Error! Bookmark not defined.
5-4	Contact with Foreign Governments and U.S. Embassies.....	Error! Bookmark not defined.
5-5	Congressional Inquires.....	Error! Bookmark not defined.
5-6	Public Speaking and Group Presentations	Error! Bookmark not defined.
5-7	Section 12(c) Disclosure Provisions.....	Error! Bookmark not defined.
5-8	Census Bureau Information	Error! Bookmark not defined.
5-9	Grand Jury Information Pursuant to Rule 6e	Error! Bookmark not defined.
5-10	Suspicious Activity Reports (SARs).....	Error! Bookmark not defined.
Section 6	Interagency Coordination and Cooperation.....	Error! Bookmark not defined.
6-1	Purpose	Error! Bookmark not defined.
6-2	General.....	Error! Bookmark not defined.

6-3 Federal Law Enforcement Agencies with Export Enforcement Nexus Error! Bookmark not defined.

6-4 Task Force Participation Error! Bookmark not defined.

6-5 Formal Coordination/Cooperation Agreements with Other Agencies Error! Bookmark not defined.

Section 7 On the Job Training Program..... Error! Bookmark not defined.

7-1 Purpose Error! Bookmark not defined.

7-2 Overview of the OJT Program Error! Bookmark not defined.

7-3 OJT Program Oversight and Administration Error! Bookmark not defined.

7-4 Responsibilities of the SA Trainee..... Error! Bookmark not defined.

7-5 Training Materials Error! Bookmark not defined.

7-6 Evaluation Error! Bookmark not defined.

Section 8 Outreach..... Error! Bookmark not defined.

8-1 Purpose Error! Bookmark not defined.

8-2 General..... Error! Bookmark not defined.

8-3 Conducting an Outreach Error! Bookmark not defined.

(b) [REDACTED] Error! Bookmark not defined.

Section 9 Deemed Export Compliance and Enforcement..... Error! Bookmark not defined.

9-1 Purpose Error! Bookmark not defined.

9-2 General..... Error! Bookmark not defined.

9-3 Definitions..... Error! Bookmark not defined.

9-4 Compliance and Enforcement Considerations Error! Bookmark not defined.

9-5 Targeting for Deemed Export Outreach, Compliance and Enforcement..... Error! Bookmark not defined.

9-6 Deemed Export Outreach Error! Bookmark not defined.

9-7 Deemed Export License Compliance Program Error! Bookmark not defined.

9-8 Deemed Export Investigations Error! Bookmark not defined.

Section 10 Voluntary Self Disclosures..... Error! Bookmark not defined.

10-1 Purpose Error! Bookmark not defined.

10-2 General..... Error! Bookmark not defined.

10-3 VSD Program Oversight..... Error! Bookmark not defined.

10-4 VSD In-Processing Procedures Error! Bookmark not defined.

10-5 VSD Review and Investigation Error! Bookmark not defined.

10-6 VSD Extension Requests..... Error! Bookmark not defined.

10-7 Referral for Prosecution and/or Administrative Remedies Error! Bookmark not defined.

10-8 Activities Related to VSD Violations..... Error! Bookmark not defined.

Section 11 End Use Checks and the OEE Sentinel Program... Error! Bookmark not defined.

11-1 Purpose Error! Bookmark not defined.

11-2 End Use Checks (EUCs)..... Error! Bookmark not defined.

11-3 Sentinel Program..... Error! Bookmark not defined.

Section 12 Export License Reviews Error! Bookmark not defined.

12-1 Purpose Error! Bookmark not defined.

12-2 General..... Error! Bookmark not defined.

(b) [REDACTED] Error! Bookmark not defined.

(b) [REDACTED] Error! Bookmark not defined.

(b) [REDACTED] Error! Bookmark not defined.

12-6 Revocation or Suspension..... Error! Bookmark not defined.

12-7 Reconsideration and Escalation Error! Bookmark not defined.

Section 13 Administrative Enforcement Cases Error! Bookmark not defined.

13-1 Purpose Error! Bookmark not defined.

13-2 General..... Error! Bookmark not defined.

13-3 Authority to Initiate and Issue Administrative Remedies Error! Bookmark not defined.

13-4 Internal Control of Administrative Enforcement Cases Error! Bookmark not defined.

13-5 Coordinating Criminal Prosecution and Administrative Enforcement Cases Error! Bookmark not defined.

13-6 Guidelines for Determining Appropriate Administrative Remedies..... Error! Bookmark not defined.

13-7 Warning Letters Error! Bookmark not defined.

13-8 Charging Letters Error! Bookmark not defined.

13-9 Temporary Denial Orders (TDOs)..... Error! Bookmark not defined.

13-10 11(h) Denial Orders Error! Bookmark not defined.

13-11 Entity List Addition Requests Error! Bookmark not defined.

13-12 Priority Cases and Expedited Cases Error! Bookmark not defined.

Section 14 Case Management, Documentation and Reporting Error! Bookmark not defined.

14-1 Purpose Error! Bookmark not defined.

14-2 Types of Investigations Error! Bookmark not defined.

14-3 Areas of Responsibility (AOR) Error! Bookmark not defined.

14-4 Case and Lead Management..... Error! Bookmark not defined.

14-5 Case and Lead Review..... Error! Bookmark not defined.

14-6 Reporting..... Error! Bookmark not defined.

Figure 14-1 Map of Field Office AORs Error! Bookmark not defined.

Figure 14-2 List of Field Office AOR..... Error! Bookmark not defined.

Figure 14-3 IMS-R Data Input Policy Error! Bookmark not defined.

Section 15 License Determinations..... Error! Bookmark not defined.

15-1 Purpose Error! Bookmark not defined.

15-2 General..... Error! Bookmark not defined.

15-3 LD Procedures Error! Bookmark not defined.

Section 16 Sources of Information and Informants Error! Bookmark not defined.

16-1 Purpose Error! Bookmark not defined.

16-2 General..... Error! Bookmark not defined.

16-3 Electronic Databases..... Error! Bookmark not defined.

16-4 Private Organizations and Service Providers Error! Bookmark not defined.

16-5 Information from Persons..... Error! Bookmark not defined.

(b) [REDACTED] Error! Bookmark not defined.

Section 17 Subpoenas Error! Bookmark not defined.

17-1 Purpose Error! Bookmark not defined.

17-2 General..... Error! Bookmark not defined.

17-3 Administrative Subpoenas Error! Bookmark not defined.

17-4 Grand Jury Subpoena Duces Tecum Error! Bookmark not defined.

17-5 Witness Fees Error! Bookmark not defined.

Section 18 Detentions and Seizures Error! Bookmark not defined.

18-1 Purpose Error! Bookmark not defined.

18-2 Authority Error! Bookmark not defined.

18-3 Detentions..... Error! Bookmark not defined.

18-4 Seizures of Detained Shipments Error! Bookmark not defined.

18-5 Ordering Return or Unloading of a Shipment..... Error! Bookmark not defined.

Section 19 Surveillance..... Error! Bookmark not defined.

19-1 Purpose Error! Bookmark not defined.

19-2 Definitions..... Error! Bookmark not defined.

(b) [redacted] Error! Bookmark not defined.

(b) [redacted] Error! Bookmark not defined.

(b) (7)(E) [redacted] Error! Bookmark not defined.

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(b) [redacted] Error! Bookmark not defined.

(b) [redacted] Error! Bookmark not defined.

(b) [redacted] Error! Bookmark not defined.

Section 21 Arrest, Search and Seizure Error! Bookmark not defined.

21-1 Purpose Error! Bookmark not defined.

21-2 General..... Error! Bookmark not defined.

21-3 Warrantless Arrests Error! Bookmark not defined.

21-4 Arrest Warrants Error! Bookmark not defined.

21-5 Summons Error! Bookmark not defined.

21-6 Arrest Planning..... Error! Bookmark not defined.

21-7 Executing an Arrest Error! Bookmark not defined.

21-8 Searches Error! Bookmark not defined.

21-9 Search Warrants..... Error! Bookmark not defined.

21-10 Search Warrant Execution Operational Planning Error! Bookmark not defined.

21-11 Search Warrant Execution Error! Bookmark not defined.

Section 22 Evidence..... Error! Bookmark not defined.

22-1 Purpose Error! Bookmark not defined.

22-2 General..... Error! Bookmark not defined.

22-3 Evidence Sources Error! Bookmark not defined.

22-4 Roles and Responsibilities..... Error! Bookmark not defined.

22-5 Custodianship..... Error! Bookmark not defined.

22-6	Storage Facility	Error! Bookmark not defined.
22-7	Evidence Handling Documentation.....	Error! Bookmark not defined.
22-8	Evidence Handling Procedures	Error! Bookmark not defined.
22-9	Special Handling.....	Error! Bookmark not defined.
22-10	Inventory of Evidence Storage Areas.....	Error! Bookmark not defined.
Section 23 Digital Forensics and Electronic Investigations		Error! Bookmark not defined.
23-1	Purpose	Error! Bookmark not defined.
23-2	General.....	Error! Bookmark not defined.
23-3	Roles and Responsibilities.....	Error! Bookmark not defined.
23-4	NCFLs Investigative Support	Error! Bookmark not defined.
23-5	NCFL Computer Equipment	Error! Bookmark not defined.
23-6	Reporting and Case Management	Error! Bookmark not defined.
23-7	NCFL Training Program	Error! Bookmark not defined.
Section 24 Interviewing and Testifying		Error! Bookmark not defined.
24-1	Purpose	Error! Bookmark not defined.
24-2	General.....	Error! Bookmark not defined.
24-3	Interviewing	Error! Bookmark not defined.
24-3	Testifying.....	Error! Bookmark not defined.
Appendix – List of Attachments.....		Error! Bookmark not defined.