

Guide to  
the Microfilm Edition  
of the

**FBI Manual of  
Administrative Operations  
and Procedures**

and

**FBI Manual of  
Investigative Operations  
and Guidelines**

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## Introduction

The *FBI Manual of Administrative Operations and Procedures* covers a wide variety of personnel and protocol matters within the Bureau. It includes guidelines for internal communications, the dissemination of information, and dealings with the press; details on training programs, compensation, promotions, standards of conduct; and information on employee indoctrination practices, testing procedures, and disciplinary matters.

A valuable resource on the internal workings of the FBI, the *FBI Manual of Investigative Operations and Guidelines* is the agency's official guide for its investigative employees. The manual describes the authority of special agents and their investigative responsibility and provides information for agents on how to conduct investigations into crimes ranging from kidnapping to mail fraud. The manual lists the 258 classifications pertaining primarily to federal violations over which the FBI has investigative jurisdiction. These classifications include sedition, extortion, fugitive deserters, civil rights, federal judiciary investigations, unlawful flight to avoid prosecution, foreign counterintelligence investigations, security of government employees, and more.

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