

FEDERAL BUREAU OF INVESTIGATION

Date: 03/06/2006

Precedence: ROUTINE

To: All Field Offices

Attn: ADIC/SACs
All CID ASACs
All CID SSAs
All CID SSRAs
All SSTF Coordinators

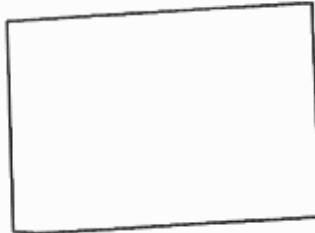
Records Management

FBIHQ, Manuals Desk

From: Criminal Investigative
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Approved By:



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Drafted By:



erfl

Case ID #: 319W-HQ-A1487699-CID
281D-HQ-C1147186

Title: PROCEDURAL AND OPERATIONAL ISSUANCES;
CRIMINAL INVESTIGATIVE DIVISION;
AMERICAS CRIMINAL ENTERPRISE SECTION;
DISMANTLEMENTS\DISRUPTIONS GUIDANCE

Synopsis: This electronic communication (EC) provides guidance to be followed when reporting disruptions and dismantlements (D&Ds) of Criminal Enterprises within the American Criminal Enterprise Program (ACEP).

Details: The FBI began reporting the D&Ds of criminal organizations resulting from investigations in ACEP pursuant to requirements set forth by the Government Performance and Results Act (GPRA). Since that time, the FD-515a, Side 1 and 2, was created to capture those statistical accomplishments. The FBI's Strategic plan and individual field office program plans emphasize the FBI's goal of disrupting and dismantling major criminal organizations.

D&Ds are two of the most important accomplishments claimed in any investigation and it is imperative that these are accurately recorded. As a performance measure, disruptions are milestones in the

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process of dismantling a group or organized criminal enterprise. Disruptions cause criminal missteps forcing an organization to adopt unfamiliar patterns or use less experienced personnel. These missteps create opportunities for additional, more fundamental disruptions leading up to the ultimate goal of the dismantlement of the organization.

Upon review of FD-515a form submissions to FBIHQ, inconsistencies in reporting these statistical accomplishments have been identified. These statistical accomplishments provide a basis for performance evaluation, program management, manpower distribution and budget formulation. These statistics are also disseminated to the Department of Justice, the Office of Management and Budget, and the General Accounting Offices as part of their oversight responsibilities in evaluating the FBI's performance and resource requirements. They are also included in Congressional budget submissions in order to meet Government Performance and Results Act of 1993 requirements. Since the FBI is evaluated in part by its statistical accomplishments, it is imperative that the information provided by all field offices is accurate and properly recorded. Disseminating erroneous information to Congress, other agencies, or the public can seriously erode the FBI's credibility and jeopardize its resources.

All statistical accomplishments, including D&Ds, are reported on the FD-515 Accomplishment Report and entered into the Integrated Statistical Reporting and Analysis Application (ISRAA) system. ISRAA is the on-line system that collects and reports accomplishment information. Regular reviews of D&D accomplishments contained within the ISRAA system have revealed the need to provide the below guidance to clarify D&D reporting requirements.

D&D accomplishments are claimed in Section "I" on the FD-515, in addition to the lettered sections on the FD-515a Side 2. The most important of those being Section "E", the narrative section. The information provided in Section "E" must describe the event(s) and how the event(s) disrupted or dismantled the targeted criminal enterprise (CE). In order for the field division to successfully enter this data into the ISRAA system, this narrative must be limited to 608 characters or less (including spaces).

Definitions:

Organization

An organization is a group of individuals with an identified hierarchy engaged in significant criminal activity. These

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organizations often times engage in multiple CEs and have extensive support networks.

Disruption

A disruption occurs and is to be reported when an affirmative law enforcement action, "impedes the normal and effective operation of the targeted organization, as indicated by changes in the organizational leadership and/or changes in the methods of operation, including, for example, financing, trafficking patterns, communications or drug production."

Generally speaking, only one disruption can be claimed for law enforcement actions conducted within a 24 hour period. However, in limited circumstances, it may be appropriate to claim multiple disruptions within the same 24 hour period. Claiming two or more disruptions within the same 24 hour time frame is only acceptable when there is more than one police action, taking place in different jurisdictions and targets separate and distinct aspects of the organization. If multiple disruptions are claimed on the same day, the accomplishments will be scrutinized to ensure the law enforcement activities had a separate and distinct adverse impact on the different aspects of the organization.

Dismantlement

A dismantlement occurs when the targeted organization's leadership, financial base and supply network has been destroyed, such that the organization is incapable of operating and/or reconstituting itself.

By definition, a CE can only be dismantled once. However, in the case of large CEs, a number of individual identifiable cells or subgroups may be present. Each of these cells or subgroups maintains and provides a distinct function supporting the entire organization. If properly documented in the summary detail section, multiple dismantlement statistical accomplishments can be claimed as they pertain to identifiable cells or subgroups.

Generally, the dismantlement statistical accomplishment will be claimed only at the time of the sentencing of the last subject in the organization and/or the sentencing of the primary target of the organization/identifiable cell or subgroups.

Summary Narrative

Narratives must contain information from each of the below delineated fields when reporting either the disruption or dismantlement accomplishment report:

Identity of the Organization (FD-515 Side 2, Section C)

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A CE is a group of individuals (three or more) with an identified hierarchy, engaged in significant criminal activity. These CEs are characterized by their poly-criminal nature (drug trafficking, money laundering, RICO Activities, Violent Gang Offenses, Major Theft Operations, fraud, extortion, etc.) and have extensive support networks.

The organization must be identified by the proper name (First/Middle/Last and alias) of the principal target and/or main subject of the organization, cell or subgroups. It does not suffice to name the organization after the individual that is the target of the enforcement action claimed on the FD-515, unless he/she is truly the head of the organization. During the course of investigating CEs, case agents must determine a name for the organization being investigated, and use that name every time a D&D is claimed. The name of the organization must be consistent each time a disruption or dismantlement is statistically recorded. Variations in spelling or punctuation cause the name or title to appear as a separate organization within ISRAA. Additionally, do not name the organization generic names such as: "Drug Organization" or "Heroin Organization," etc. Operational case titles are not considered an acceptable means of identifying the organization.

Scope of Organization (FD-515a Side 2, Section D)

The geographic scope of the CE and significance of the CE's operations within that area, i.e., impact on the community.

Local: The targeted CE operates within a specific city and/or community.

Regional: The targeted CE operates within a specific region of the field offices territory (multiple counties within more than one judicial district).

International: The CE has a confirmed connection to an organization operating outside of the continental United States which is involved in all investigative matters conducted by the FBI.

Summary Narrative Section (FD-515a Side 2, Section E)

A maximum amount of 608 characters is provided by the ISRAA system to report the information. Detailed narratives are not required, however, the narrative must contain sufficient predication for claiming the accomplishment from each of the outlined sections (I-VII).

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I. Type of Organization

Provide a succinct description of the type of CE:

National Gang Strategy Special Emphasis Group:

Gang/Posse/Crew: An identifiable group engaging in illegal criminal activities, other than those listed as a National Gang Strategy;

Outlaw Motorcycle Group (OMG): An identifiable OMG engaging in illegal activities where the primary offenses involve drugs and/or violence;

Drug Trafficking Organization: Consolidated Priority Target (CPOT) or Regional Priority Target (RPOT), Money Laundering Organization (MLO);

Smuggling Organization: An identifiable group engaging in the illegal importation of contraband or individuals into the country;

Major Theft Organization: A major theft criminal enterprise is a group of individuals, with an identified hierarchy, engaged in significant major theft activities.

Organized Crime Group: A highly structured group with some degree of permanence which is designed in whole or part to conduct illegal criminal activity and is likely to attempt to gain influence in government, politics and commerce through corruption, graft and legitimate means; and

Narco-Terrorism: An organization that is engaged in and uses profits derived from drug trafficking and/or any other criminal activity as a means to achieve economical, political and ideological ends.

II. Law Enforcement Action Taken

Describe the type of significant law enforcement action that resulted in the statistical accomplishment. Examples include but are not limited to:

Execution of a search warrant
Execution of a seizure warrant

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Arrest
Complaint/Information
Indictment
Seizure of assets, property, drugs and contraband

III. Name of Subject(s)

Provide the complete name (First/Middle/Last) of the individual(s) on which the law enforcement action was taken. If adequate space is not available for all of these individuals, list subjects occupying the most important functional role within the organization.

IV. Functional Role in the Organization

Provide details as to the role of each individual named in the narrative. Examples of this are:

Leader/Organizer
Manager and/or supervisor
Supplier or distributor
Broker
Offloader
Driver
Smuggler
Enforcer
Corrupt official
Corrupt public official
Financial backer
Money launderer
Courier

V. Related Criminal Activity

Identify the type(s) of the criminal activity the organization is involved in:

Drug trafficking
Alien smuggling
Firearms/weapons violations
Public corruption
Violence/murder
Bank robbery
Major theft
Money laundering - Bulk cash smuggling (Air/land/sea)
Check cashers
Money remitters
Black market peso exchange
Smurfing activity
Wire transfer

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VI. Seizure of Assets/Property/Drugs

A disruption may be claimed when a seizure of the organization's assets causes a disruption in the CE's overall operation. Seizures can be of:

- Currency
- Monetary assets (stock, bonds)
- Real Estate
- Personal Property
- Drugs/contraband
- Business records

VII. Significance of Event

Provide details describing the significance of the law enforcement action and how that event impacts the CE (i.e., modifications in daily operations of the organization, smuggling methods, trafficking patterns, sources of supply, etc.)

Common Mistakes to Avoid when Reporting D&Ds Statistical Accomplishments

Error One: Multiple disruptions are being claimed on a single subject.

Claiming a disruption when a subject is arrested, then claiming another as a result of the issuance of a complaint and/or indictment for the same person on another date will not be permitted.

Disruptions are to be reported when a significant event affects an entire organization, subgroup or cell. It is not the mechanism by which to memorialize events pertaining to a single subject.

Error Two: Failure to report disruption accomplishments when a seizure or search warrant takes place.

Reporting offices fail to claim a disruption when seizures of assets, property and/or drugs occur.

Error Three: Organizations are reported dismantled more than once, or disrupted after the organization is dismantled.

Once an organization is reported dismantled, it essentially no longer exists. The organization can only be dismantled once. Therefore, a dismantled organization cannot be subsequently disrupted.

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In addition, an organization cannot be disrupted and dismantled on the same day. A dismantlement occurs when the identified CE is no longer capable of operating as a coordinated criminal enterprise or it is impacted to the extent that it is incapable of regenerating.

Error Four: "See attached serial" or "see attached write-up" is an unacceptable means of completing the summary narrative section. Each narrative should be able to stand on its own merit. The ISRAA system is not designed to review attachments.

Error Five: Explanations provided in the narrative section as to reasons in the delay of submission are irrelevant.

No administrative regulation is in effect governing the reporting date of a D&Ds statistical accomplishment as with the FD-515. However, the accomplishment should be submitted within 30 days of the determination that a D&D occurred.

Error Six: Statistical reporting should reflect the results of the FBI's contribution to joint task forces. Accomplishments claimed for results obtained before the FBI joined the task force or during the absence of the FBI's participation should not be claimed. Claims of D&Ds based on the work of other agencies, without contribution by the FBI, does not accurately reflect the true nature of the FBI's accomplishments.

Practical Applications

By ensuring that the summary narrative contains complete and accurate information the narrative must contain information from each of the pre-defined criteria as set forth in fields (I-VII). The examples provided are a sample by which to pattern the submissions.

(ON)	Organization Name
(SO)	Scope of organization
-	Type of organization
II	Law Enforcement Action Taken
III	Name of Subject(s)
IV	Functional role in the organization
V	Related criminal activity
VI	Seizure of assets/property/drugs
VII	Significance of event and impact on the organization

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Example One (Disruption)

Organization: (ON) Joseph A. Bagadonuts White Slavery
Trafficking Organization

Type: (SO) International

Narrative:

On 01/01/2003, Joseph A. Bagadonuts (leader/organizer) (III & IV) and Teddy Ugotme (lieutenant) (III & IV) who were operating a major white slavery trafficking ring (I & V) in Anywhere, U.S.A., were arrested without incident on federal kidnaping charges (II). With the arrest and detention of Bagadonuts, the organization under his control was effectively left without leadership resulting in a disruption of the cells operating daily activities (VII).

Administrative Note - If incident to the arrest, Teddy Ugotme had agreed to cooperate fully with law enforcement officials and information provided by him lead to other arrests, the recovery of a significant amount of contraband and/or assets, another disruption accomplishment can be reported against the organization, regardless if the law enforcement action takes place on the same day.

Example Two (Disruption)

Organization: (ON) 20TH Street Hogtown Crips

Type: (SO) Local

Narrative:

On 01/01/2003, Deshaun White (Courier) (III & IV) of the 20th Street Hogtown Crips (V) provided information that resulted in the issuance of a search warrant (II) for a "stash" house operated by the organization located at 100 Stadium Drive, Hogtown, Fl. The search resulted in the seizure of five kilograms of heroin, \$50,000 in currency, five weapons and assorted drug records (VI). Daily activities of this distribution cell were disrupted by denying them the profits of the illegal activity and causing them to change their overall distribution methods (VII).

Example Three (Disruption)

Organization: Isemore Green Money Laundering Organization
(MLNO)

Type: Regional

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Narrative:

On 04/23/2003, a cooperating witness (CW) provided information that Joe Notme, a money courier (V & VI) for the Isemore Green, Money Laundering Organization (MLO) (III), was scheduled to collect an undetermined amount of money (VII) from illegal gambling operations. On 04/25/2003, an investigative inquiry of Notme resulted in the consent search of two suitcases in his possession, resulting in the recovery of \$120,000 dollars (II & IV). The Isemore Green MLO was severely disrupted by this action by denying them the profit derived from the illegal activity.

Example Four (Disruption)

Organization: Ricardo James Drug Trafficking
Organization (DTO)

Type: International

Narrative:

On 06/15/2001, at approximately 5:00 a.m., three leaders of the Ricardo James Drug Trafficking Organization (DTO) were arrested and over \$5,000,000 in drug proceeds were seized in Miami, based upon search warrants obtained after receiving information obtained from a Title III. Additionally, at 4:00 p.m., based upon source information received, two tractor trailers, owned by the DTO's transportation company, containing over 1,000 kilograms of cocaine were seized in New York.

Administrative Note: As a result of the two distinct law enforcement actions within the same 24 hour period, both the organization's leadership and distribution was disrupted. Therefore, it would be correct to claim two disruptions for the same 24 hour period.

Example Five (Dismantlement)

Organization: BoBo Tucker DTO
Type: Local

Narrative:

On 01/19/2003, Steve Smith (Leader/organizer), Hospital Administrator of the Far Horizons Medical Professional Care Center was sentenced to seven years in the custody of the Bureau of Prisons for his involvement in a medicare fraud scheme. Nine other subjects who were arrested as result of their

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involvement with Smith are still awaiting sentencing. To date, three residences and four automobiles valued at \$600,000,000 belonging to the organization have been seized (VI). Smith has been ordered to pay \$3,000,000 in restitution.

Administrative Note: The principal leadership of this organization has effectively been eliminated. The criminal enterprise has been impacted to the extent that it is no longer capable of reforming with its original ability to conduct criminal activity. This CE is considered dismantled.

Conclusion:

As set forth in each of the disruption examples, a disruption occurs when the usual operation of the identified CE is impacted and must be the result of an affirmative law enforcement action including, but not limited solely to an arrest, indictment or conviction of the CE's leadership or a substantial seizure of the organization's assets. With respect to dismantlements, they should be claimed when the leadership of the organization has been eliminated, the criminal enterprise is no longer able to sustain itself and last subject\primary target of the organization, cell or subgroup has been sentenced.

Questions concerning the validity of specific D&Ds should be referred to the relevant FBIHQ Unit responsible for the specific investigative program.

LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

Field offices must ensure that Special Agents and professional support employees are aware of the requirements for reporting and recording statistical accomplishments on the FD-515a and in ISRAA.

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CC: 1- [Redacted] (Room 7110)
CC: 1- [Redacted] (Room 7825)
CC: 1- [Redacted] (Room 6012)
CC: 1- [Redacted] (Room 3090)
CC: 1- [Redacted] (Room 3206)
CC: 1- [Redacted] (Room 3248)
CC: 1- [Redacted] (Room 3576)
CC: 1- [Redacted] (Room 3883)
CC: 1- [Redacted] (Room 3548)
CC: 1- [Redacted] (Room 3266)
CC: 1- [Redacted] (Room 3280)
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CC: 1- [Redacted] (OFC)
CC: 1- [Redacted] (Room 3247)
CC: 1- ACES SSAs (1 each) (Room 3247)
CC: 1- [Redacted] (Room 3247)
CC: 1- SSGU All Field Office Folder
CC: 1- SSGU Policy Guidance Folder

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