

~~SECRET/NF~~

Document Details:

Case ID: 66F-HQ-A1397794
66F-HQ-C1384970

Serial:

DECLASSIFIED BY 65179 dmh/stp
ON 04-29-2011[REDACTED]
66F-CG-C119291-D[REDACTED]
80-AA-C94[REDACTED]
300B-MM-C97772-N
320H-NO-C69574[REDACTED]
IT
66F-MX-A13652-H
163I-BB-C1138
320E-MP-C65485147
16407
25
293
159
78
27
41
8
20
50
22
70
8
239
66
83
4
368
233
239b7A
b7E

Ref Case ID: 66F-HQ-A1397794

Ref
Serial: 110

Office: DG

Type: EC

Date: 02/01/2005

To: ALL FIELD OFFICES
ALL LEGAT OFFICES
INTELLIGENCE
DIRECTORATE
RECORDS
MANAGEMENT

From: COUNTERTERRORISM

Author: [REDACTED]

Approver: [REDACTED]

b6
b7C

Topic: (U) THIS COMMUNICATION ESTABLISHES POLICY AND

Classification: ~~C-3~~Authority: ~~C-3~~

SCI Flag:

IRS Tax:

~~Duration: X1~~~~Rule (6e):~~~~Handling NF~~~~Caveats:~~Secure
document:

----- Document Text -----

b7E

[REDACTED] 4/14/2011

Precedence: PRIORITY

Date: 02/01/2005

To: All Field Offices

Attn: SACs

ASACs

JTTF SSAs and Coordinators

FIG SSAs and Coordinators

Terrorism Squad SSAs

FBIHQ, Manuals Desk

DocLab

Field Intelligence Section

Records Management
Office of Intelligence
All Legats

From: Counterterrorism

Communications Exploitation Section

Contact: [REDACTED] or,

Approved By: [REDACTED]

b6
b7C

Drafted By: [REDACTED] fas

[REDACTED] kh

Case ID #: (US) 66F-HQ-A1397794 (Pending)
(U) 66F-HQ-C1384970Title: (US) Communications Exploitation Section;
Administrative Matters;
Policy/Procedures For Related to the Exploitation
of Terrorist- [REDACTED]

b7E

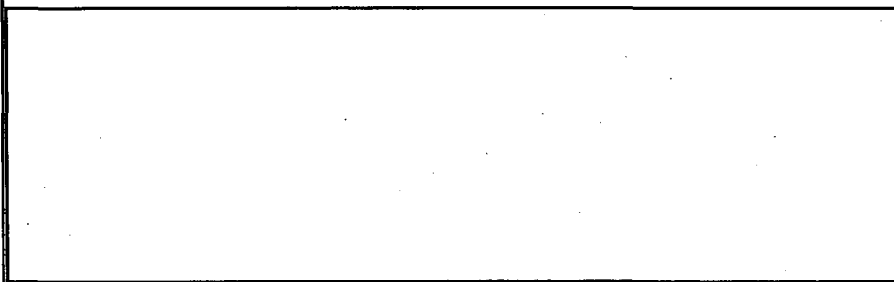
Synopsis: (U) This communication establishes policy and
outlines procedures that all offices should utilize when
terrorist related [REDACTED](U) ~~Derived From : G-3~~
~~Declassify On: X1~~Reference: ~~(S)~~ 66F-HQ-A1397794 Serial 110

Details: (U) Historically, [REDACTED]

b7E

[REDACTED]
of the most valuable methods of obtaining critical intelligence.

[REDACTED] 4/14/2011 b7E



b7E

(U) However [REDACTED]

[REDACTED] Counterterrorism Division, in coordination with the Office of Intelligence, Records Management Division and Information Technology Operations Division, provides this EC as guidance to ensure that actionable information commonly contained in seized pocket litter is efficiently, effectively and uniformly reported and exploited.

(U) In designing the below procedures, Counterterrorism Division sought to satisfy two overarching goals:

In the interest of improved information sharing, all intelligence derived from [REDACTED] should be made available to the widest number of consumers practically possible. Therefore, [REDACTED] must be captured in Bureau information and records systems in such a way as to make it available Bureau-wide in a text-searchable format. When appropriate, it should also be made available through Intelligence Community-wide information systems.

b7E

To fully exploit the information contained in [REDACTED] [REDACTED] actionable information must not only be widely accessible, but must also be pro-actively extracted and reported to investigative support entities at FBIHQ for analysis and further dissemination. When appropriate and within operational and investigative constraints, this information must be disseminated to the US Intelligence Community through an IIR or other reporting mechanism.

b7E

(U) In accordance with these goals, all divisions [REDACTED] should follow the below-listed guidelines:

1 (U) [REDACTED] should be entered into evidence in accordance with normal procedures.

b7E

2 (U) [REDACTED]
[REDACTED]

3 (U) [REDACTED] should be sent in accordance with normal evidence transfer procedures to:

b7E

[REDACTED] 4/14/2011

FBI Headquarters, Room 1B301
Document Conversion Laboratory
935 Pennsylvania Avenue, NW
Washington DC 20535

ATTN: [REDACTED]

(U) The Document Conversion Laboratory (DocLab), in coordination with DocEx and the pertinent ITOS I or II unit, will process the pocket litter and load the scanned images to the [REDACTED]. The data will then be exported to the [REDACTED]. [REDACTED] The [REDACTED] will then be returned to the field. When shipping [REDACTED] to DocLab, please include a package-copy EC requesting exploitation and providing details of the seizure and case. Please also provide information copies of the EC to DocEx and the pertinent ITOS I or II unit to allow for easier coordination. Coordination will determine the priority of DocLab's scanning efforts. DocLab will not assign tracking numbers. If the tracking numbers are not on the documents, DocLab will use the 1A, 1B, 1C numbers.

4 (U) Upon notification by DocLab that [REDACTED] data has been loaded to [REDACTED] an analyst from the respective field division's [REDACTED] will access the data in [REDACTED] and conduct an in-depth review and extract actionable information for analytic work-up by other FBI entities.

(S//NF) During the review of [REDACTED] the information should be evaluated, integrated, and interpreted in an effort to identify new developments, trends, develop options, and forecast outcomes. Additionally, the following information should be extracted from [REDACTED] and sent via EC to the appropriate ITOS unit, as well as the appropriate investigative support unit listed below:

[REDACTED] should be directed to the [REDACTED] along with any information concerning the subject from which the [REDACTED] was seized and any information about the [REDACTED]. [REDACTED] should be directed to the [REDACTED] and [REDACTED] should be directed to [REDACTED].

(U) Please direct all questions concerning the above procedures to [REDACTED] Attention: [REDACTED] or [REDACTED] or RMD - DocLab. Attention: [REDACTED] or [REDACTED]

b6
b7C

b7E

b7E

b7E

b7E

b6
b7C
b7E

b7E

4/14/2011

LEAD(s):

Set Lead 1: (Info)

ALL RECEIVING OFFICES

(U) The information set forth above is for
the information of the recipients.

----- Document Text -----

Web-based Automated Case Support

[About](#) | [Terms of use](#) | [Privacy policy](#) | [Contact Us](#)

~~SECRET/NF~~

b7E

4/14/2011