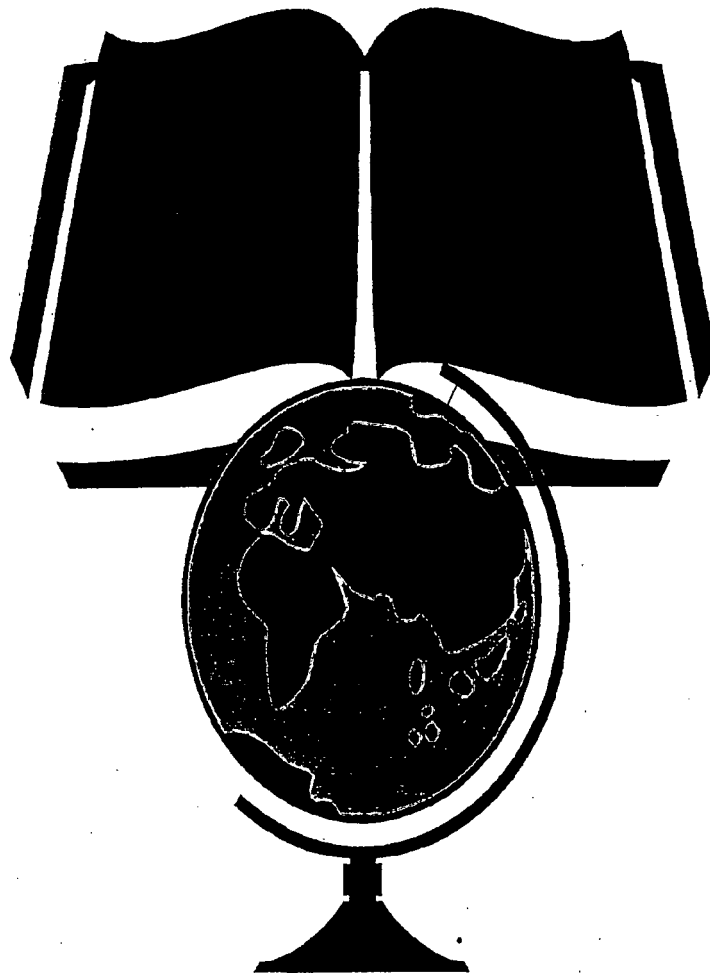


ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

DATE: 06-02-2011
CLASSIFIED BY 65179/DMH/BAW/STP/bls
REASON: 1.4 (c)
DECLASSIFY ON: 06-02-2036

~~SECRET~~

ASSET CODENAME/CODEWORD MANUAL



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ASSET SCHEDULE

Time/Day	Tuesday	Wednesday	Thursday
8:00am	Introduction of the Class	Review Questions	Review Questions
9:00am	Outline - Asset Unit		Codename & Codeword
10:00am	Discuss the Conversion	Hands-on	Hands-on
11:00am	Overview of	Teletype Hands-on	
12noon	LUNCH	LUNCH	LUNCH
1:00pm	Case File Exercise	Asset Hands-on	
2:00pm		 Hands-on Closing EC	Hands-on
3:00pm	Group exercise	Group exercise	Questions & Concerns
4:30pm	" " "	" " "	Critiques

b7E

ENJOY!

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CLASS OBJECTIVES

The Asse[redacted] class is a multi facet course. This class will give an overview/explanation as to why [redacted]
This class will focus on:

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b7E



[redacted] information from [redacted] case files and
[redacted]
[redacted]

b7D
b7E



Discuss the [redacted]

[redacted] showing the time saving factor.

b7E



Retrieving information for the [redacted]
[redacted]

b7E



Policy/Procedures for handling [redacted] information.

* Define the [redacted]
[redacted]

b7E



Attendees will be exposed to [redacted] codename and codeword information [redacted]

b7E

[redacted] eliminating unnecessary paperwork.

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I. OUTLINE.....	Page 1
II. ASSET INFORMATION.....	Pages 2-5
III. [REDACTED] ASSET INFORMATION.....	Page 7
IV. CASES.....	Pages 8-20
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VII. [REDACTED] ASSET.....	Page 25
VIII. [REDACTED] INFORMATION.....	Pages 31-34
IX. [REDACTED].....	Pages 36-43
X. [REDACTED] TELETYPES.....	Pages 44-54
XI. [REDACTED] THE ASSET.....	Pages 56-59
XII. [REDACTED].....	Pages 60-61
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XV. [REDACTED] REFERENCE MATERIAL.....	Pages 108-118

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THE

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1

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WHAT IS AN ASSET?



An Asset is a human source. A person. [redacted] is able to provide the FBI with information which is pertinent to a legitimate FBI investigative interest.

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ASSET CATEGORIES

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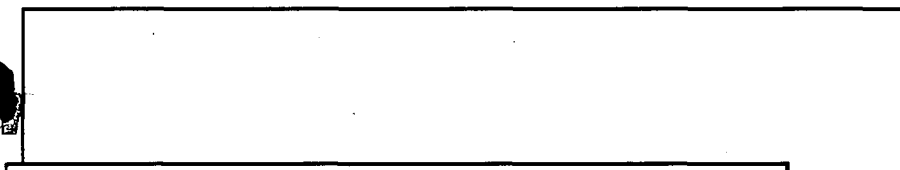
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[redacted] There is no [redacted] and [redacted] is required.

(S)



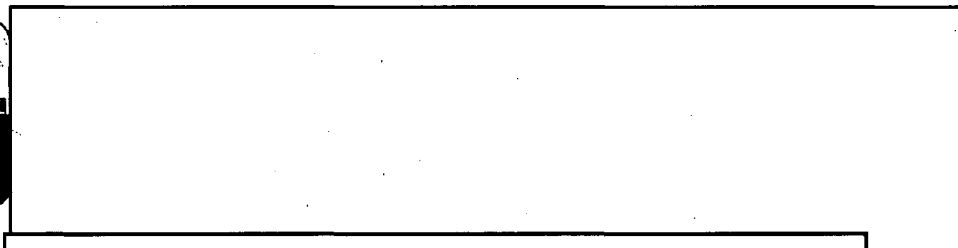
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[redacted] is required.

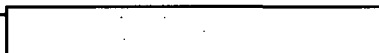
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is required.

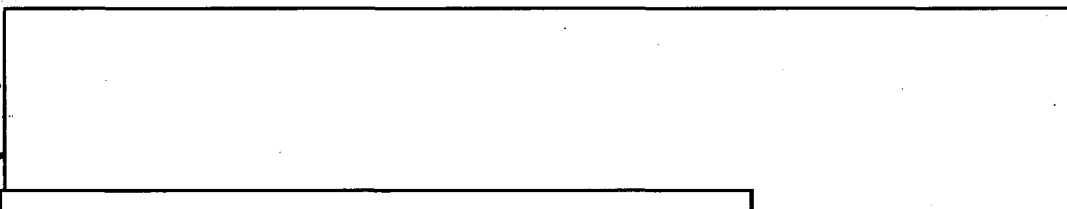
TYPES OF ASSETS

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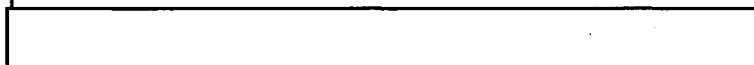


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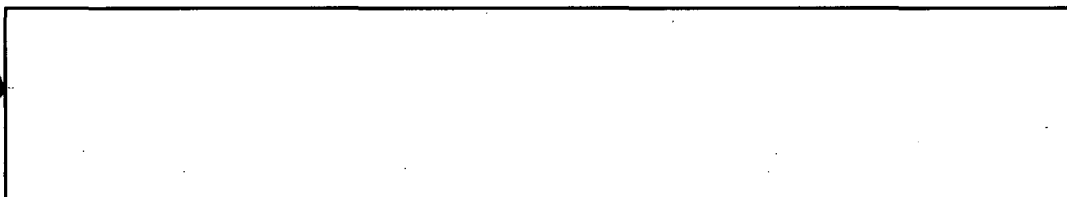


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is required.

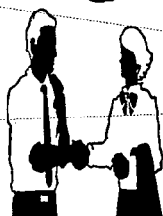
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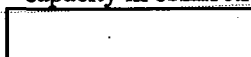
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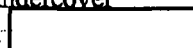


UC = Undercover Special Agent. A FBI Special Agent operation in an undercover capacity in connection with a



is required.

operation:



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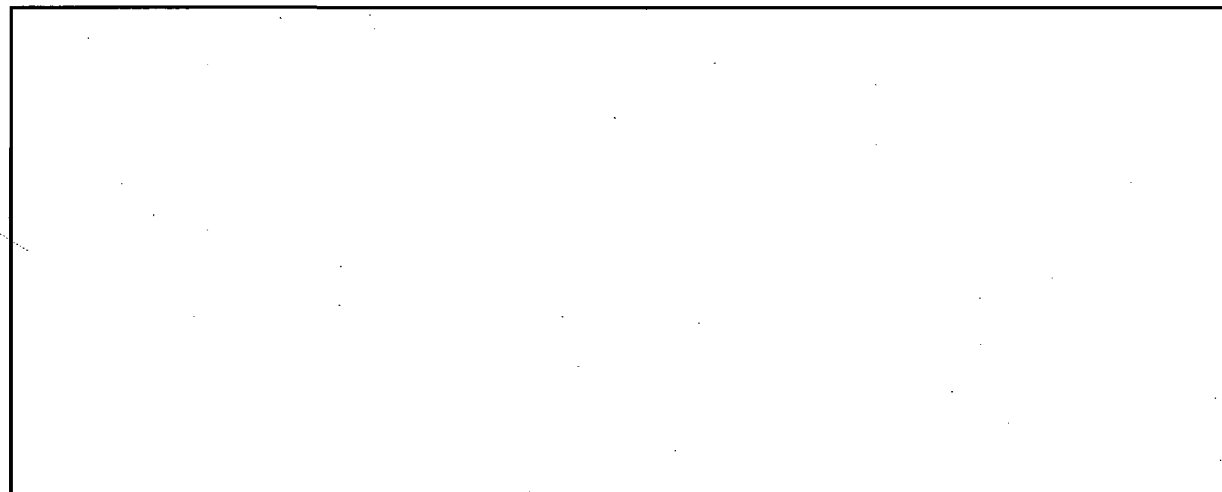
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TYPES OF ASSETS (Cont.)

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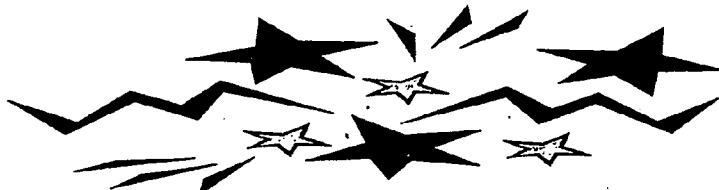
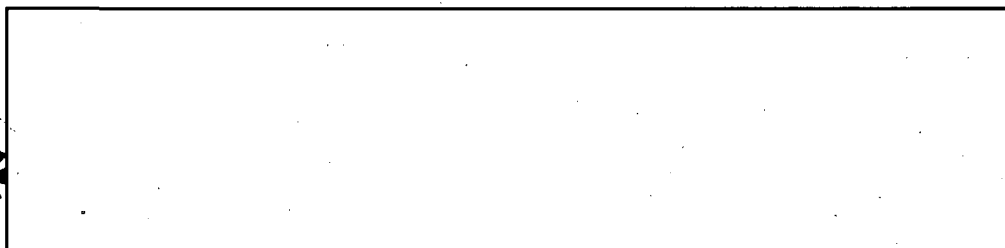
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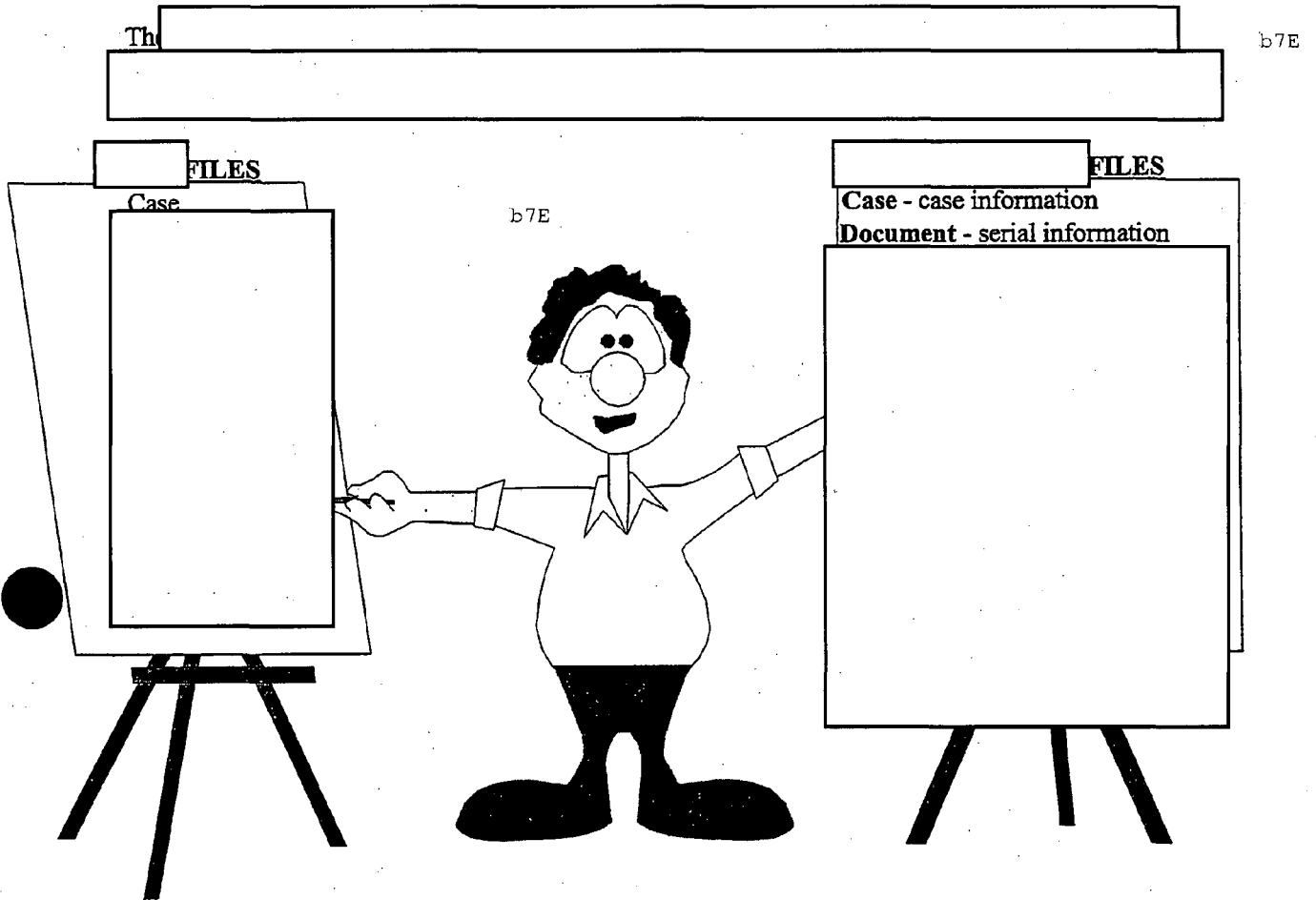
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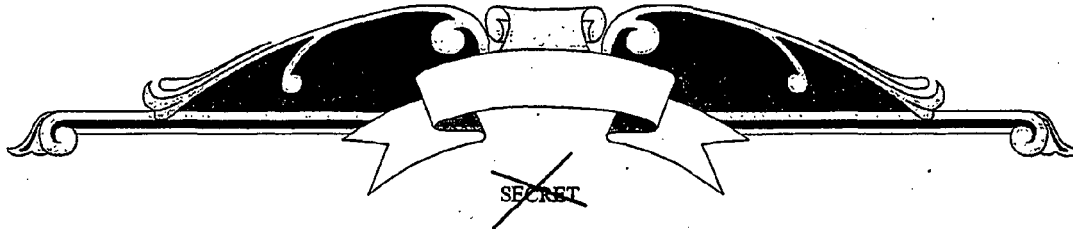
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FILE STRUCTURE



Now there is [redacted] a more thorough analysis can be performed. b7E
The [redacted]
[redacted]

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CASE FILE OVERVIEW

OVERVIEW

In this section we will learn case definitions,
case policy and procedures

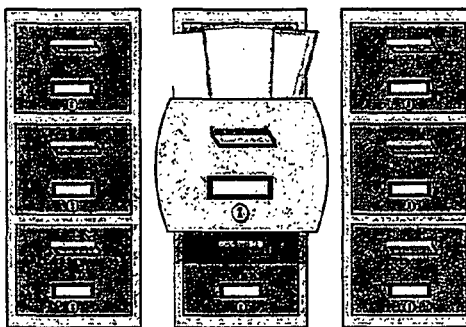
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OBJECTIVE

Students will be able to

They will also gain knowledge of
case policy and procedures.

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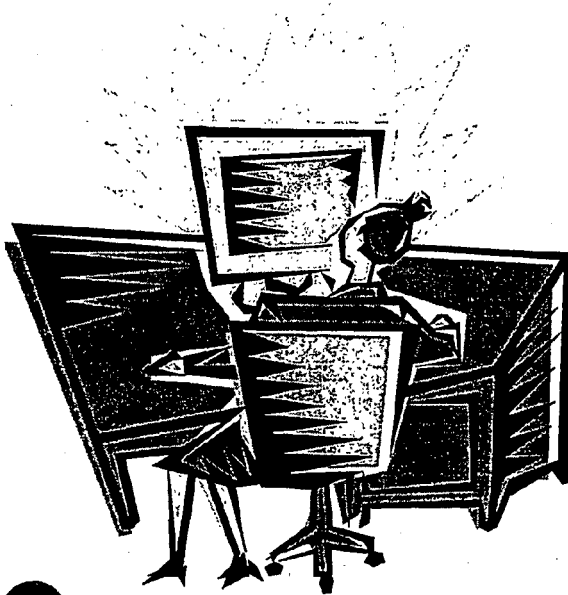
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SECTION I



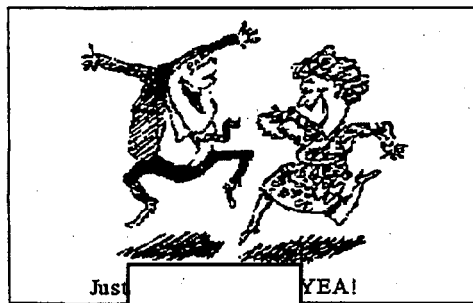
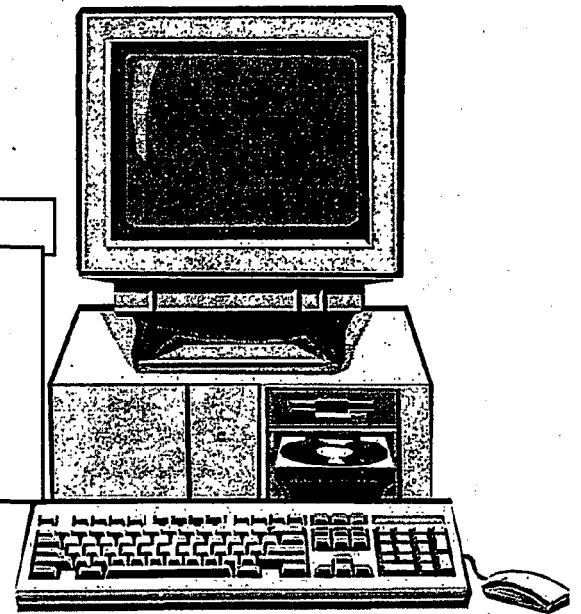
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Information Resources Division (IRD) has

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The [redacted] is used to [redacted] pertaining to the case. Before [redacted]

Instead of having to [redacted] all [redacted] has to do is [redacted]

To find out [redacted]

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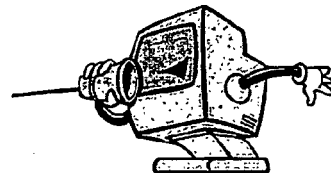
SAMPLE [redacted]

b7E

Hey did you hear about the [redacted]

Yea I [redacted] everyday!

b7E



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~~SECRET~~

This [redacted] day. [redacted]
[redacted] listed on [redacted]
information. The [redacted] information from [redacted] If your office does not have any [redacted]
[redacted]

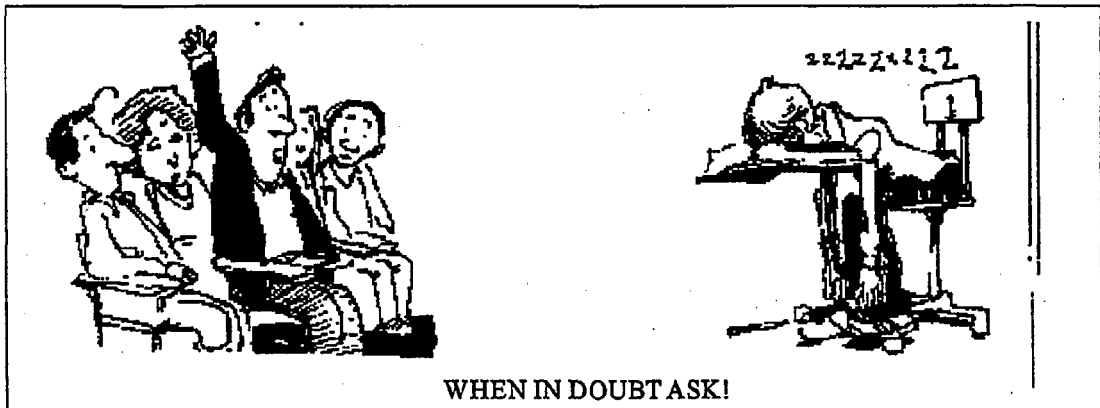
b7E

Sample [redacted]

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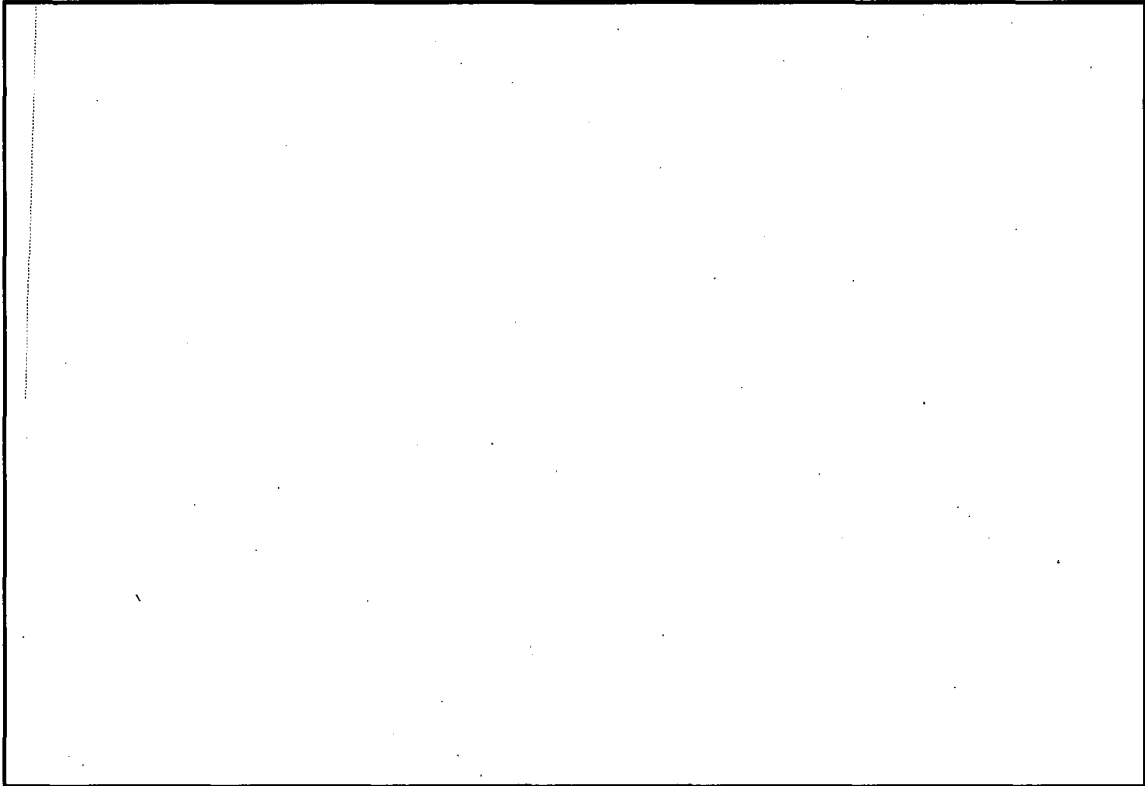


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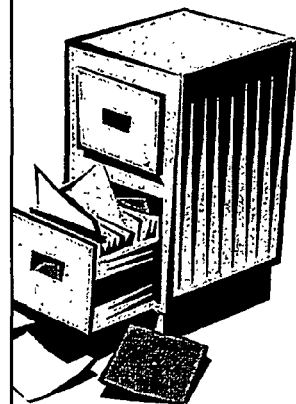
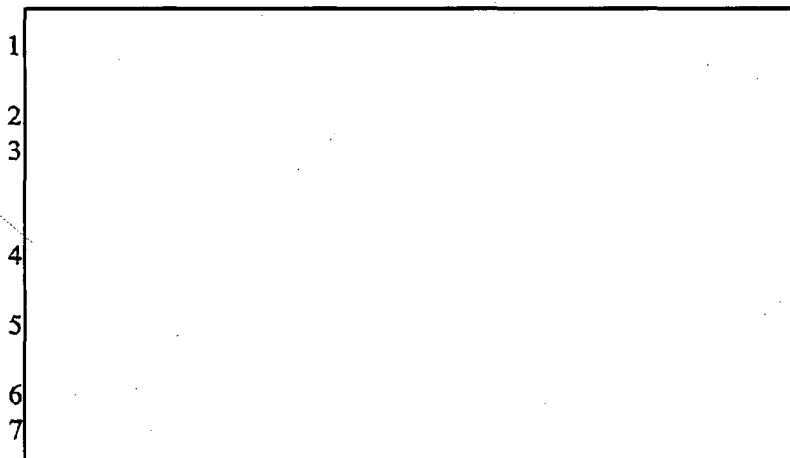
CASE 



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b7E

CASE POLICY AND PROCEDURES

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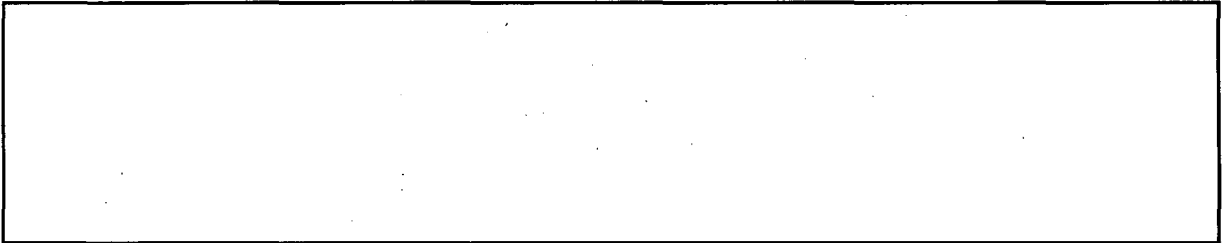
b1
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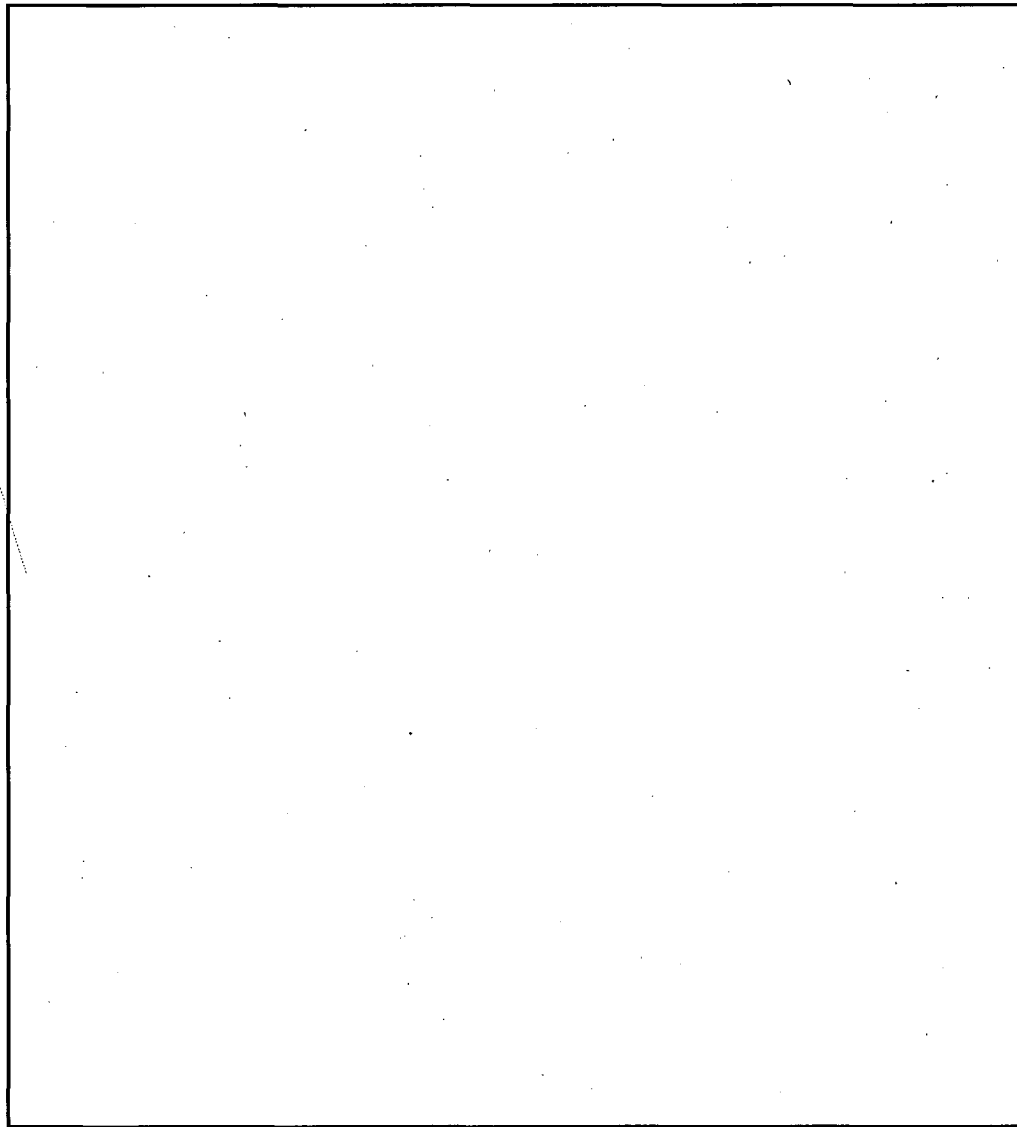
b1
b7D
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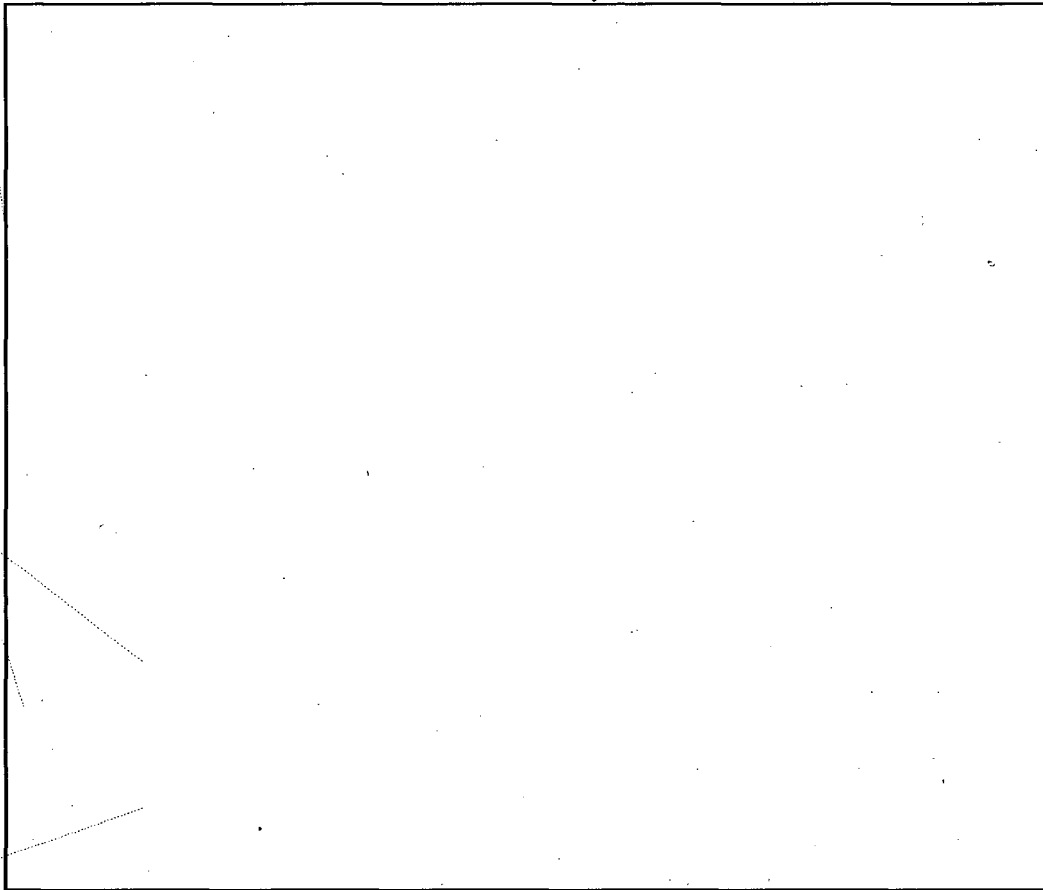


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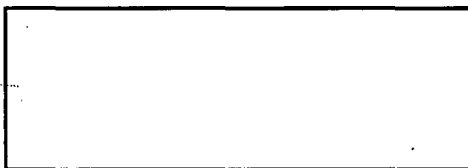
b1
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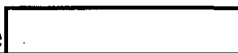
b1
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 Case Information

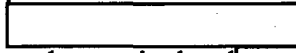
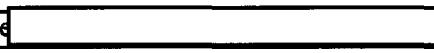
b7E

 **Case** 

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b7D

It is mandatory to  The  usually the


 The user can only have  a case. Once
the case is closed 

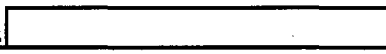
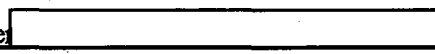
b1
b7E



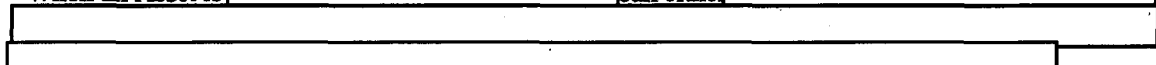
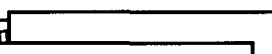
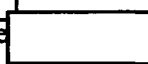
 an Asset

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When an Asset is  can either 

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 When  to reflect the 

Refer to the step by step

instructions on the next few pages.

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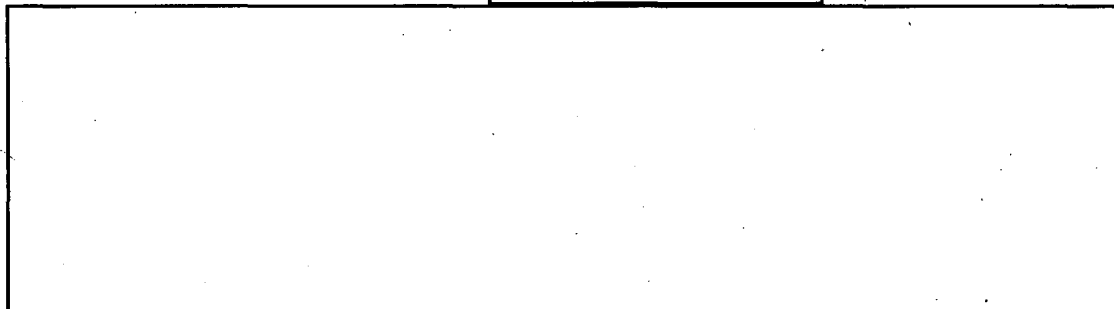
~~SECRET~~

CHANGING THE

b7E

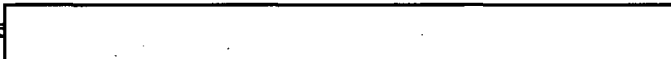
(S)

1



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b7E

> Go directly to the



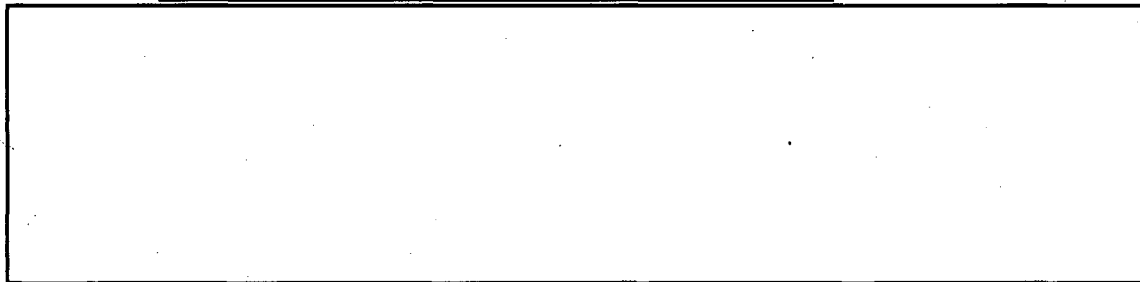
only.

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(S)

2

b1
b7D
b7E



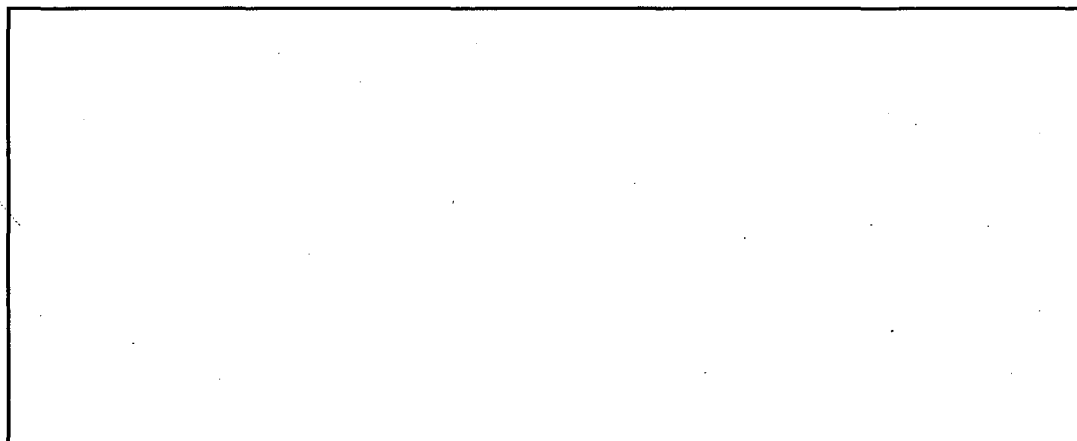
> The document



b7E

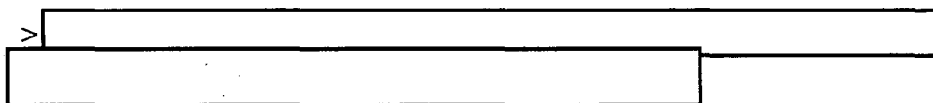
(S)

3



b1
b7D
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>



should then



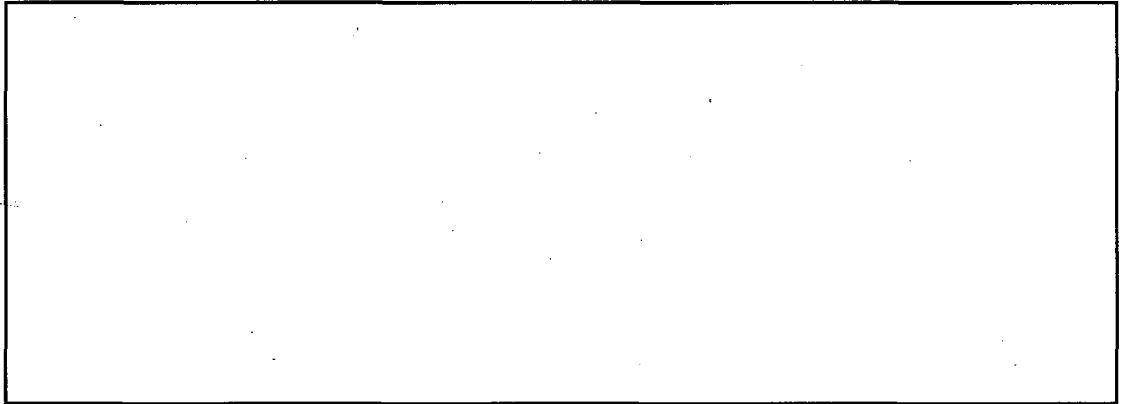
b7E

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(S)

4



b1
b7E

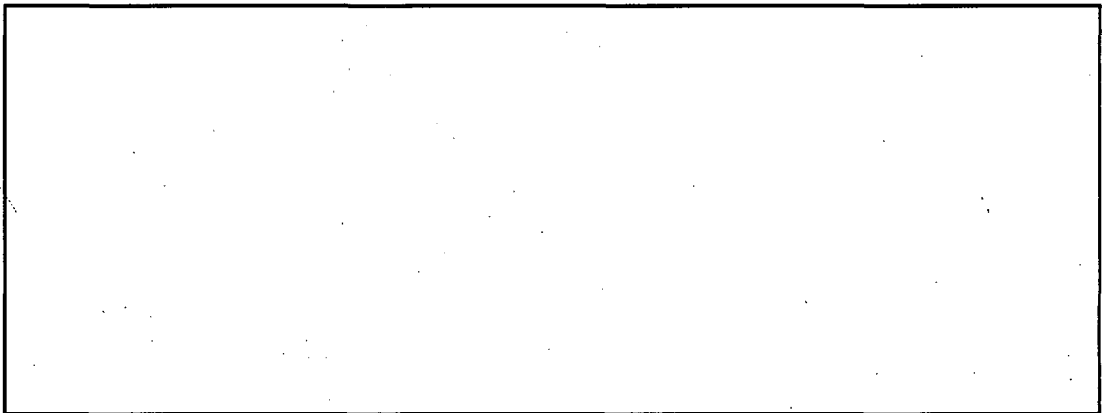
>

[redacted] will then be given a choice to make [redacted]

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5



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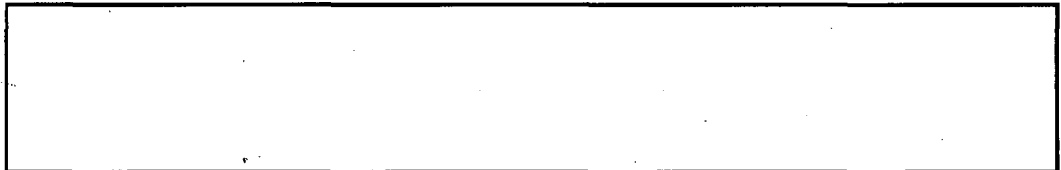
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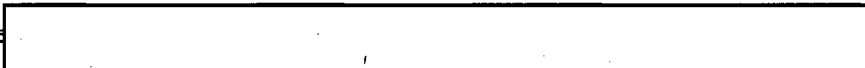
(S)

6



b1
b7D
b7E

> The



has changed.

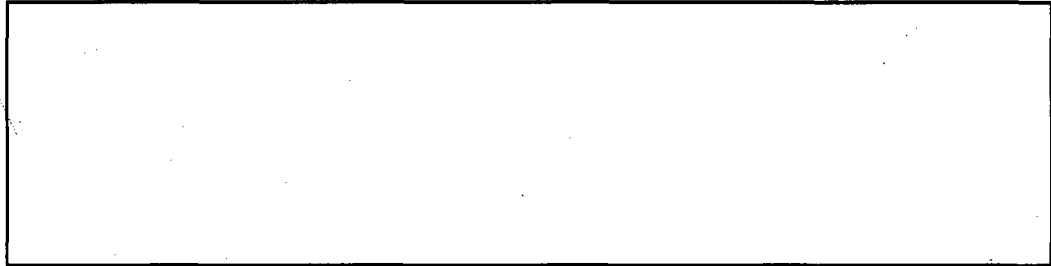
b7E

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7



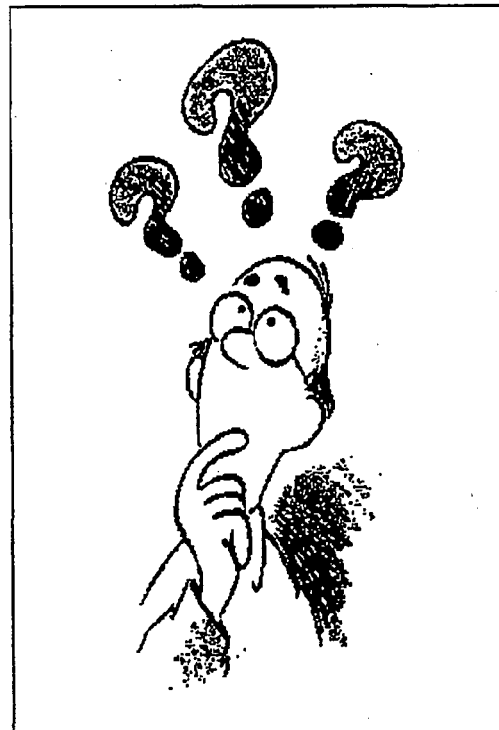
b1
b7D
b7E



b7E

We remember...

10% of what we read;
20% of what we hear;
30% of what we see;
50% of what we see and hear;
80% of what we say;
90% of what we say and do.



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b7E

CHANGING

b7E

(S)

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1

b7E

>

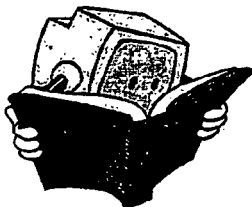
will then receive the new information.

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b7E

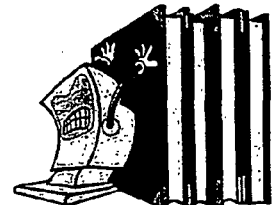
2

b7E



"I'm reading up
on how to change
the

"I don't need
instructions, I
already know
how to do it"



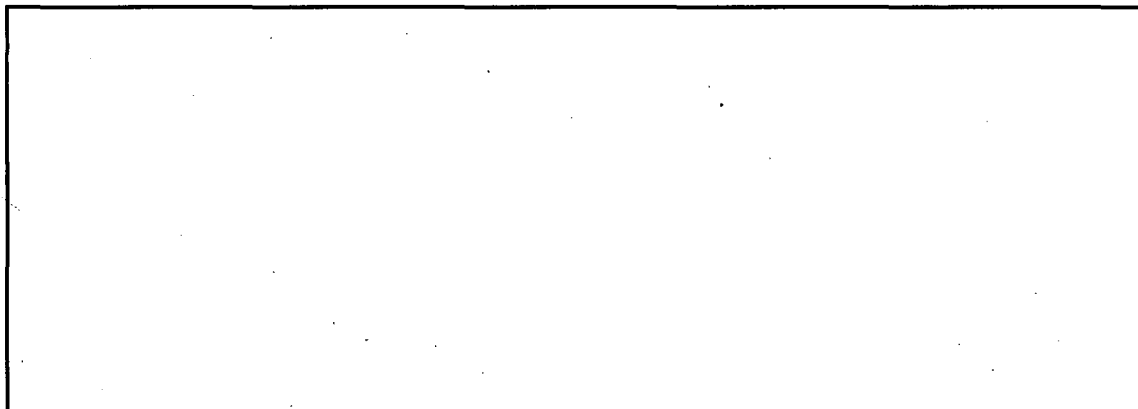
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3



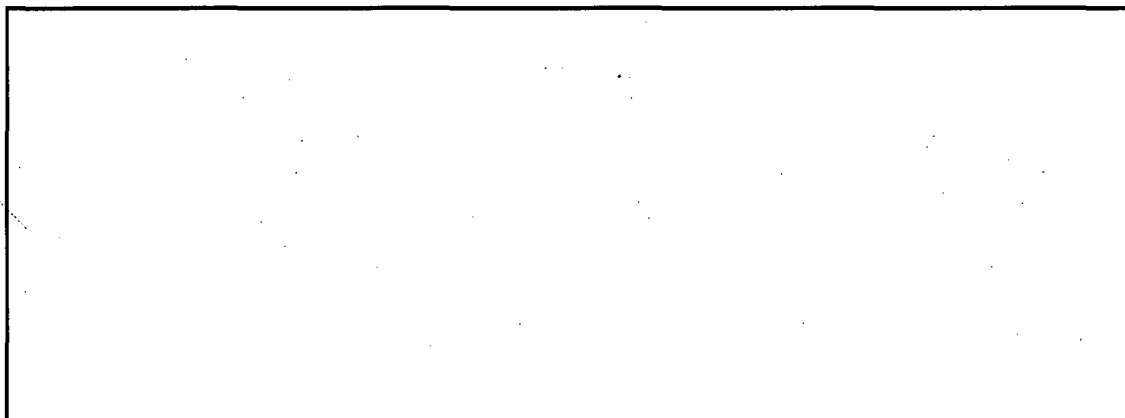
b7E

[redacted] will then let [redacted] know when [redacted]
[redacted]

(S)

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b7E

4

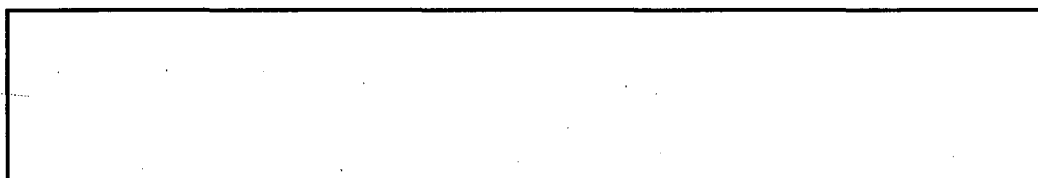


b7E

> [redacted] will receive the [redacted] and make the [redacted]

(S)
b1
b7D
b7E

5



b7E

[redacted] will receive a [redacted]

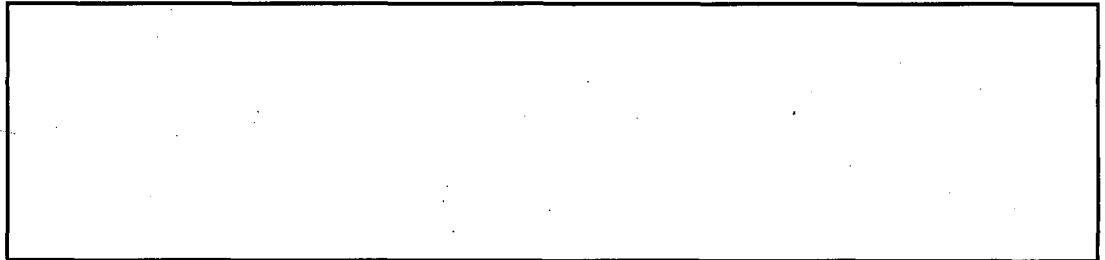
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(S)

6

b1
b7D
b7E



b7E

> [redacted] know what has been [redacted]
[redacted] with the [redacted] and the [redacted]
[redacted]

NOTES



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SECRET

DATE INFORMATION

(S) [redacted] will never [redacted] The open date is the
date the case was opened [redacted] The close date is the date the
case was closed [redacted]
[redacted] These dates are also [redacted]

b1
b7E



[redacted]
[redacted]

b7E

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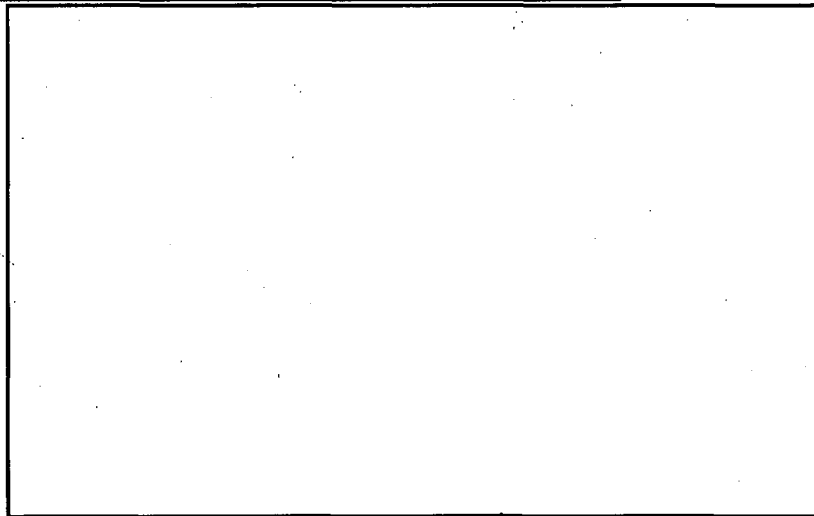
UCFN VERSUS NON-UCFN

b7E

[redacted]
[redacted] but different file numbers. [redacted]
[redacted] as an UCFN. If the [redacted] another case (pre-ucfn), a
[redacted]

(S)

b1
b7D
b7E



b7E

[redacted]
[redacted]
[redacted] See below:

b7E

[redacted]
[redacted]

b1
b7D
b7E

(S)

[redacted]
[redacted] Please wait for your [redacted]
[redacted] The pre-ucfn case [redacted]
[redacted]
(S) [redacted] the new UCFN case.

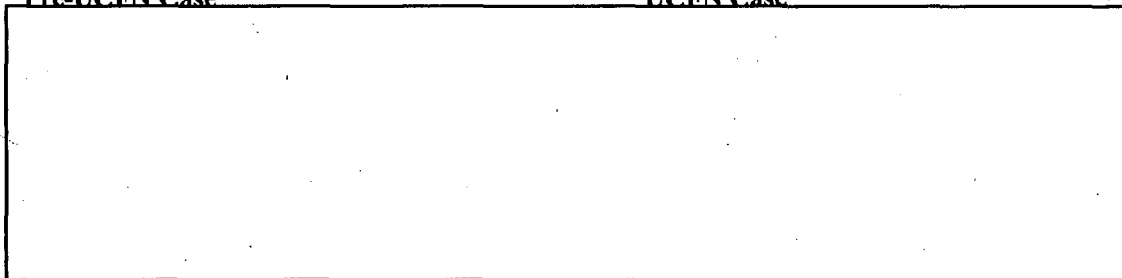
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Pre-UCFN Case

UCFN Case

(S)



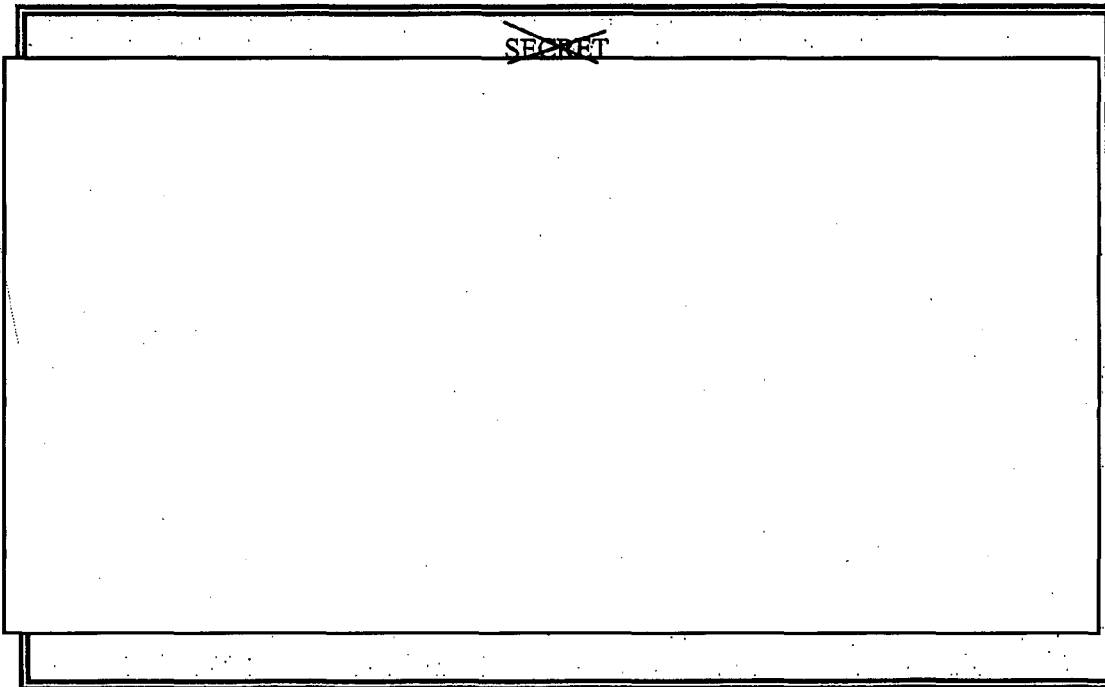
b1
b7D
b7E

Example of the



b7E

(S)



b1
b7E

~~SECRET~~

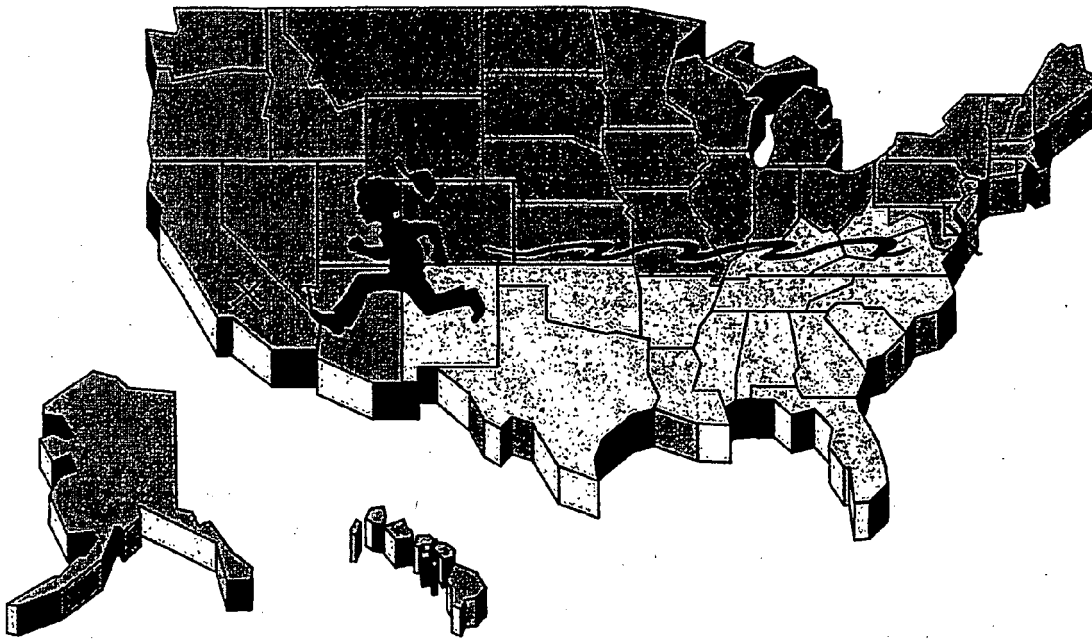
~~SECRET~~

b7E

[REDACTED] AN ASSET

(S)

b1
b7D
b7E



(S)

b1
b7D
b7E

~~SECRET~~

~~SECRET~~

WE ARE FINALLY FINISHED WITH THE CASE FILE!



"Mr. Buck, may I be excused? My brain is full."

~~SECRET~~

~~SECRET~~

Name 2 things that are wrong with

b7E

(S)

b1
b7D
b7E

1- _____

2- _____

~~SECRET~~

~~SECRET~~

Case Puzzle

Letter

Case word answer

1		words)
2		
3		
4		
5		
6		
7		
8		
9		(2 words)
10		(2 words)
11		
12		(2 words)
13		
14		
15		
16		
17		
18		

b7E

~~SECRET~~

~~SECRET~~

Hints

- 1 - [redacted]
[redacted]
- (S) 2 - [redacted]
- 3 - Every document has one. [redacted]
- 4 - [redacted]
- 5 - [redacted] it used to be called _____.
- 6 - Universal case file number is also known as _____.
- (S) 7 - [redacted]
- 8 - Automated case support is also known as _____.
- 9 - A FBI agent operating in an undercover capacity is known as this type of asset.
- 10 - [redacted] is also known as _____.
- 11 - [redacted]
- 12 - [redacted]
- (S) 13 - [redacted]
- 14 - [redacted]
- 15 - What we have to [redacted].
[redacted]
- 16 - When a to date is [redacted]
- (S) 17 - [redacted]
- 18 - Pending or closed are the values for the attribute we call case _____.

b1
b7E

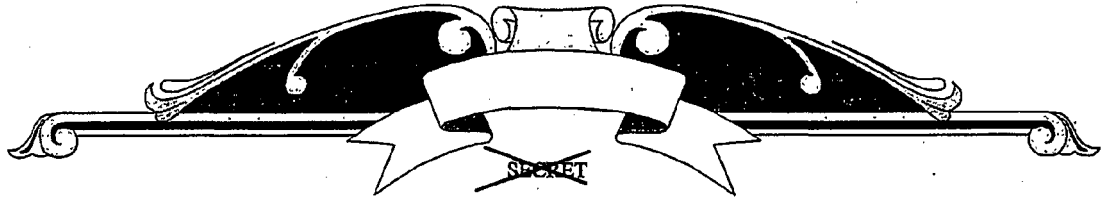
~~SECRET~~

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NOTES

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29



OVERVIEW

b7E

OVERVIEW

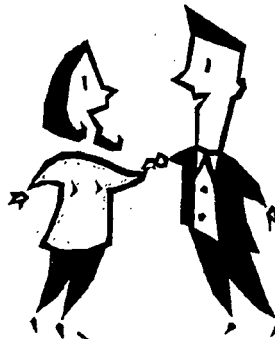
In this section, attendees will learn [redacted]
policy/procedures [redacted] and
learn the [redacted]

b7E

OBJECTIVE

Students will be able to distinguish between the
[redacted]

b7E

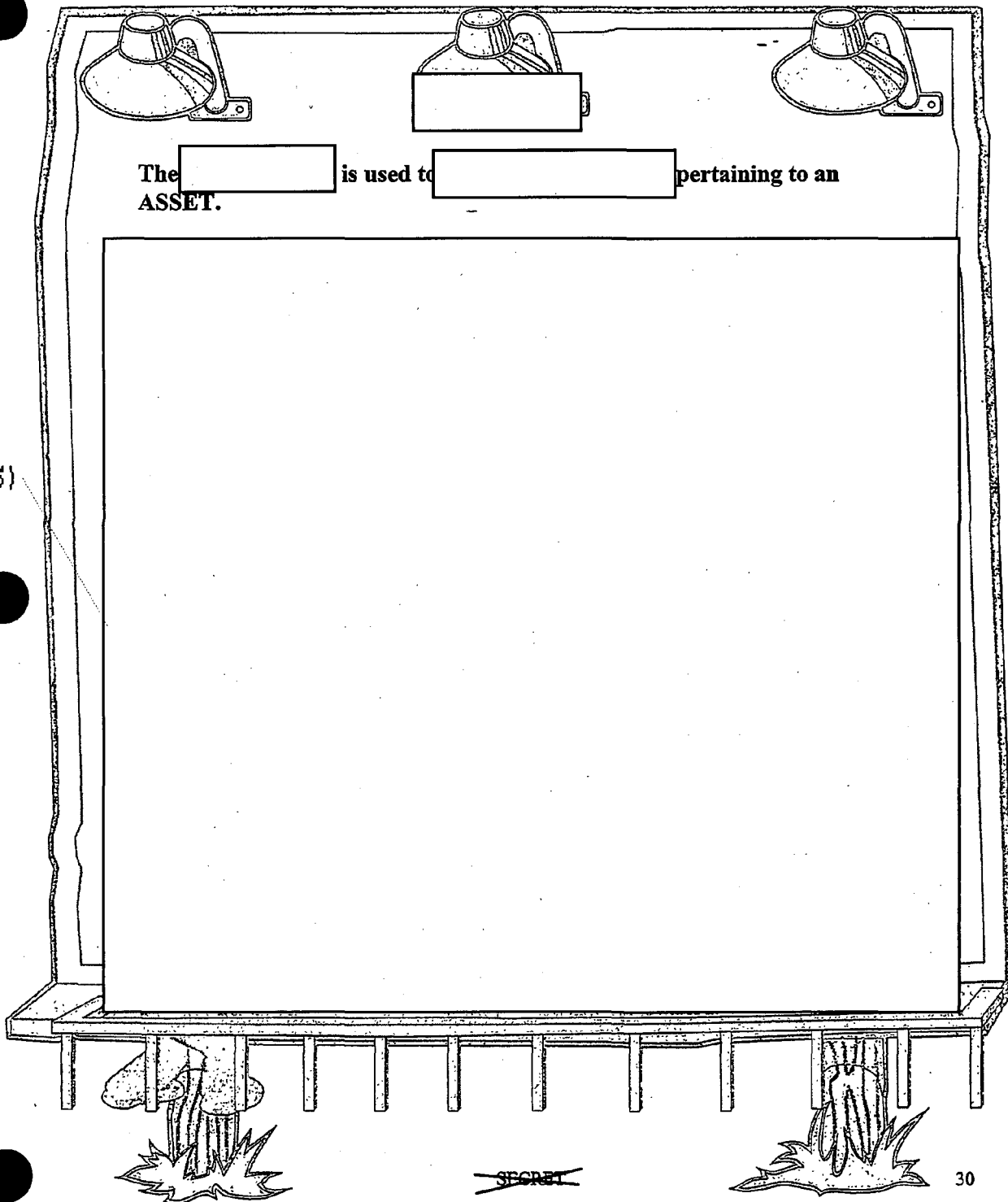


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SECTION II



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b7E

b7E

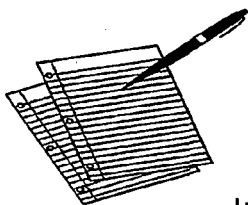
(S)

b1
b7E

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(S)

b1
b7D
b7E



(S)

are:

b1
b7E

~~SECRET~~

~~SECRET~~

(S)

b1
b7D
b7E

~~SECRET~~

32

~~SECRET~~

b1
b7D
b7E (S)

~~SECRET~~

~~SECRET~~

NOTES



~~SECRET~~

~~SECRET~~

WHAT IS [REDACTED]

b7E

A [REDACTED]

an asset

[REDACTED] This information is very valuable to the FBI. An asset can report on [REDACTED]
[REDACTED]

The following are examples of [REDACTED]

1. [REDACTED]

b1
b7E

2. [REDACTED]

(S)

3. [REDACTED]

The following is the [REDACTED] that is used when [REDACTED] The

b7E

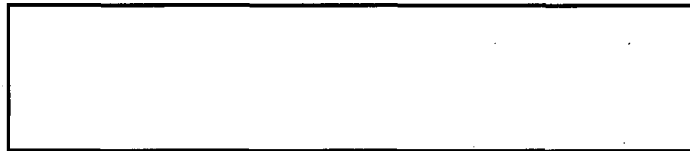
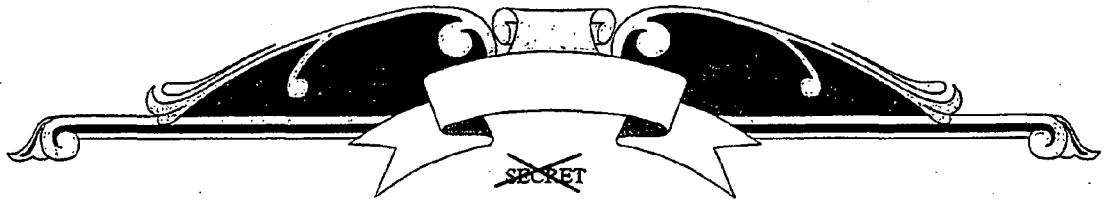
[REDACTED]
[REDACTED] This information is [REDACTED]
[REDACTED]

(S)

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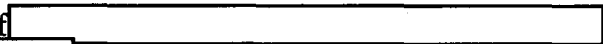
35



b7E

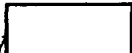
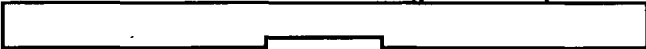
OVERVIEW

OVERVIEW

In this section attendees will learn the definition of 
 policy and procedures.

b7E

OBJECTIVE

Students will be able to identify 

determine where to  information.

b7E



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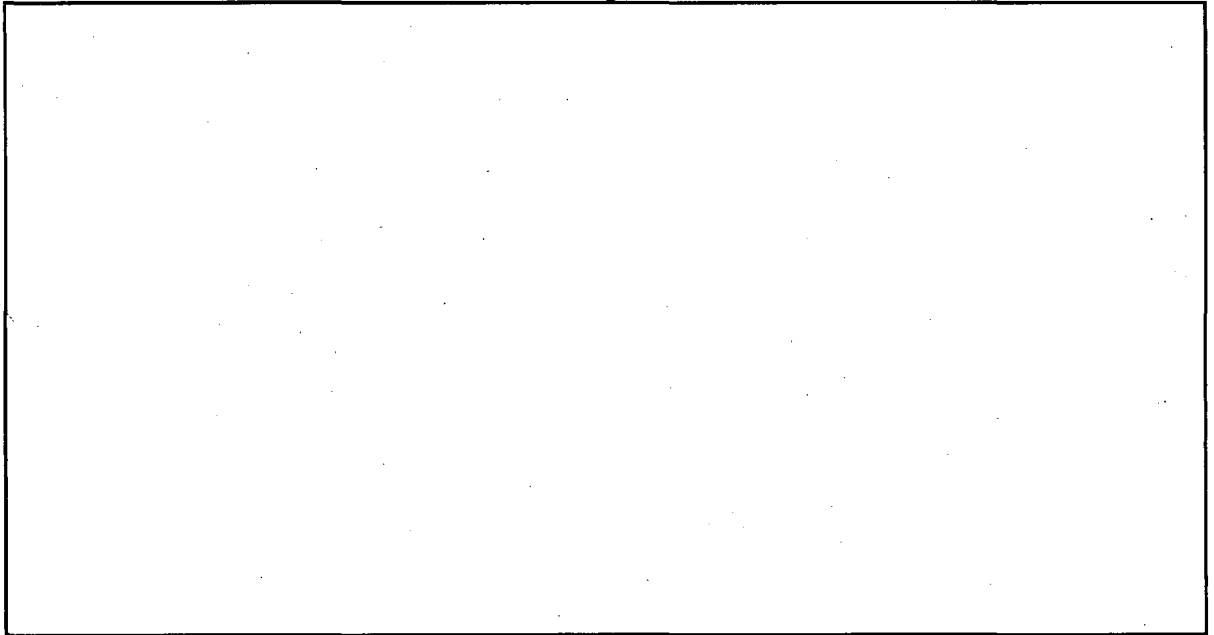
SECTION III



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(S)

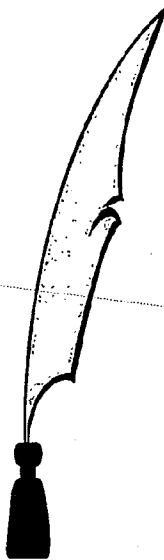
b1
b7D
b7E



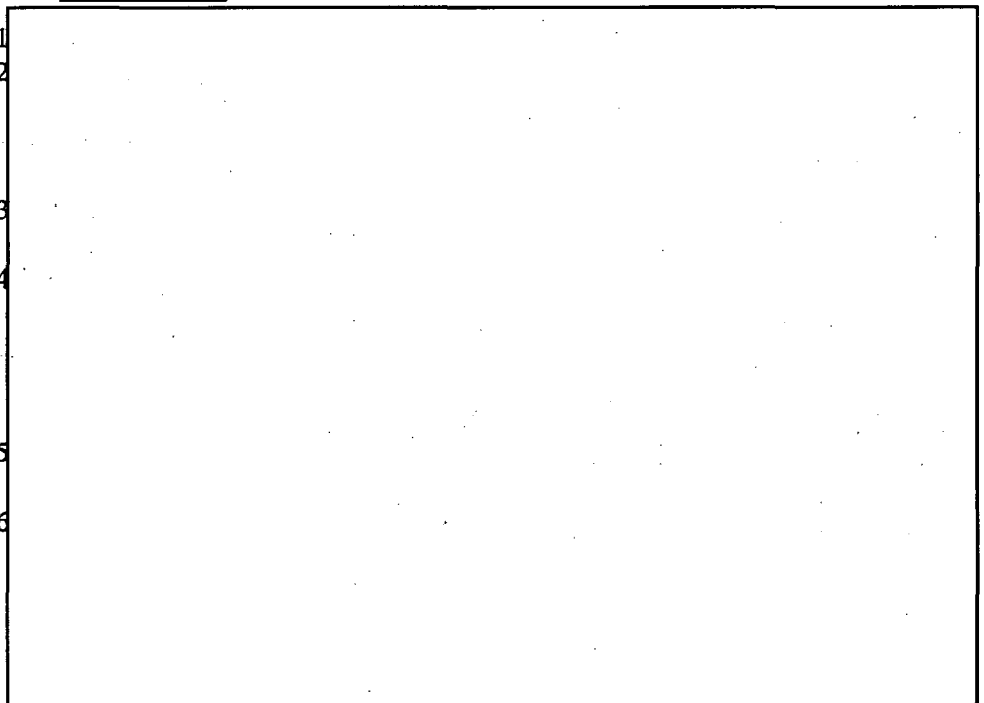
 POLICY AND PROCEDURES

b1
b7E

(S)



1
2
3
4
5
6



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(S)

b1
b7E

(S)

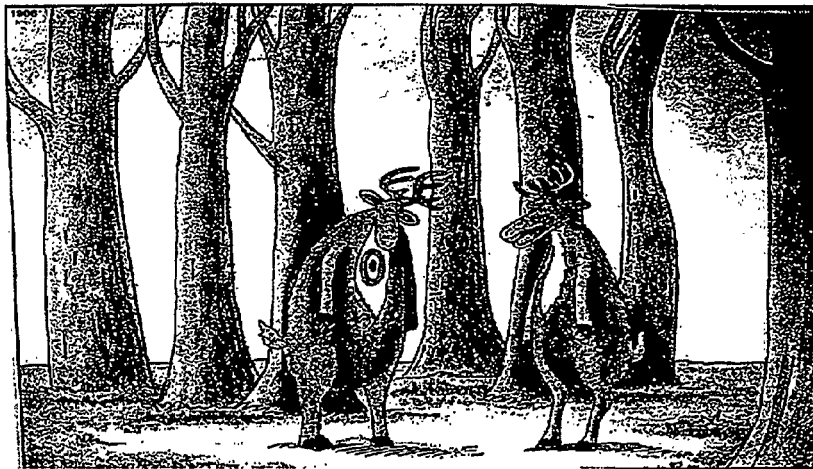
b7E

TO

A LATER DATE

a later date,

b7E



ARE YOU

b7E

~~SECRET~~

~~SECRET~~

b7E

VALUE

DESCRIPTION

b7E

~~SECRET~~

38

~~SECRET~~

NOTES

~~SECRET~~

39

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b7E

(S)

b1
b7D
b7E

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40

~~SECRET~~

b7E



b1
b7D
b7E

(S)

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41

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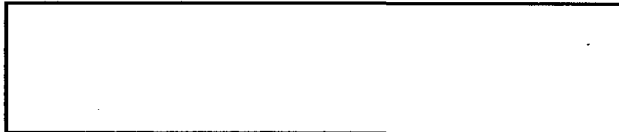
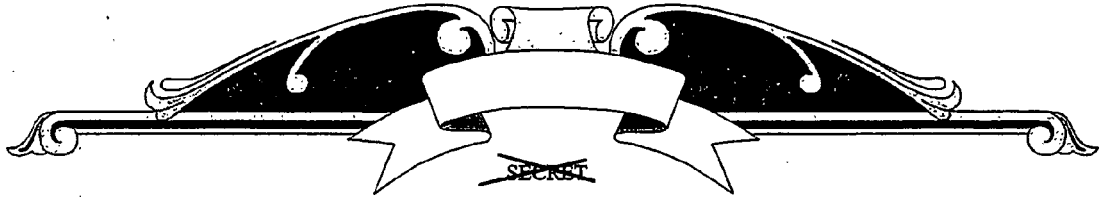
(S)

b7E

b1
b7D
b7E

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42



OVERVIEW

b7E

OVERVIEW

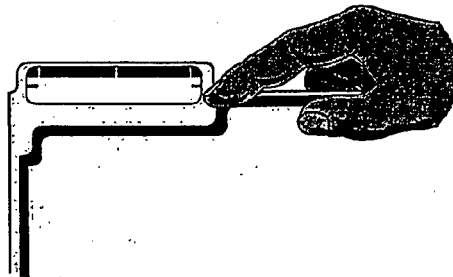
In this section, attendees will [redacted]
[redacted] Teletype. They will accomplish this
starting from the [redacted]

b7E

OBJECTIVE

Students will be able to [redacted]
[redacted] teletype.

b7E



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SECTION IV



~~SECRET~~

b7E

**TELETYPE/
ELECTRONIC COMMUNICATION
(EC)**



~~SECRET~~

43

~~SECRET~~

b7E

[REDACTED] TELETYPE/EC [REDACTED]

Policy:

(S)

b1
b7E

The following information is contained within the [REDACTED] EC:

(a) Asset [REDACTED]

(b)

(c)

(d)

(e)

(f)

(S)

(g)

(h) Examples of [REDACTED]

(i) Steps that [REDACTED]

(j) [REDACTED]

b1
b7E

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~~SECRET~~

(k)

(l) Asset

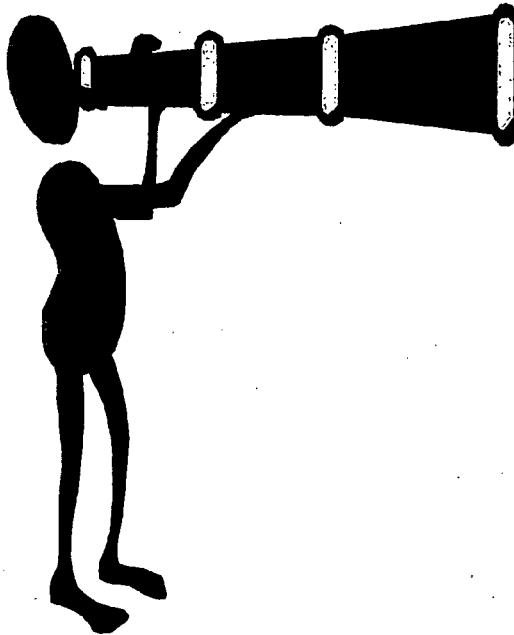
b7E

(m)

of the asset

(n) Request asset

Request sufficient



...ON THE LOOKOUT FOR THE
TELETYPE!!!

b7E

~~SECRET~~

~~SECRET~~

[REDACTED] TELETYPE!!!

b7E

SAMPLE COPY

[REDACTED] TELETYPE

(S)

b1
b7D
b7E

~~SECRET~~

46

~~SECRET~~

(S)



b1
b7E

~~SECRET~~

~~SECRET~~

(S)



b1
b7E



(FYL. [REDACTED] IS UNSURE ABOUT WHAT [REDACTED] READ THE ABOVE!)

b7E

~~SECRET~~

~~SECRET~~

HOW TO TELETYPE

b7E

(S)

- 1)
- 2)
- 3)

b1
b7E

(S)

b1
b7D
b7E

(S)

b1
b7E

(S)

b1
b7E

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~~SECRET~~

(S)

4)

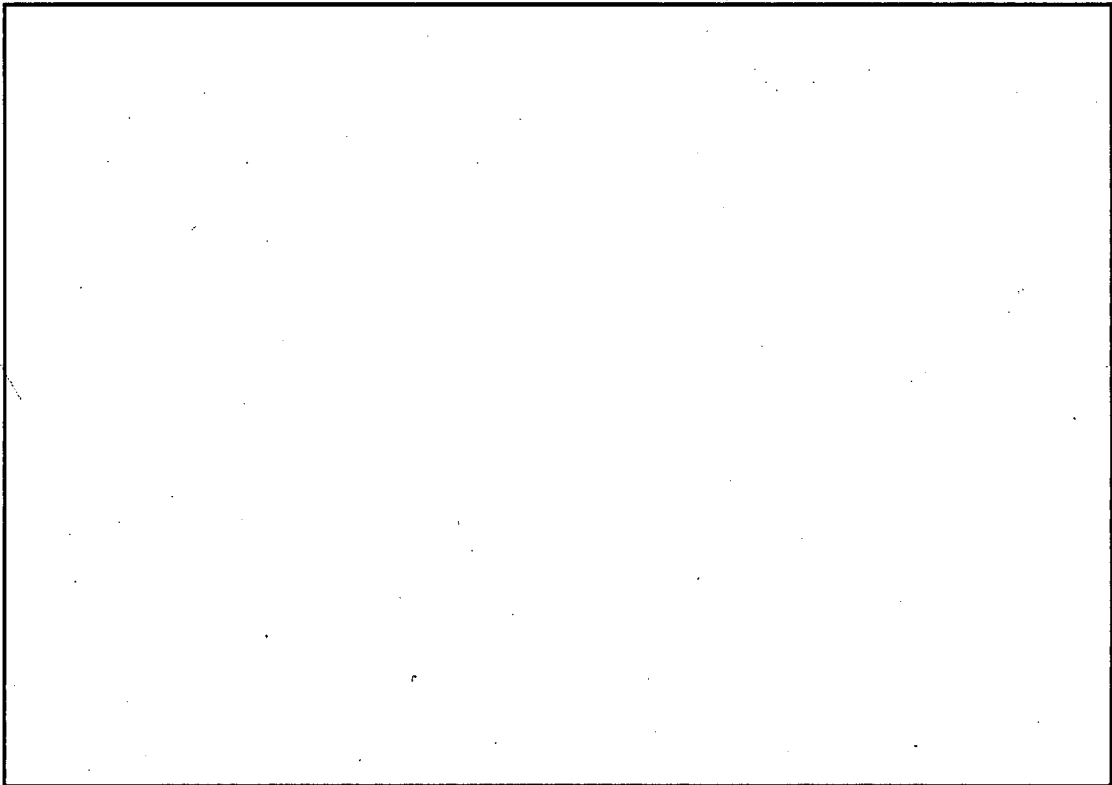


b1
b7E



b7E

(S)



b1
b7E

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(S) 5)



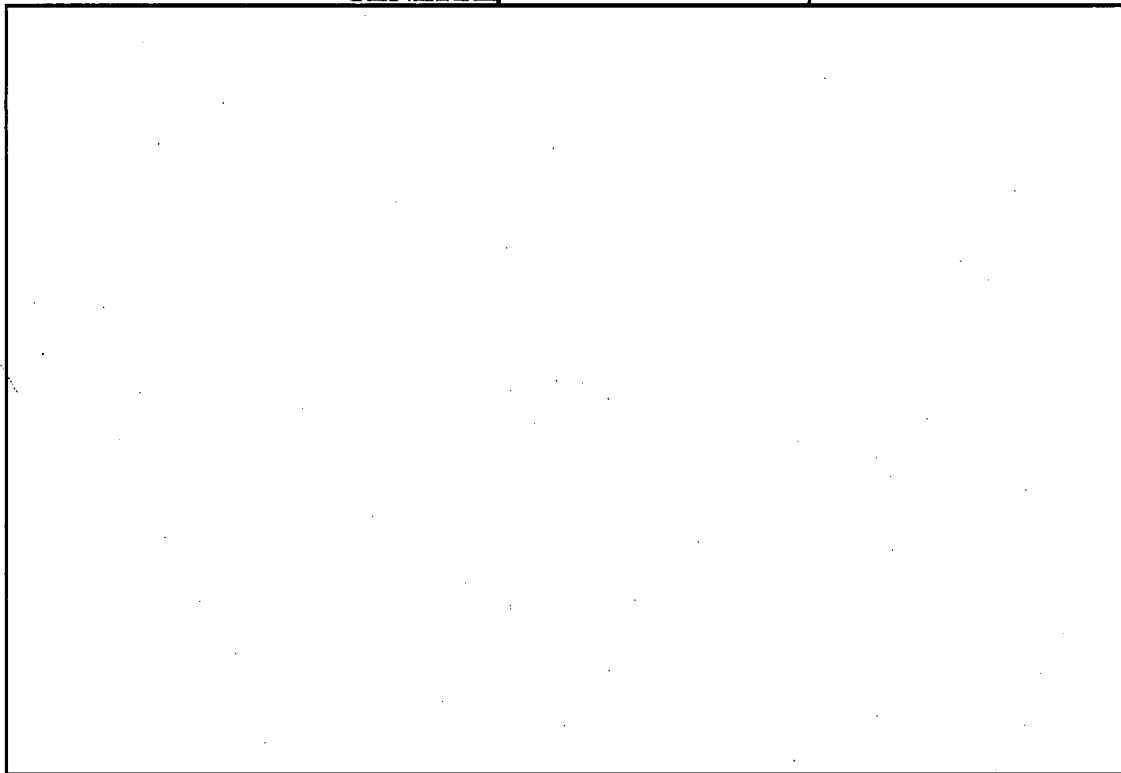
b1
b7E

GENERAL



b7E

(S)



b1
b7D
b7E

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(S)

6)



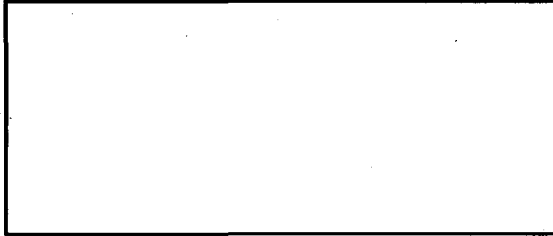
b1
b7E

STEPS FOR



b7E

(S)

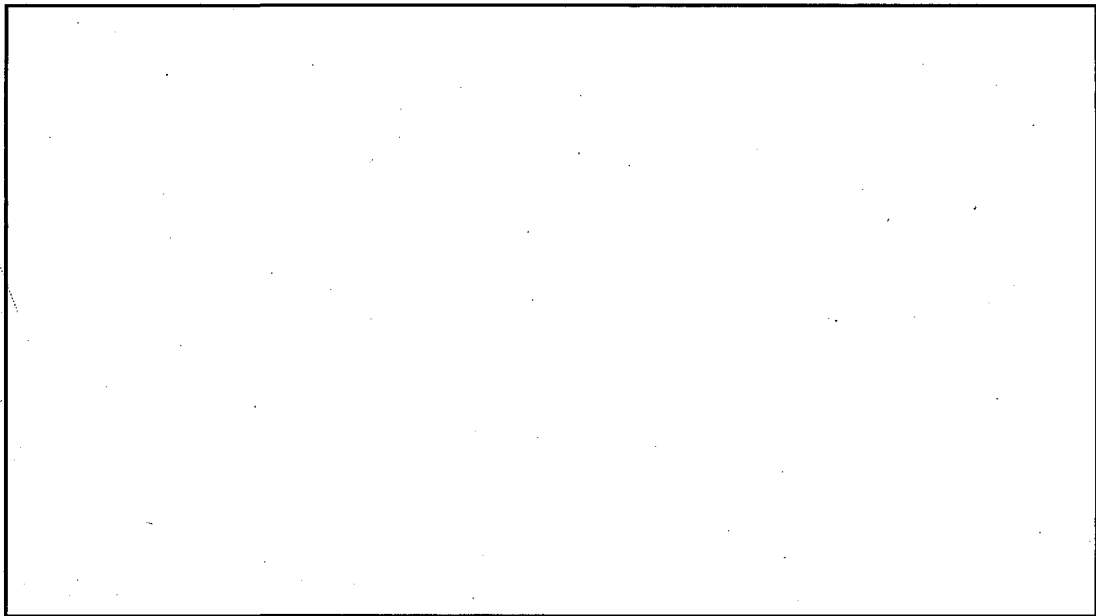


b1
b7E



b7E

(S)



b1
b7D
b7E



YOU HAVE SUCCESSFULLY



TELETYPE!!!

b7D

~~SECRET~~

52

~~SECRET~~

**A TIME TABLE ON THE [REDACTED]
[REDACTED] ASSETS**

b7E

(S)

NO [REDACTED] TELETYPE
REQUIRED

b1
b7E

NO [REDACTED]
TELETYPE REQUIRED

~~SECRET~~

53

~~SECRET~~

NOTES

b7E

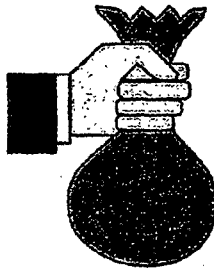
~~SECRET~~

54

~~SECRET~~

b7E

ASSET



~~SECRET~~

55

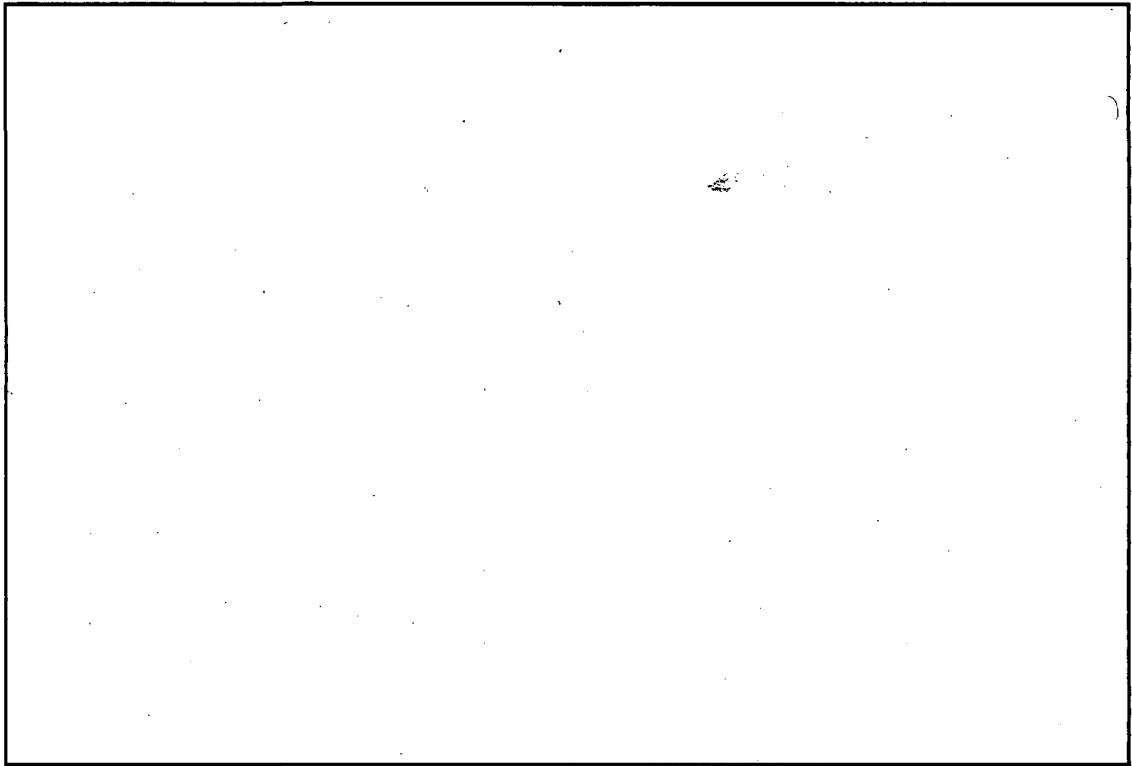
~~SECRET~~



ASSETS

b7E

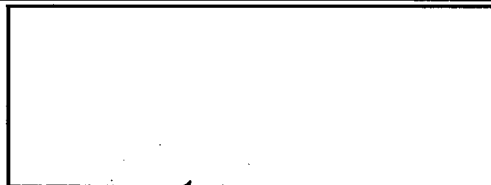
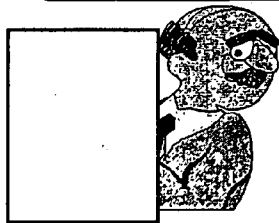
(S)



b1
b7D
b7E

When an asse [redacted] they [redacted]
[redacted] the asset should be [redacted]

◆ From the Asset [redacted] b7E
◆ [redacted]
◆ [redacted] the asset to [redacted] If the asset is [redacted]
◆ [redacted]



b7E

~~SECRET~~

~~SECRET~~

◆ [redacted] This is where you [redacted]
◆ [redacted]
◆ [redacted] that the asset receives would be [redacted]

b7E

(S)

[redacted]

b1
b7D
b7E

[redacted]

b7E

~~SECRET~~

57

~~SECRET~~

ASSET [REDACTED]

b7E

On occasions the Asset [REDACTED]

They [REDACTED]

b7E

[REDACTED] Below shows you how to [REDACTED]

(S)

b1
b7D
b7E

◆ From the Asset [REDACTED]
◆ [REDACTED]
◆ [REDACTED]
◆ [REDACTED] the asset and the [REDACTED]
◆ If any items are [REDACTED]
[REDACTED]

b7E



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(S)

~~SECRET~~

b1
b7D
b7E

~~SECRET~~

59

~~SECRET~~

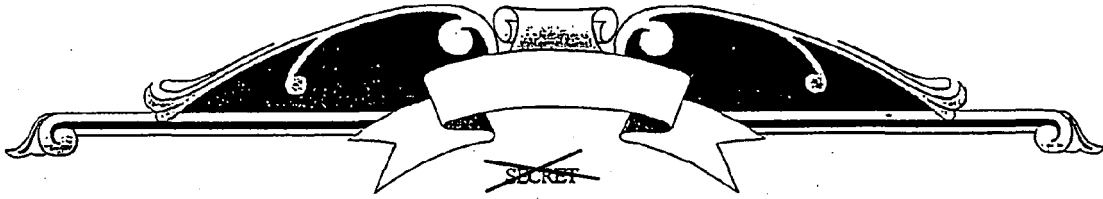
b7E

b1
b7D
b7E

(S)

~~SECRET~~

60



CODENAME/CODEWORD OVERVIEW

OVERVIEW

In this section, attendees will gain an
understanding of the codename/codeword

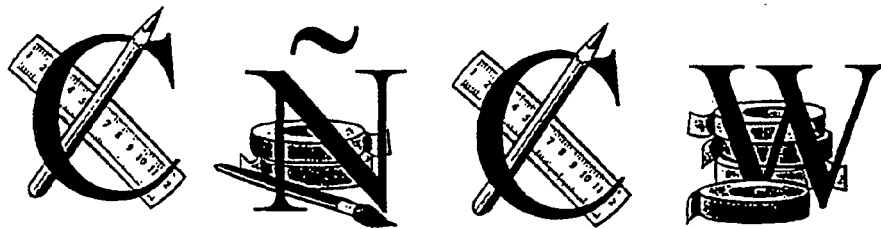
and learn CNCW policy.

b7E

OBJECTIVE

Students will be able to distinguish between a
codename and codeword

b7E



~~SECRET~~

SECTION V



~~SECRET~~

CODENAME/CODEWORD [REDACTED]

b7E

The Codename/Codeword [REDACTED]

[REDACTED] codenames and codewords. This [REDACTED]

[REDACTED] codewords and codenames which are [REDACTED]

[REDACTED] This procedure does not [REDACTED]

b1
b7E

[REDACTED] codenames and codewords.

(S)

[REDACTED] the security of asset [REDACTED]

The Codename/Codewords are [REDACTED]

[REDACTED] Codenames and

Codewords are [REDACTED]

b1
b7E

(S)

~~SECRET~~

~~SECRET~~

[REDACTED] CODENAME/CODEWORD
[REDACTED]

b7E

•

•

•

[REDACTED] Codename/Codeword [REDACTED]
[REDACTED]

(S)

b1
b7E

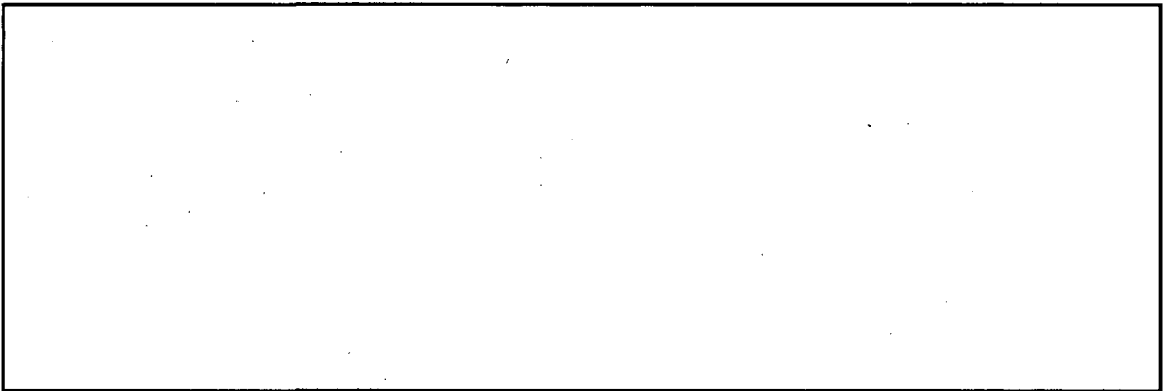
~~SECRET~~

~~SECRET~~

CODENAME/CODEWORD



b7E



b7E

The "CODENAME/CODEWORD"



b7E



"CODENAME
codenames.



b7E

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~~SECRET~~

[REDACTED] THE CODENAME [REDACTED]

b7E

(S)

b1
b7E

The "CODENAMES" [REDACTED]

the codename of [REDACTED]

b7E

[REDACTED] the codename [REDACTED]

(S)

(S)

[REDACTED] Codenames are assigned to persons and

are reserve [REDACTED]

b1
b7E

~~SECRET~~

~~SECRET~~

[REDACTED] A CODENAME

b7E

(S)

b1
b7E

(S)

b1
b7D
b7E

Once the [REDACTED] This will

[REDACTED] 'Codename/Codeword' [REDACTED]
[REDACTED]

b7E

➤ [REDACTED]
[REDACTED] a codename was [REDACTED]

b7E

~~SECRET~~

b7E

(S)

b1
b7E

b7E

b7E

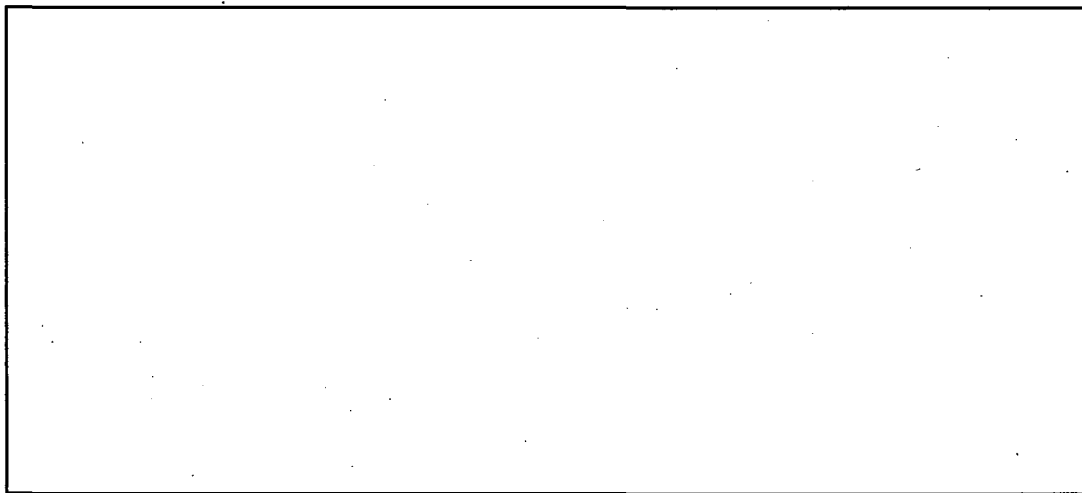
~~SECRET~~

66

~~SECRET~~

[REDACTED] A CODEWORD

b7E



b7E

The "CODENAME/CODEWORD" [REDACTED]

b7E

"CODEWORD"
Codewords.

b7E



Remember [REDACTED]

b1
b7E

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~~SECRET~~

[REDACTED] THE CODEWORD [REDACTED]

b7E

(S)

b1
b7E

(S)

Codewords are assigned
Codewords are used

b1
b7E

as

(S)

The "Codewords" [REDACTED] the codeword [REDACTED]

b7E

~~SECRET~~

~~SECRET~~

 A CODEWORD

b7E

(S)

b1
b7E

(S)

b1
b7D
b7E

~~SECRET~~

69

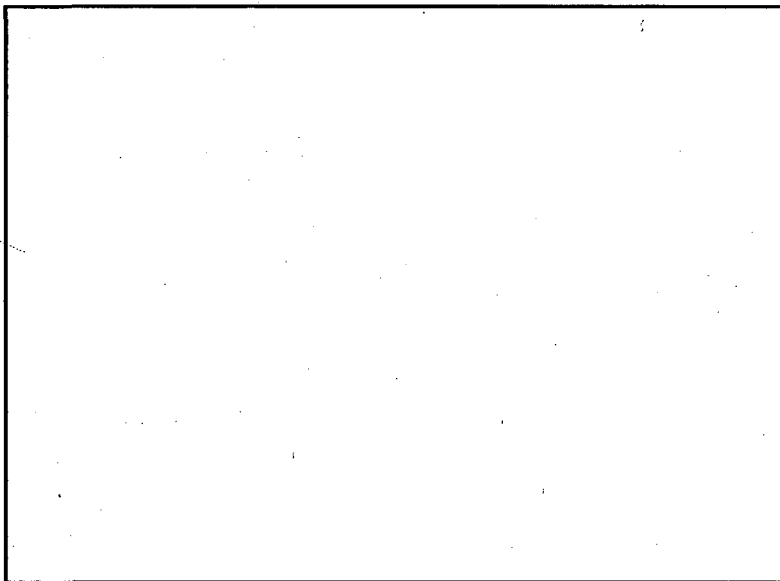
~~SECRET~~

(S)



b1
b7E

(S)



b1
b7E

~~SECRET~~

~~SECRET~~

[REDACTED] CODEWORD [REDACTED]

b7E

[REDACTED]

b7E

- [REDACTED]

b7E

- [REDACTED] is used in the event an Agent comes to [REDACTED]
[REDACTED] a Codeword. **Remember: Codewords are**
used as [REDACTED]
[REDACTED]

b7E

- The [REDACTED] codeword [REDACTED]
[REDACTED] codeword option [REDACTED] Codeword [REDACTED]
[REDACTED]

b7E

- The Codewords are [REDACTED]

b7E

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~~SECRET~~

[REDACTED]
CODEWORD [REDACTED]

b7E

(S)

b1
b7E

- [REDACTED] a codeword [REDACTED] the codeword.
- The agent [REDACTED]
"Codename/Codeword" [REDACTED] codeword
[REDACTED] which enables the codeword to be assigned.
- [REDACTED] This will
take [REDACTED]

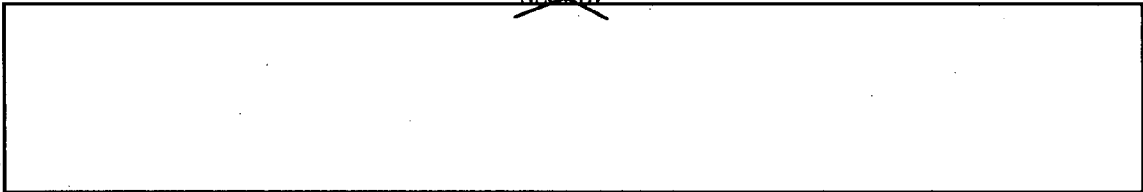
b7E

b7E

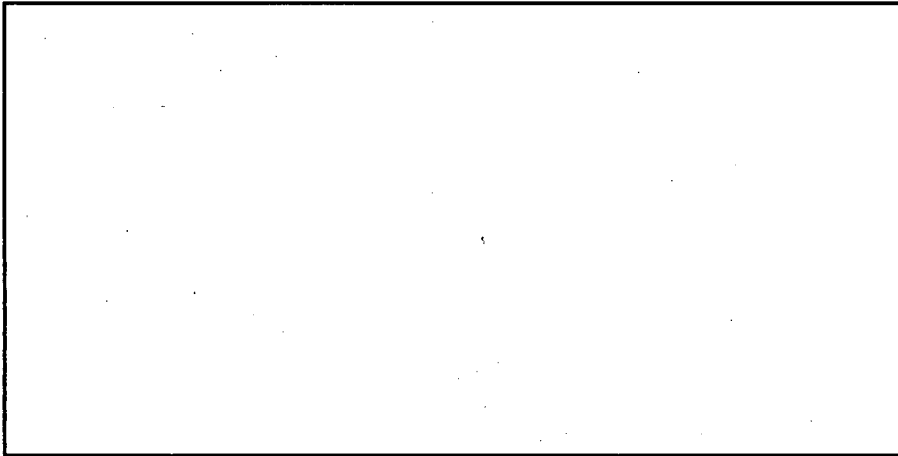
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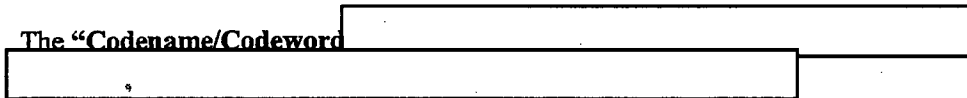


b7E



b7E

The "Codename/Codeword"



b7E

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~~SECRET~~

CODENAME /CODENAME

b7E

b7E

b7E

~~SECRET~~

74

~~SECRET~~

CODENAME/CODEWORD

b7E

[REDACTED]

[REDACTED] codenames available [REDACTED]
[REDACTED] codewords available [REDACTED]

[REDACTED]
[REDACTED] codenames [REDACTED]
codename. Notice the [REDACTED] They will [REDACTED]
[REDACTED] codename/codeword [REDACTED]
[REDACTED]

[REDACTED] codewords [REDACTED]
codewords [REDACTED]

[REDACTED] codenames/codewords [REDACTED]
[REDACTED]

b7E

[REDACTED] codenames and codewords

[REDACTED]
[REDACTED] codenames [REDACTED] asse [REDACTED]
[REDACTED]

[REDACTED] codewords [REDACTED]
[REDACTED]

[REDACTED] the codename/codeword [REDACTED]
[REDACTED]
codename/codeword [REDACTED]

[REDACTED]

~~SECRET~~

75

~~SECRET~~

[Redacted]

b7E

[Redacted]

Codename/Codeword

[Redacted]

(S)

[Large Redacted Area]

b1
b7E

~~SECRET~~

~~SECRET~~

ADDITIONAL CODENAME/CODEWORD

b7E

[redacted]
description of [redacted]

[redacted]
codename or codeword [redacted]
[redacted]

b7E

[redacted] all codenames that are [redacted]

[redacted] of codewords [redacted]

[redacted] that are [redacted]

[redacted] symbol number/codename/codeword information must be [redacted]
[redacted]

b7E

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NOTES

b7E

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78

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ASSET

b7E

ASSET

ASSET

b7E

b7E

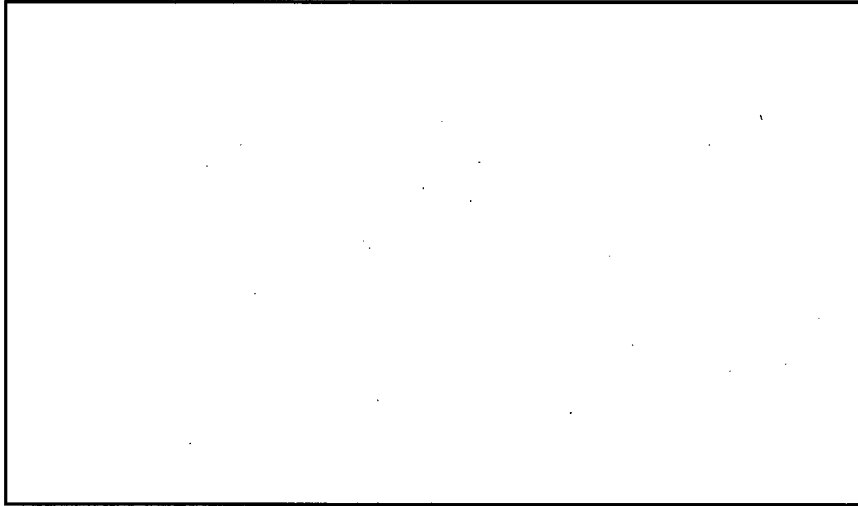
> ASSET

> ASSET

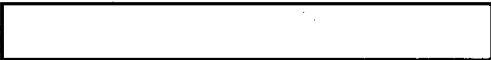
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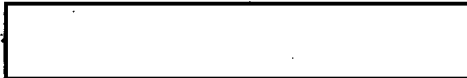


b7E

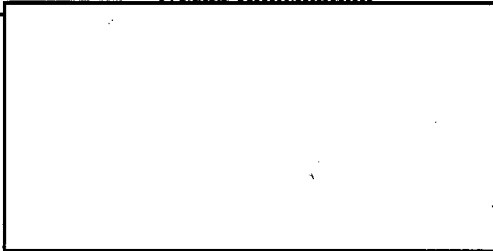
>  ASSET 

b7E

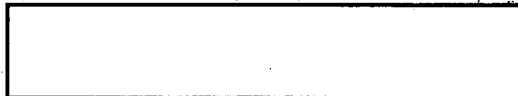
ASSET



Asset Information



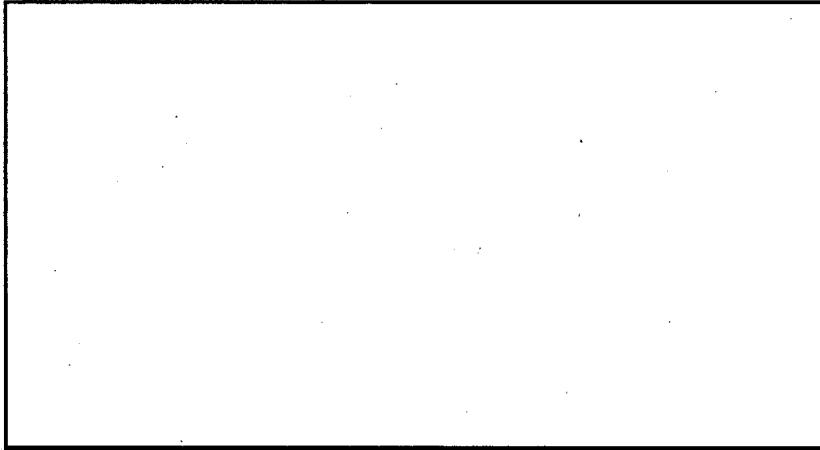
b7E



b7E

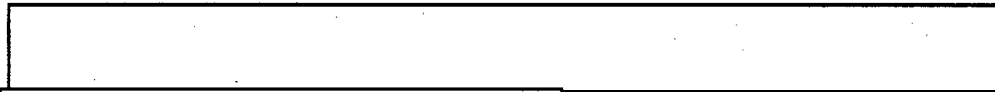
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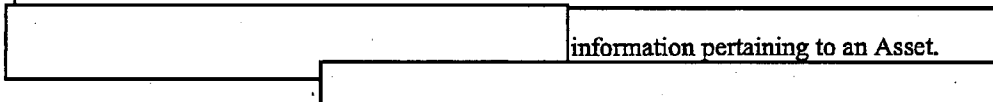


b7E

>



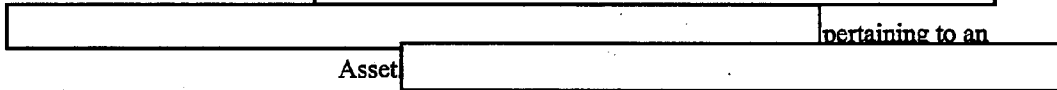
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information pertaining to an Asset.

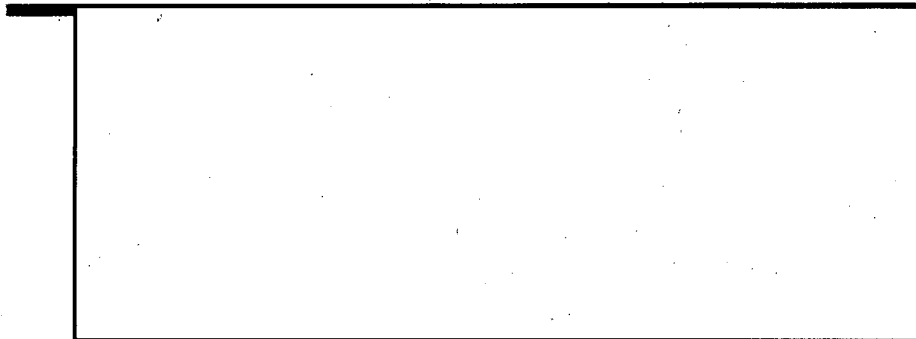
b7E

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Asset

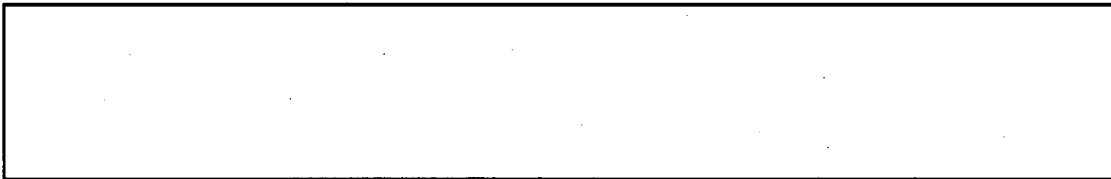
pertaining to an



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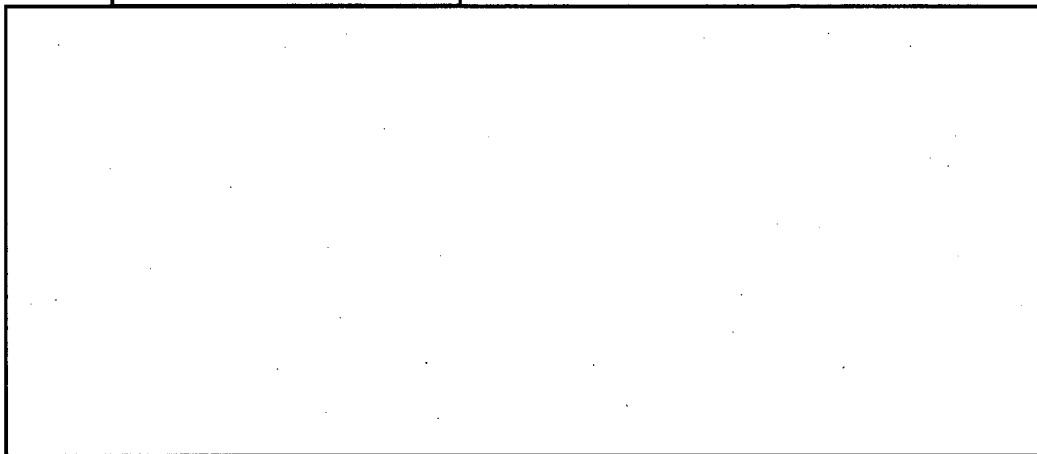


b7E

EXAMPLE

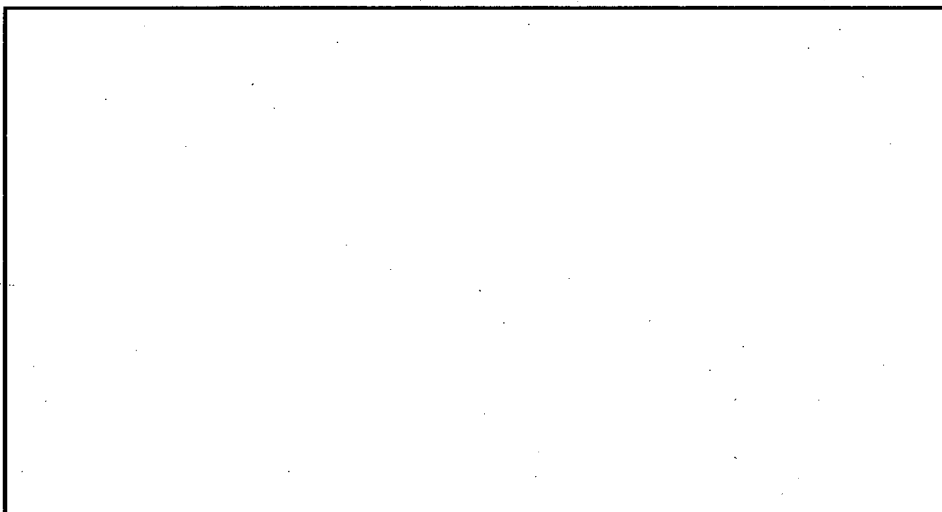


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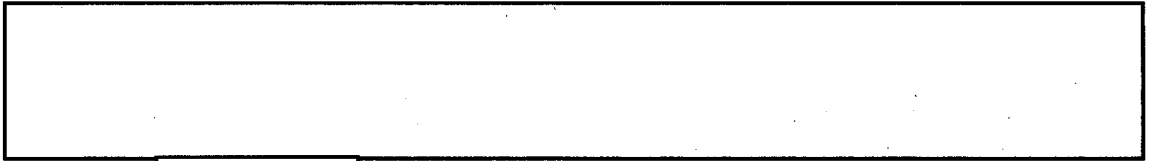
(S)



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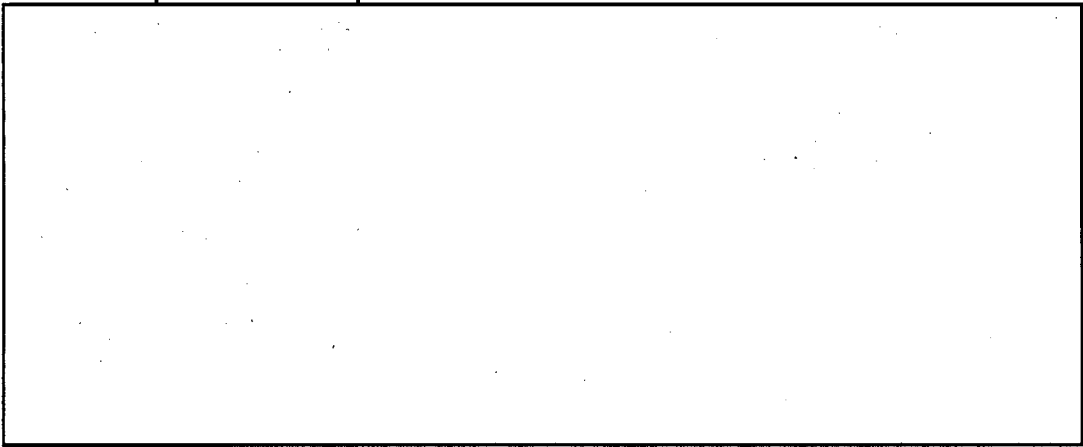
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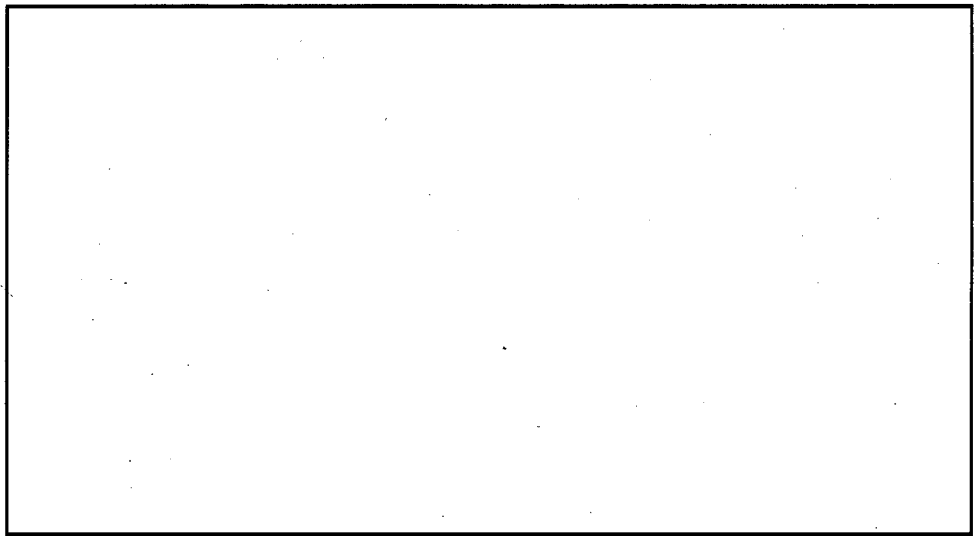
b7E

EXAMPLE



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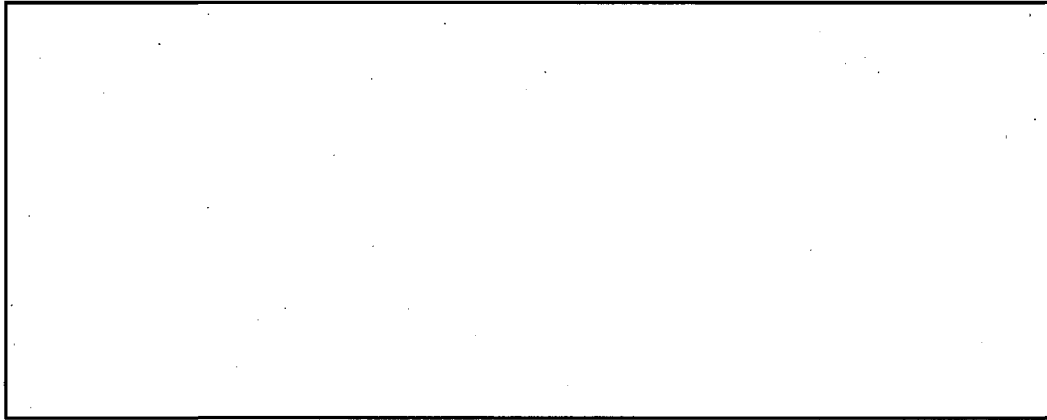
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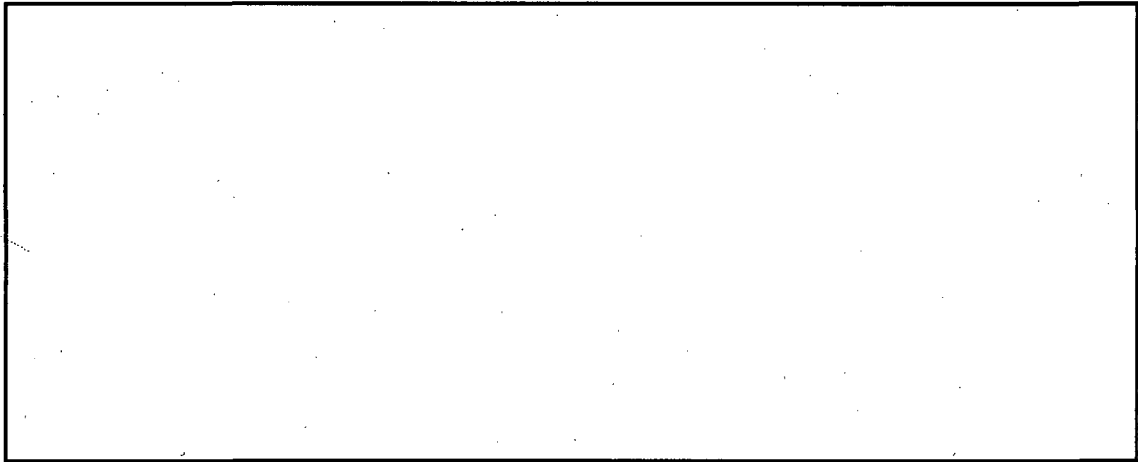


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EXAMPLE



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> When an



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[Redacted]

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EXAMPLE

[Redacted]

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[Redacted]

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> When an

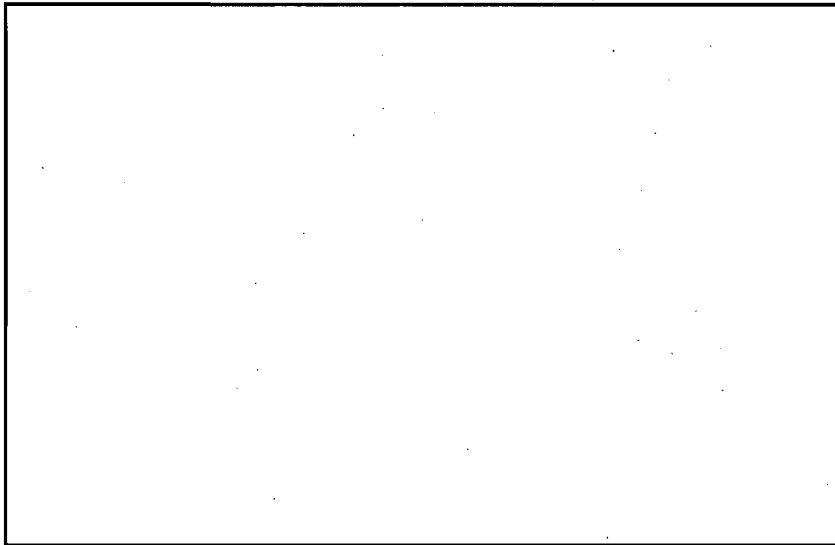
[Redacted]

b7E

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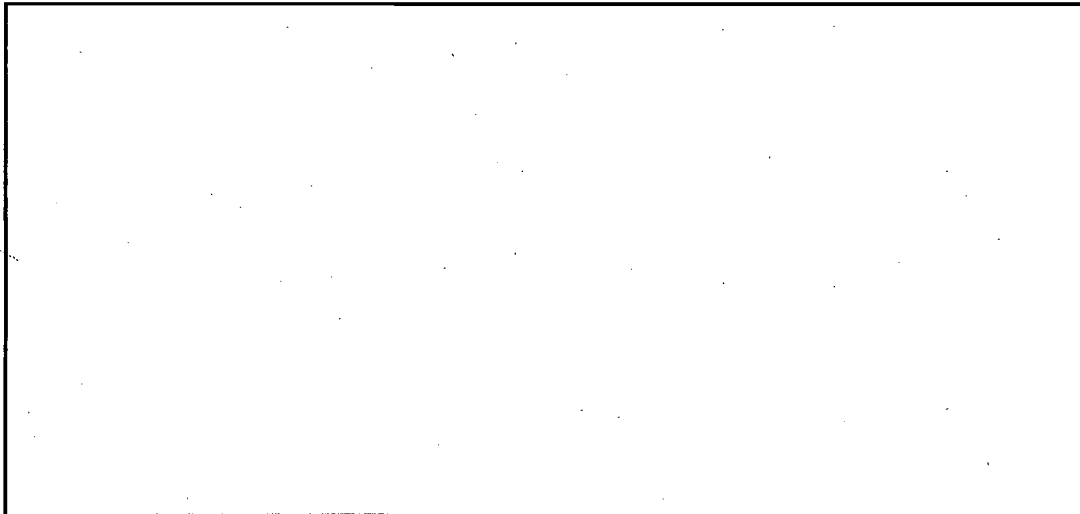
85

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>



all information pertaining to an ASSET.

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Circumstance	Percentage (%)
If someone is attacking you	85
If someone is threatening you	75
If someone is harassing you	65
If someone is insulting you	55
If someone is annoying you	45

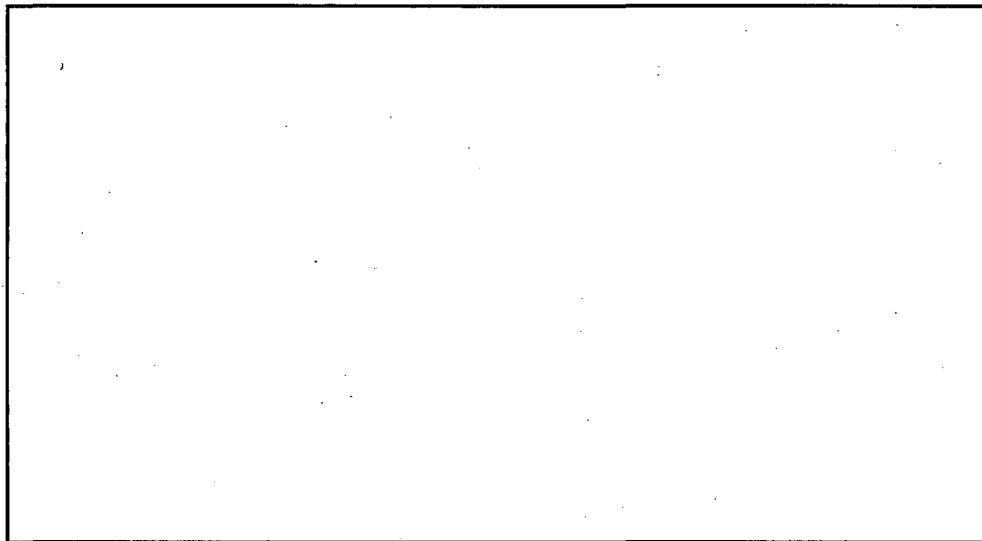
[illegible]

This image shows a completely blank white rectangular area enclosed within a thin black border. There are no markings, text, or illustrations present on the page.

pertaining to an Asset.

87

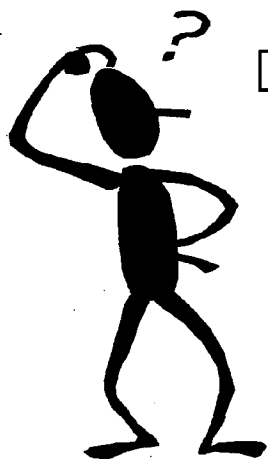
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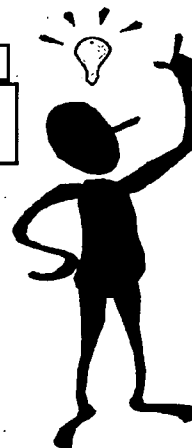
[redacted] is used to [redacted]
information. [redacted] information [redacted]
[redacted] asset, open and closed
dates [redacted]

b7E



I need [redacted]
[redacted] Where
do I go from
here?

I can use
the [redacted]
[redacted]

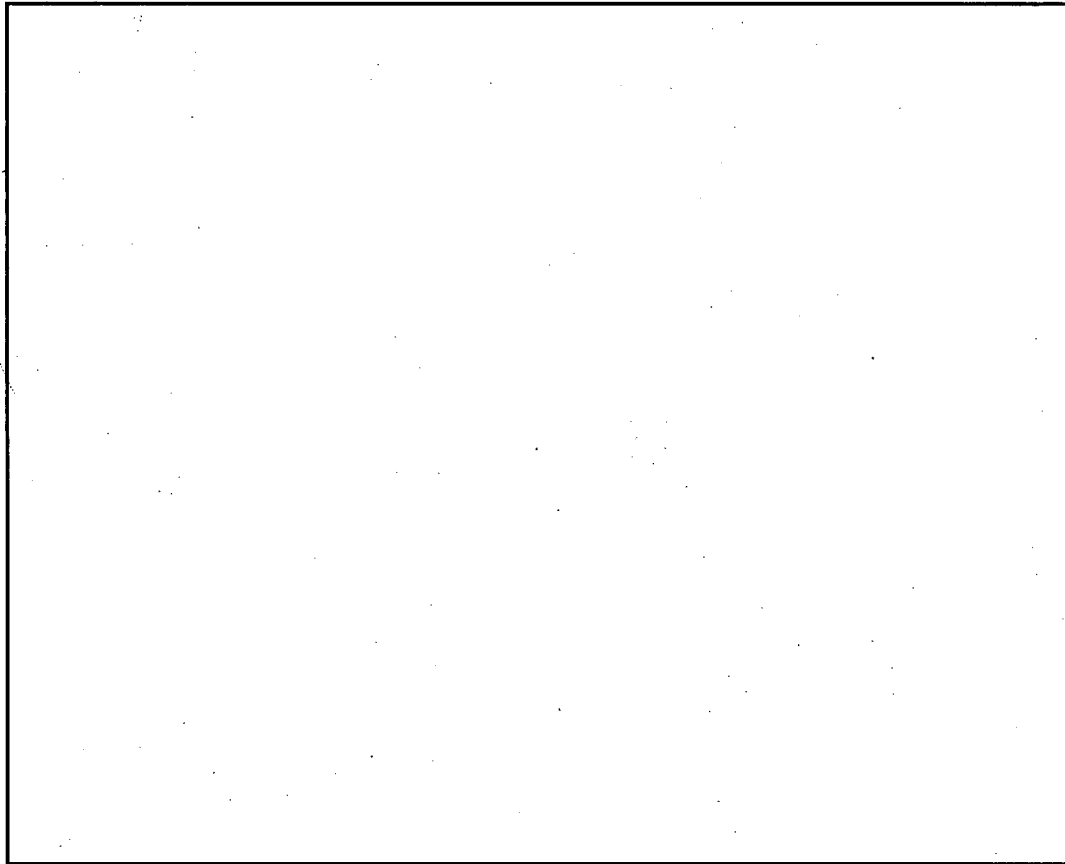


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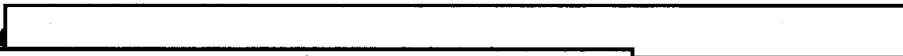
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This is the first

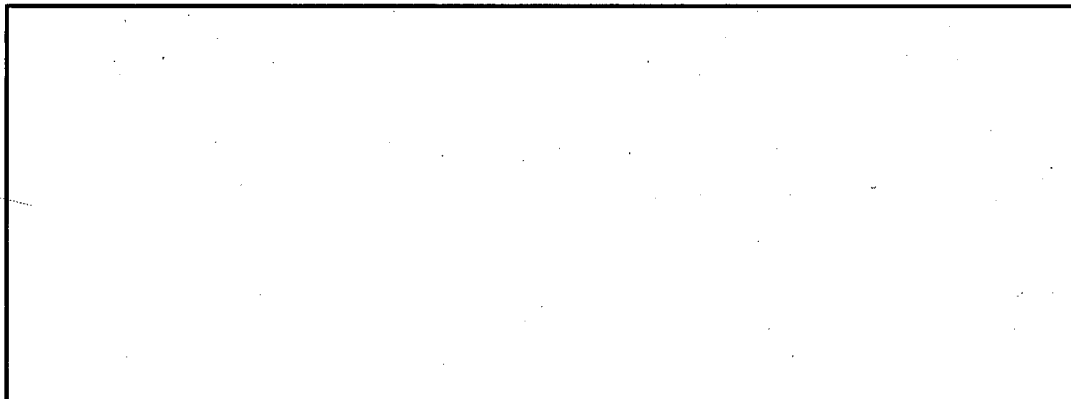


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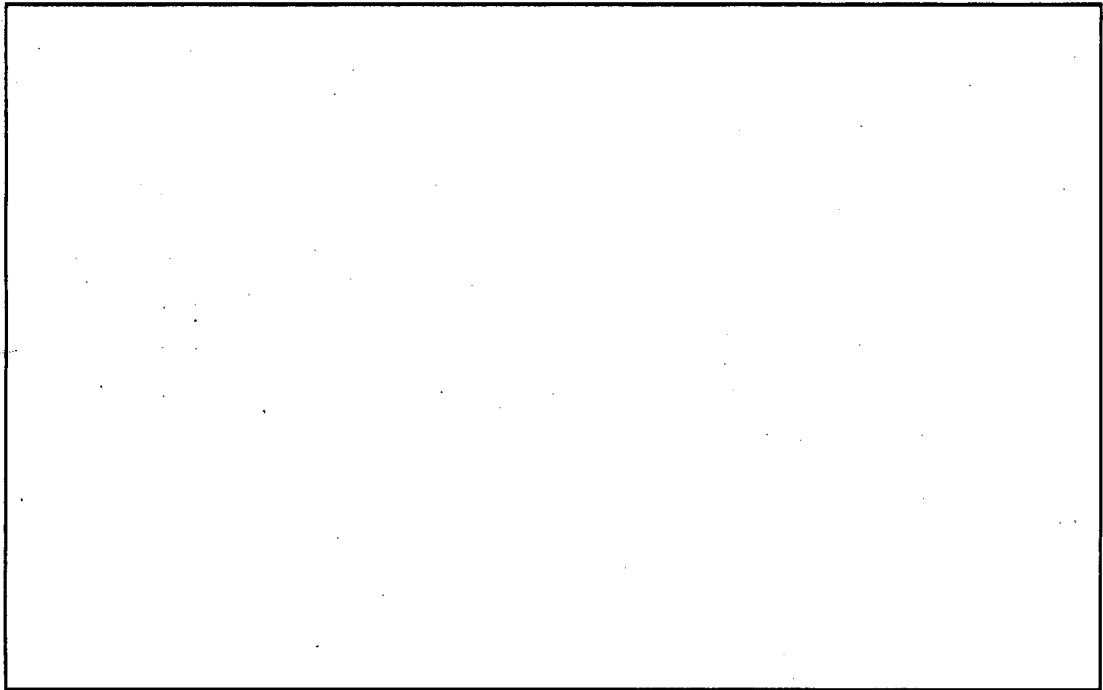
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Example of the



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b7E

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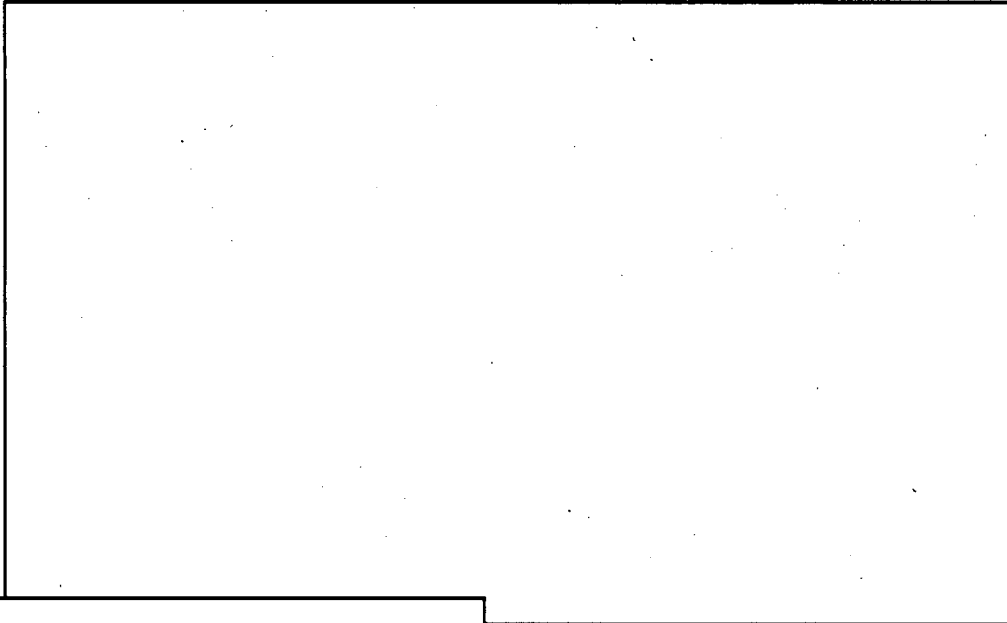
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unavailable at this time

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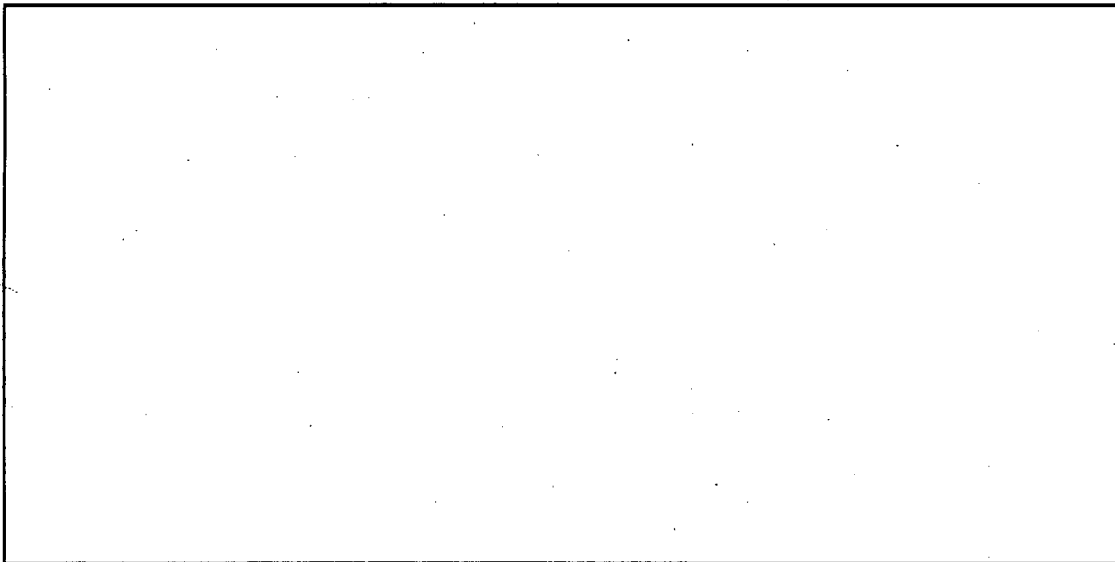


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b1
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1)

2)

ASSET

Options

3)

ASSET

b7E

4)

5) **REMEMBER** to

where applicable for your assistance.

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[REDACTED]

b7E

[REDACTED]

only information

b7E

from a

[REDACTED]

example

[REDACTED]

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[REDACTED]

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b7E

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[REDACTED]

[REDACTED]

b7E

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[REDACTED]

b1
b7E

[REDACTED]

[REDACTED]

b7E

[REDACTED]

ASSET

[REDACTED]

[REDACTED]

[REDACTED]

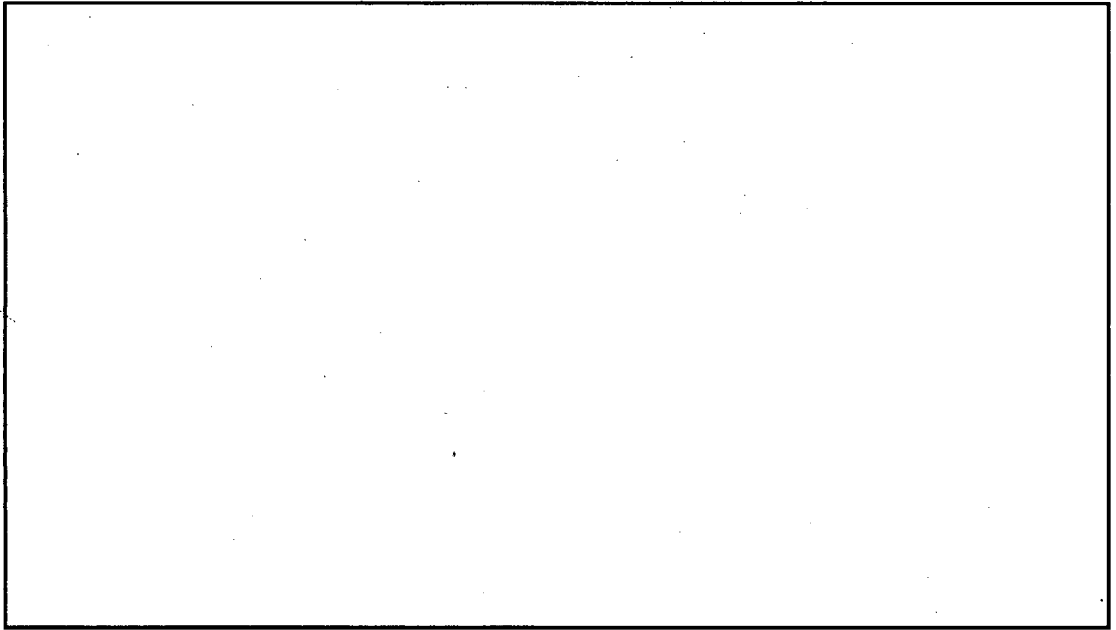
ASSET

[REDACTED]

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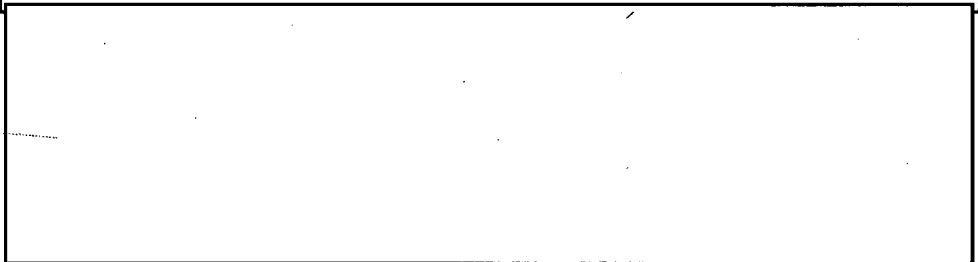
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listed above.

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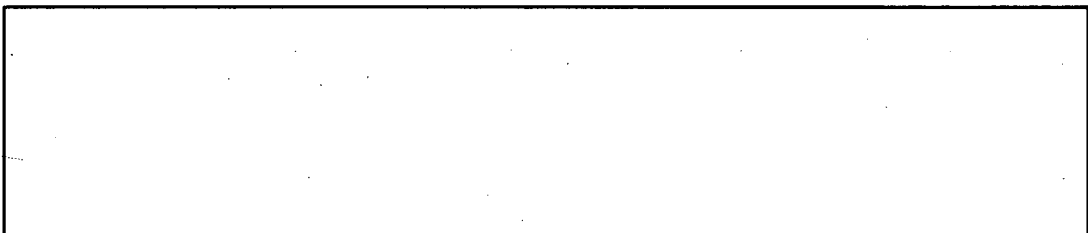


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b1
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b7E

2. THE FOLLOWING FROM

b7E

a.

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ASSET

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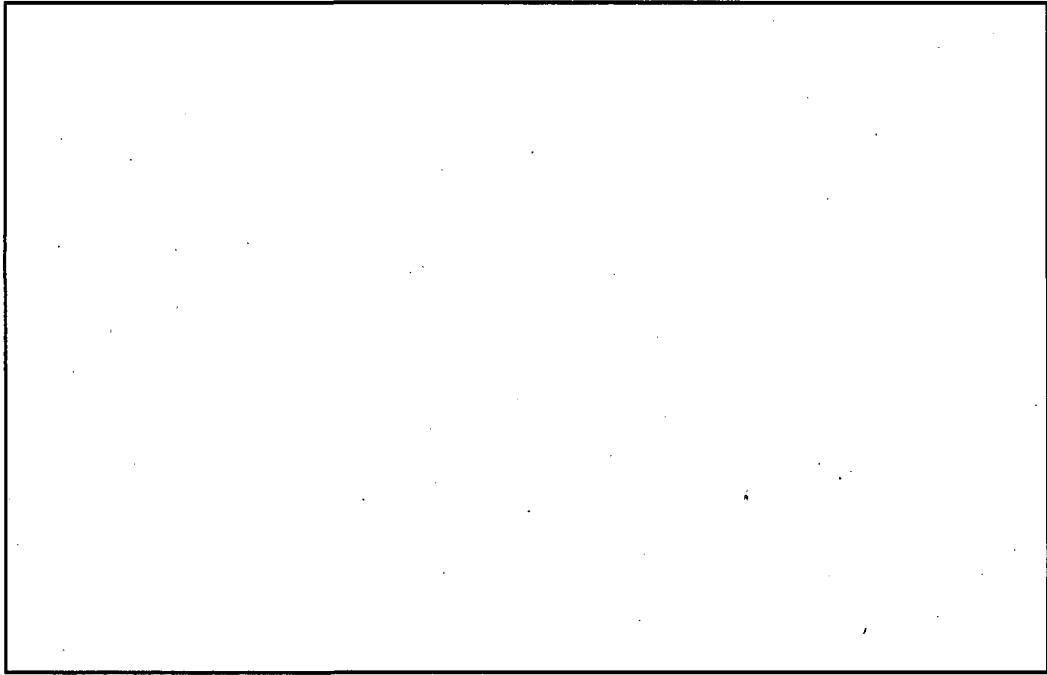
~~SECRET~~

- 1) [redacted]
 - a) [redacted] If the [redacted] will be [redacted]
[redacted]
 - b) [redacted] with the names of [redacted] the date the [redacted]
[redacted] brief description of [redacted]
- 2) [redacted]
- 3) [redacted] a brief description about the [redacted] the description but not [redacted]
- 4) [redacted] the description of the [redacted]
[redacted]
- 5) [redacted] the entire [redacted] from the [redacted]
[redacted] from the [redacted] the entire [redacted]
- 6) [redacted] this will [redacted] the entire [redacted] in addition to [redacted] the description.
- 7) [redacted]
- 8) [redacted] will be [redacted]
[redacted]

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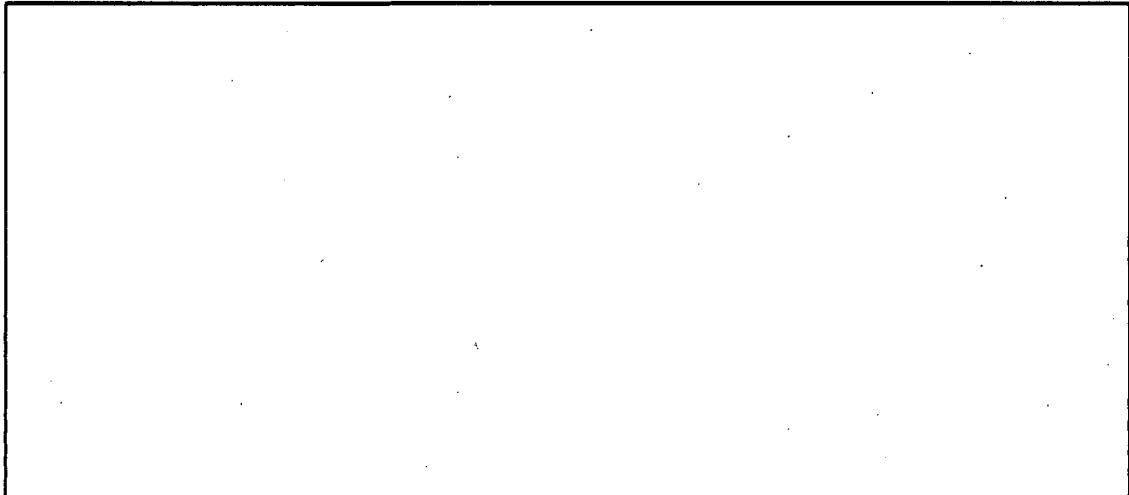


b7E

BELOW IS EXAMPLE OF A



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[redacted] the ASSET [redacted]

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b7E

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[redacted] from the ASSET [redacted]

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b7E

Here are a list of [redacted] which can be very helpful when [redacted]

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]

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7.

8.

9.

10.

11.

12.

13.

BE VERY CAREFUL WITH THIS

b7E

MAKE SURE YOU DON'T

14.

15.

16.

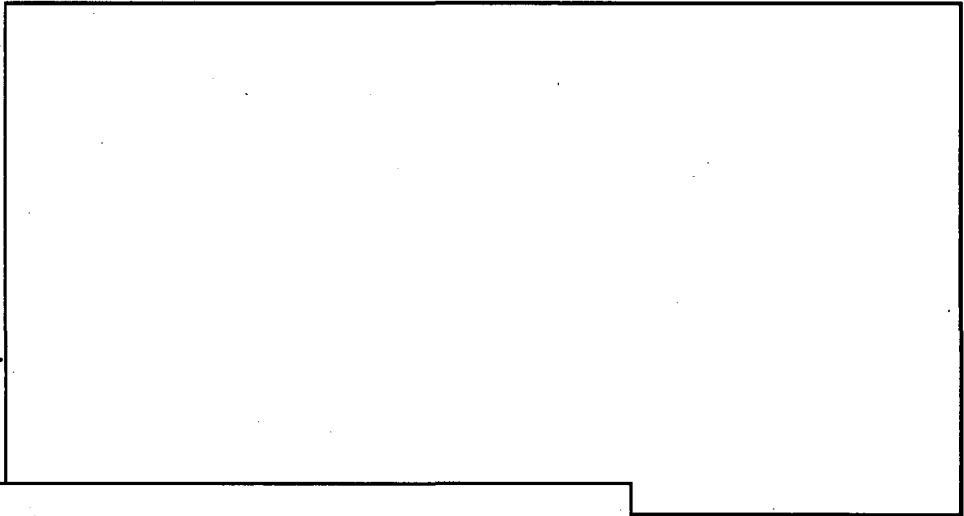
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TWO OPTIONS:

1.



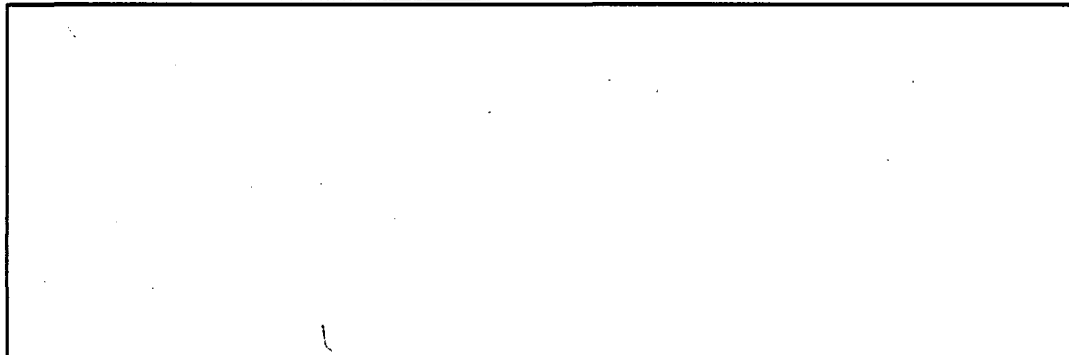
b7E

2.



Below is example of the

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♦ [redacted] This is were [redacted]
♦ [redacted] that you must [redacted] (EXAMPLE:
[redacted]

(1) Example:

b7E

[redacted]

Ex.

[redacted]
[redacted]

(2)

[redacted]
♦ [redacted] Below is a list of [redacted]
[redacted]

b7E

[redacted] [redacted]

b7E

♦ [redacted]

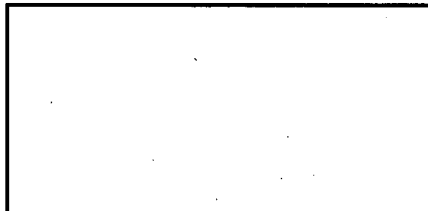
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♦ [redacted]

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HELPFUL



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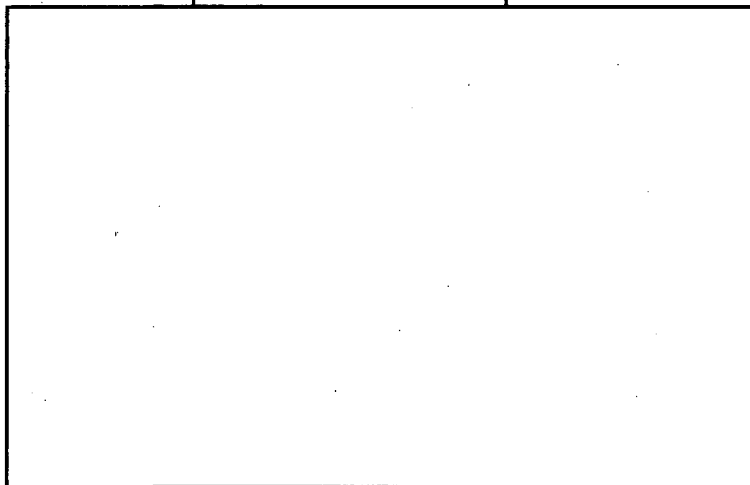
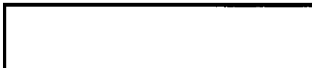
Below are list of Helpful



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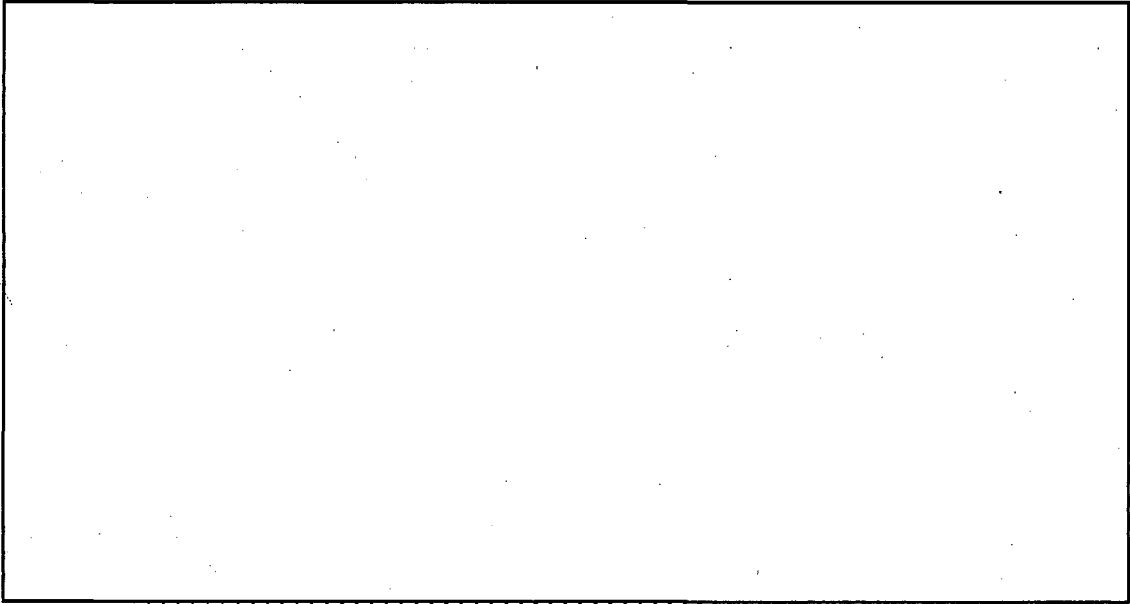
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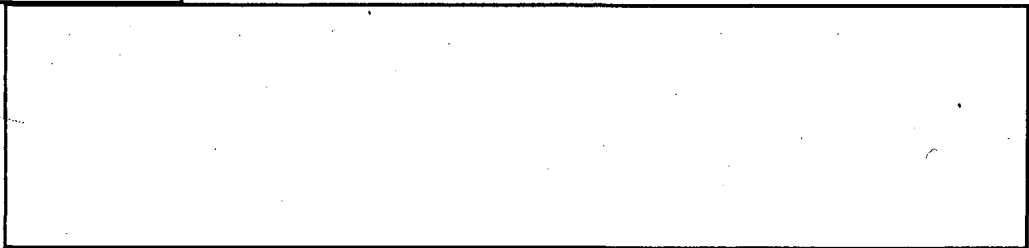
(S)

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FOR HQ USE ONLY

(S)

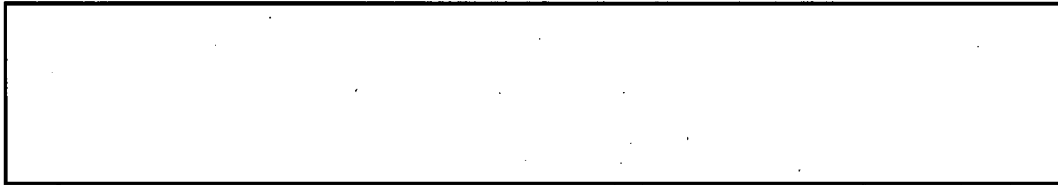


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3.



4.

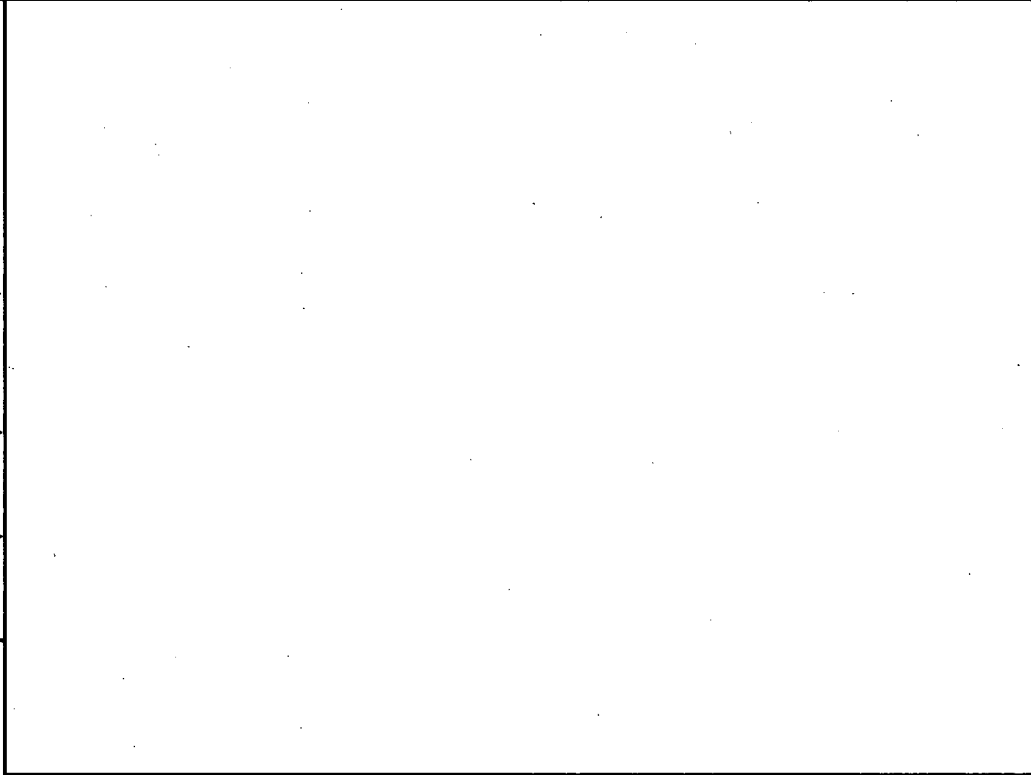
5.

(S)

6.

7.

8.

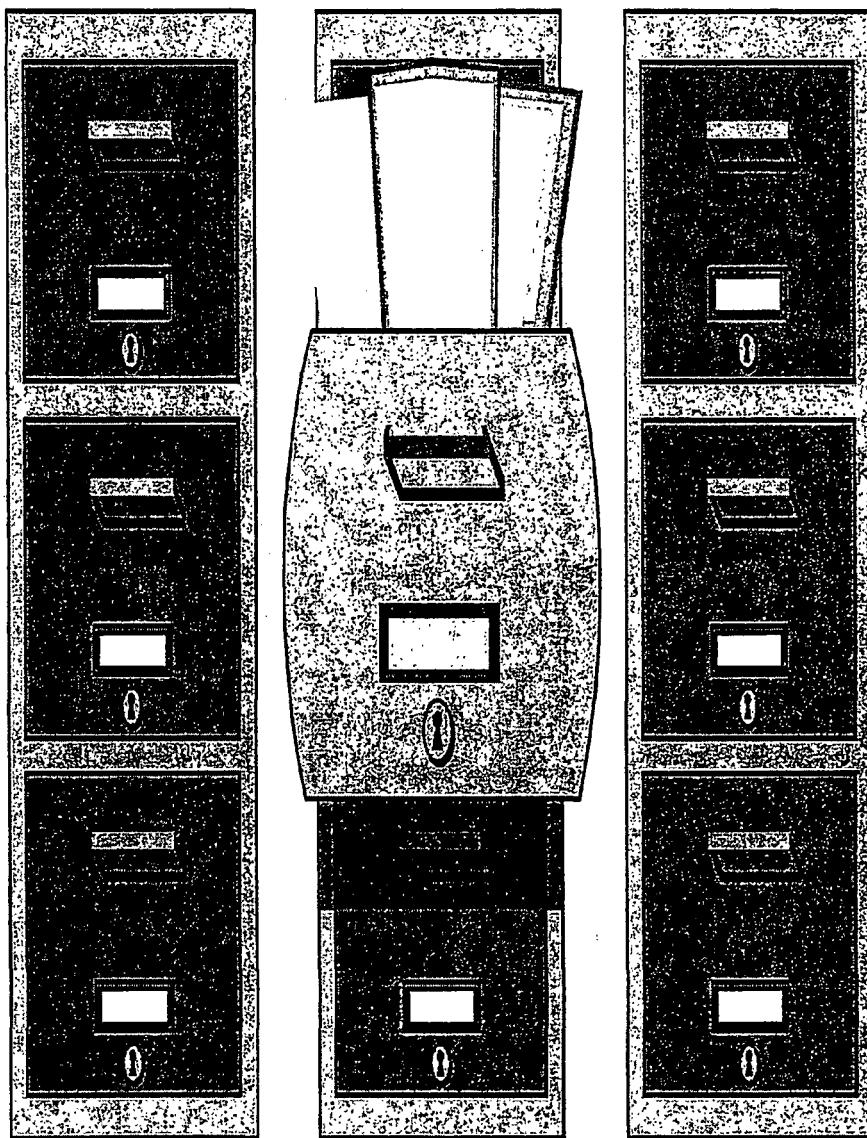


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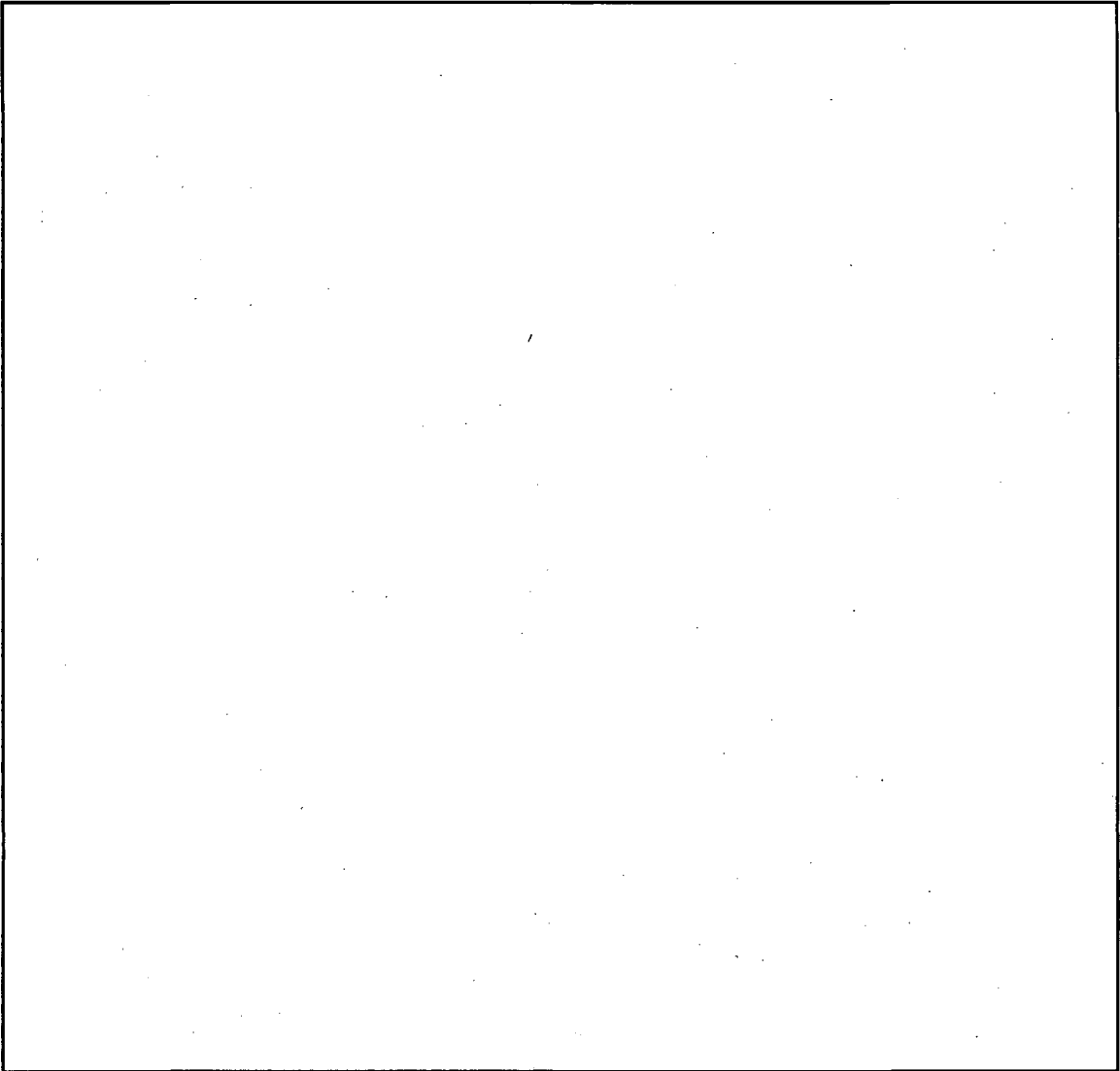
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REFERENCE MATERIAL



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B. FILE

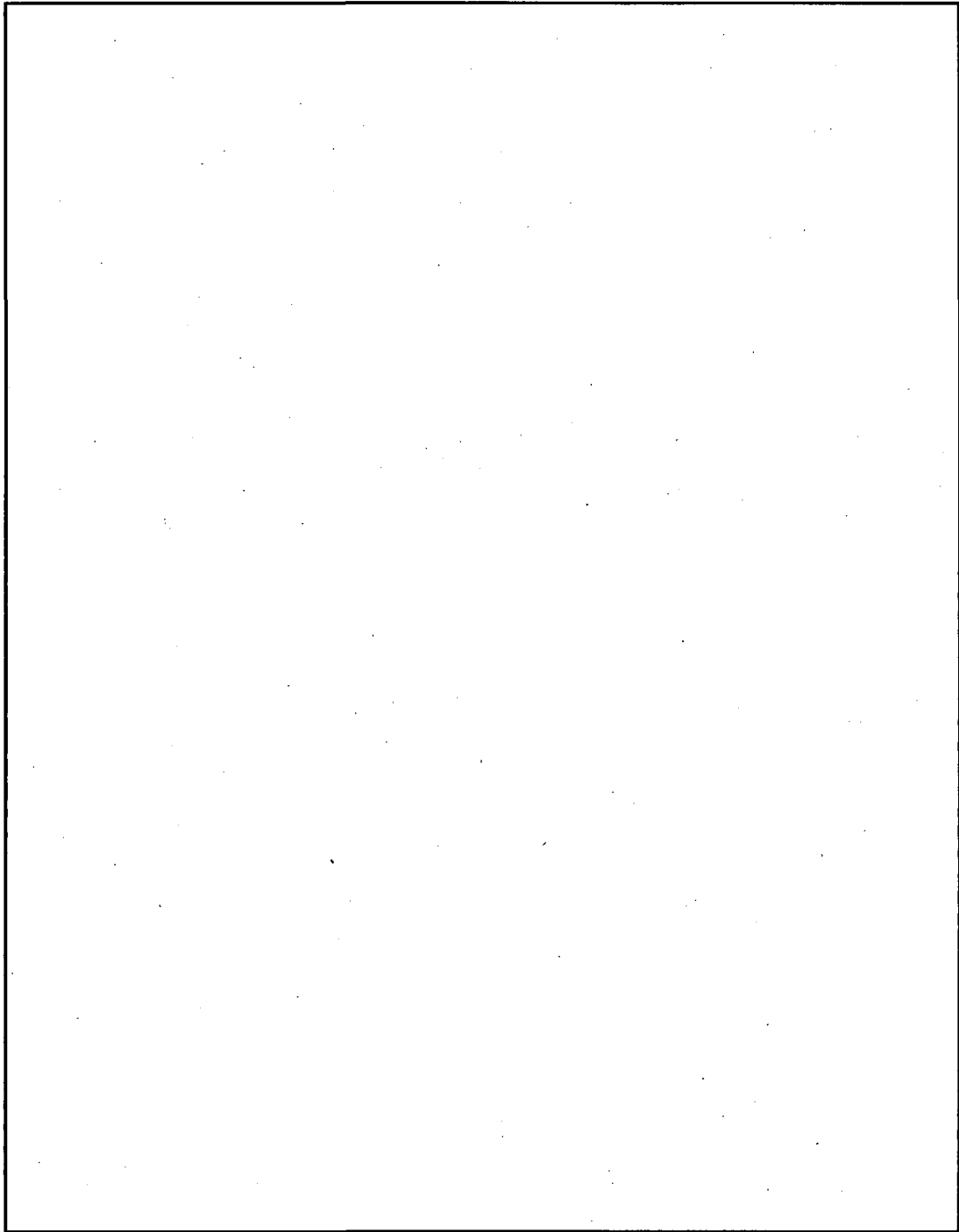
- A file is a group of related information. Example: all of the information about [redacted] is stored in the [redacted] file. Every [redacted] file begins with the letters [redacted] to identify the file location.

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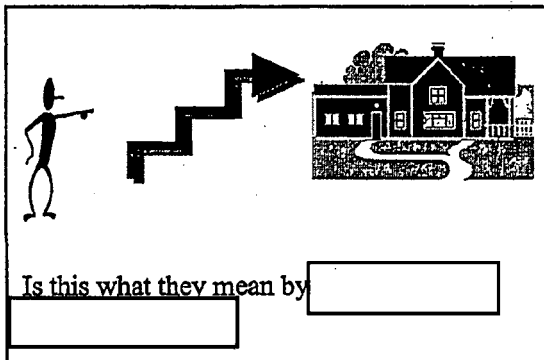
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113

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may have information attached to it that [redacted]
[redacted] The information
is [redacted]

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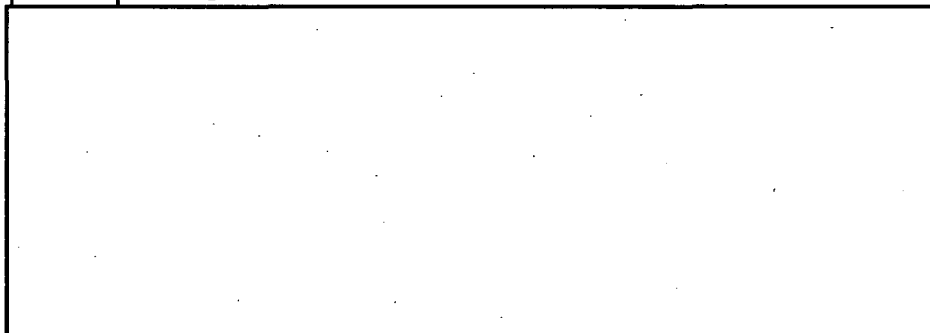


b7E

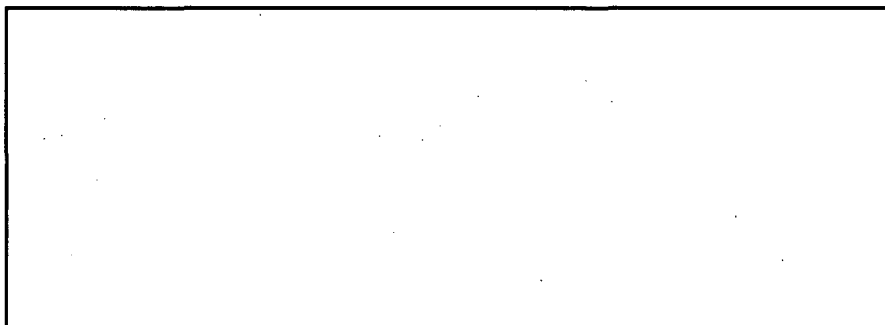
Example of a person [redacted]

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[redacted] Example:

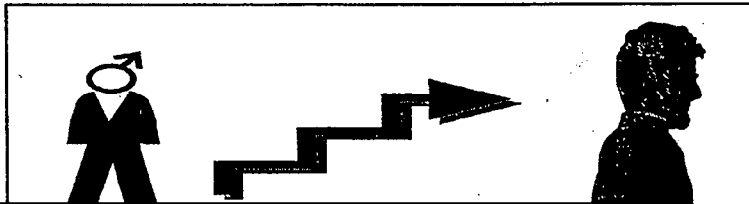


b7E

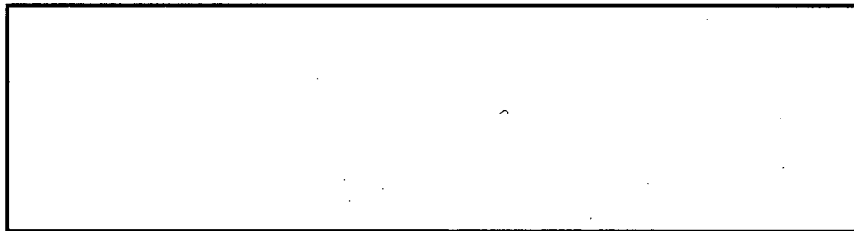


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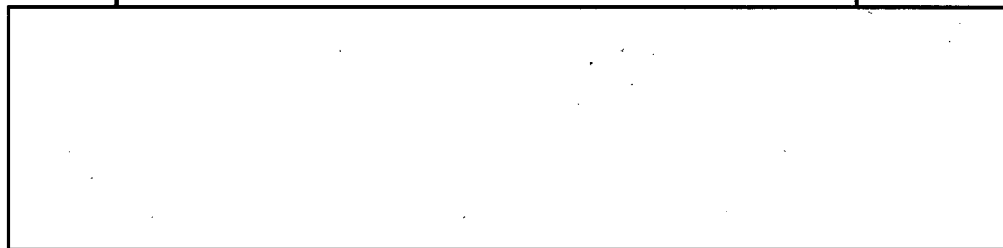
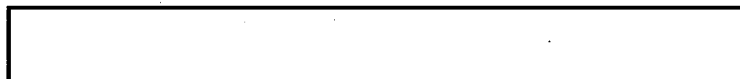
o.



• [redacted] show a relationship from [redacted]

b7E

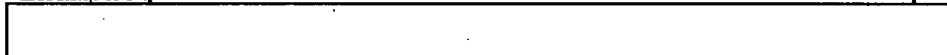
Example: [redacted]



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• Example: [redacted]

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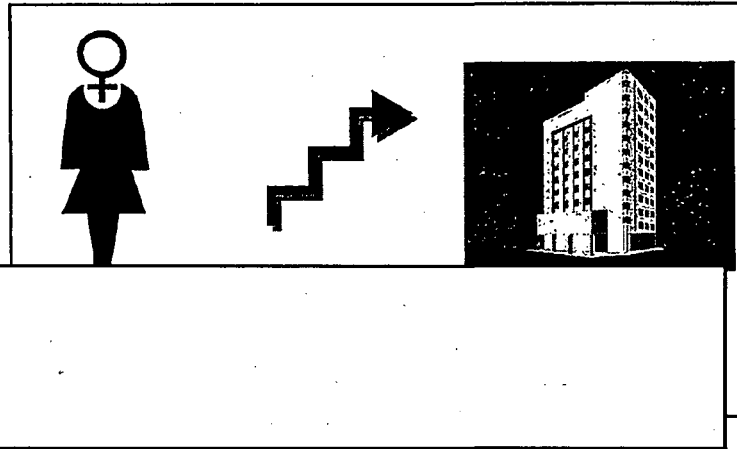


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Example of how



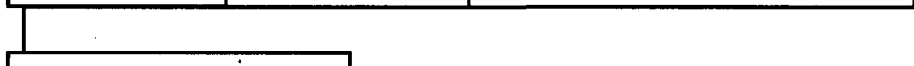
b7E

P.



•

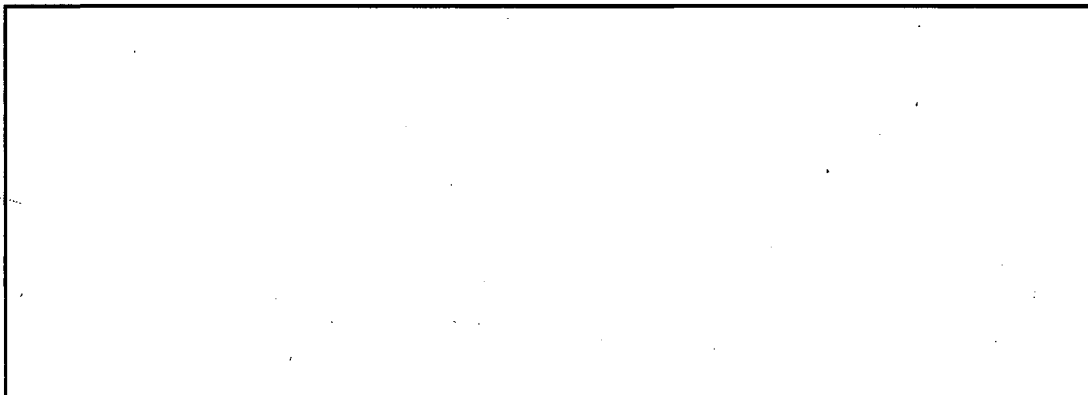
are attributes



as follows:

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Q. [redacted]

A. [redacted]

is an [redacted]

[redacted]
[redacted]
[redacted]
[redacted] in the [redacted] in
as follows:

b7E

b7E

R. [redacted]

[redacted] are a [redacted]

which are [redacted]

[redacted] there can be [redacted]

[redacted] will always [redacted]

[redacted] they will be [redacted]

as follows:

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117

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(S)

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~~SECRET~~

118

~~SECRET~~

- Notice the [redacted]
[redacted] this means the [redacted] of the
[redacted] No [redacted]
as can be seen in the [redacted]
[redacted] with a [redacted] are the
[redacted] they
actually have [redacted]

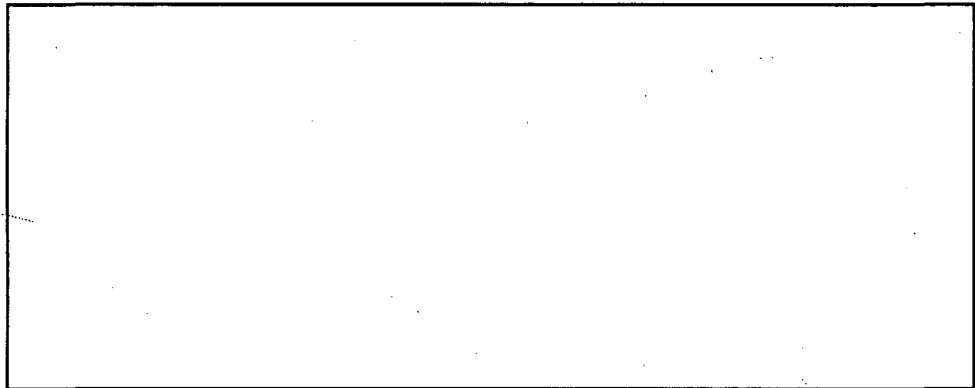
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- The reason for [redacted] is to [redacted]
[redacted]

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EXAMPLE:

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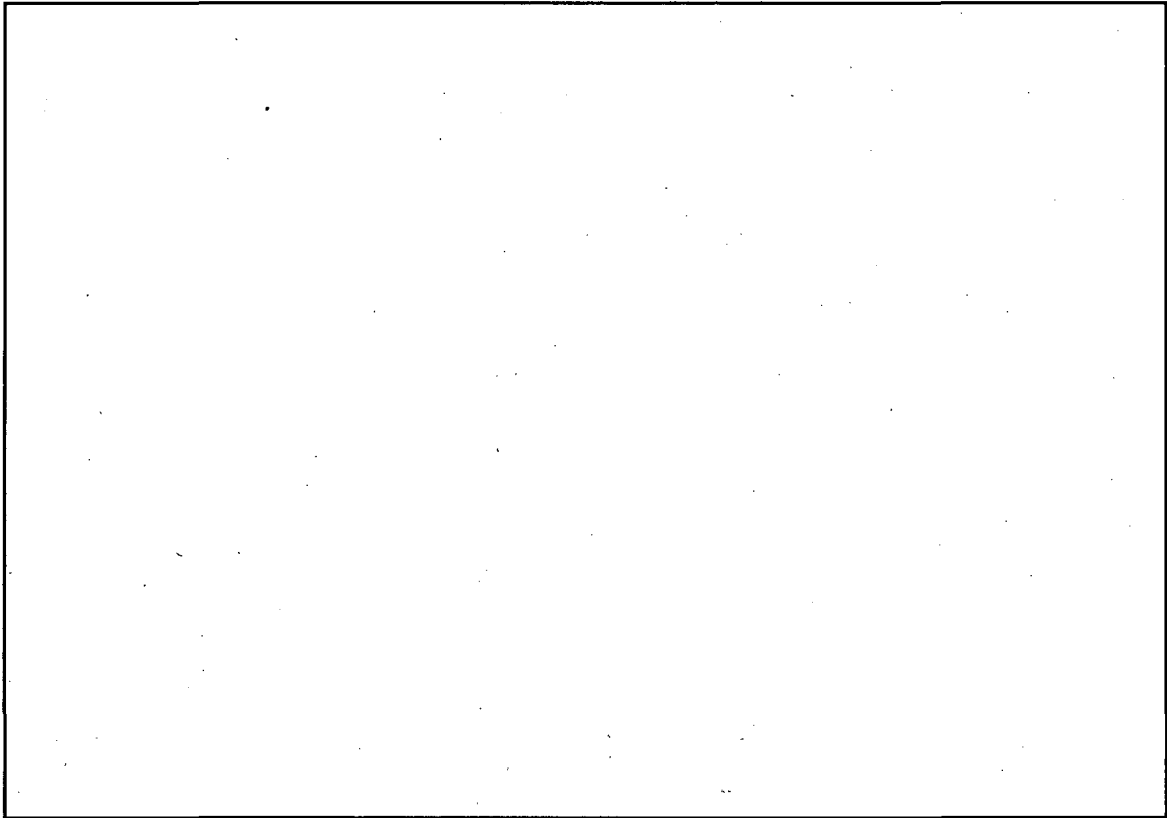
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S. GROUPS

- Groups are a list of [redacted] which are related.



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- Notice the Group [redacted] Other than the fact a group is [redacted] there is no difference between a group and a [redacted]
- Group [redacted] are used [redacted] of the attribute.

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