

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/17/2006

To: San Francisco

From: San Francisco

[redacted] Oakland Resident Agency

Contact: SSA [redacted]

Approved By: [redacted] *ESB*

Drafted By: [redacted] dnb

Case ID #: 800A-SF-136738-SAR -12

Title: GOALS AND OBJECTIVES

[redacted]
4/1/2006-9/30/2006

Synopsis: Progress report on the goals and objectives for the

Details: The purpose of this communication is to provide a progress report on the specific, measurable, and attainable goals and objectives set forth for the [redacted] for the period 4/1/2006 through 9/30/2006. The goals and objectives are outlined below with an update for each:

Goal #1

Improve Efficiency and Effectiveness of [redacted] Operations

Objective #1:

Obtain office space for Agents and Analysts on the main [redacted]

As of 07/01/2006, the remodeling of the Oakland RA to accommodate the [redacted] was completed. At this time all [redacted] SAs, [redacted] IAs, and SSA were co-located. This set-up has improved cross-program communication between Agents and Analysts. The SSA has been able to interact with and monitor the performance of [redacted] personnel.

Objective #2:

Designate Principal and Secondary Relief Supervisors

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On 05/31/2006, SA [redacted] was designated as Principal Relief Supervisor and IA [redacted] was designated as Secondary Relief Supervisor.

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Objective #2:
Establish [redacted]

[redacted] is responsible for managing intelligence for FBI

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Each [redacted] consists of All Source Analysts (ASAs), Agents, and the [redacted].
The OSs [redacted]

[redacted] These products are reviewed and approved by the ASAs before they are sent to FBIHQ for final review and dissemination. The ASAs

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[redacted] ASAs also Agents. The Agents work closely with both the ASAs and the OSs to focus their collection efforts.

Objective #4:
Conduct and document monthly squad meetings

[redacted] meetings were held on 04/03/2006, 05/01/2006, 06/07/2006, and 07/10/2006 and have been documented to 800C-SF-137173. Squad meetings have been valuable for passing on information to the squad personnel. The [redacted] meet after the meeting to discuss on-going investigations within their respective programs.

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Objective #5:
Assign an Operations Specialist to each investigative squad

The assignment of an OS to each investigative squad is a high priority for the [redacted] SSA; however, due to attrition, the number of OSs is less than the number of investigative squads.

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The [redacted] IA TSL is [redacted] IAs are on-board.

Currently [redacted] and [redacted]
[redacted] are [redacted] IA:

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[redacted] IA. [redacted]
IAs in the near future. In July 2006, San Francisco is
interviewing candidates to fill these positions. It is hoped
that an OS can be assigned to each squad by December 2006.

Objective #6:

Open sub-files for each investigative squad

The following files have been opened and assigned:

[redacted]

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[redacted]

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Objective #7:

Modify control files to appropriately reflect FBI priorities

The sub-files of the following Criminal Intelligence control
files have been modified to reflect the FBI Priorities:

[redacted]

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[redacted]

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Objective #8:

Conduct quarterly file reviews for Intelligence Analysts

Intelligence Analysts had their first file reviews in April 2006. Another round of file reviews will be completed in July 2006. The reviews will recur on a 90-day interval.

Objective #8:

Establish [redacted] mission statement

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The [redacted] created an overall mission statement which was used to craft the [redacted] statement below:

"The Mission of the San Francisco [redacted] is to optimally position the FBI to meet current and emerging National Security and Criminal threats by managing the collection, processing, analysis, and dissemination of intelligence across all investigative programs within the San Francisco Division. The [redacted] in coordination with San Francisco management and investigative squads, strategically assesses the division's intelligence capabilities in order to prioritize investigative efforts and direct resources accordingly. The [redacted] proactively supports the Division's investigative efforts and produces value-added intelligence products that benefit the FBI and the larger intelligence and law enforcement communities. [redacted] is responsible for overseeing the [redacted]"

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Objective #9:

Design and implement the [redacted] website

The [redacted] website stood up in March 2006. Since that time, [redacted] has placed the mission statement, squad personnel list and various links on the page. The links are useful for SF personnel, especially [redacted] IAs, to locate intelligence requirements, products, and policies. In the next few months, San Francisco will implement the SharePoint feature on the website to post information in a timely manner.

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Objective #10:

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[redacted] Excel spreadsheet

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The [redacted] Excel spreadsheet is maintained on the shared drive and accessible to all IAs and SSAs. It is updated frequently and allows management to monitor performance.

Goal #2:

Increase the [redacted]

Objective #1:

Establish a schedule for annual [redacted]

and SAC Briefings

A schedule for specific [redacted] has been completed. [redacted]

SSAs and ASACs to [redacted]

This led to the [redacted]

A matrix was built so that [redacted]

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Objective #2:

Provide [redacted] to investigative squads on a quarterly basis and document that activity

Operations Specialists (OSs) have provided the investigative squads with FBI [redacted] in April and July of 2006. This will recur on a 90-day cycle. OSs document this activity to their respective [redacted]

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Objective #3:

Train Operations Specialists to [redacted]

All Operations Specialists (OSs) have received basic [redacted]

OSs have [redacted]

from 04/01/2006 to 06/30/2006. Having OSs [redacted]

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Objective #4:

Train all Analysts to utilize the [REDACTED]

Two San Francisco Intelligence Analysts provided a two day training on [REDACTED] during 03/28/2006-03/29/2006. Many [REDACTED] analysts who had not taken the training before were afforded this opportunity. Newly hired analysts are receiving training on [REDACTED]

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Objective #5:

Train all Analysts to utilize the [REDACTED]

Several Intelligence Analysts are now utilizing [REDACTED] to [REDACTED] For example, analysts on both [REDACTED]

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Objective #6:

Train all Analysts with [REDACTED]

This training has not been offered to date.

Objective #7:

Institute [REDACTED]

[REDACTED] is extremely interested in implementing a [REDACTED] San Francisco realizes that the Pittsburgh Division [REDACTED] The [REDACTED] SSA has asked [REDACTED] to [REDACTED] The [REDACTED] SSA has [REDACTED]

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Objective #8

In a three month period from 04/01/2006 to 06/30/2006, [REDACTED] IAs have [REDACTED] FBIHQ. In the next three months, [REDACTED] personnel will have to [REDACTED] in a six month period. Although this may be difficult to accomplish, [REDACTED] IAs are becoming adept at [REDACTED] In the period from 04/01/2006 to 06/30/2006, [REDACTED] recognized San

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Francisco as [redacted]
[redacted] during the last quarter.

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Objective #9:

[redacted]

Since 04/01/2006, [redacted]

by FBIHQ: [redacted]

[redacted]

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Objective #10:

[redacted]

Since 04/01/2006, [redacted]

A [redacted]

[redacted]

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The [redacted]

The [redacted] SSA is working with [redacted]

The primary customers of [redacted]

[redacted]

The [redacted]

Each division can prepare a [redacted]

FBIHQ can then take the [redacted]

[redacted]

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Objective #11:

[redacted] will produce [redacted]

The name of the [redacted]

has been altered [redacted]

[redacted] This document is the first [redacted]

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document where an Intelligence Analyst [redacted]

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[redacted] As more [redacted]
[redacted]

Objective #12:

[redacted] to investigative squads

Each week, All Source Analysts (ASAs) [redacted]
[redacted]
[redacted] ASACs, SSAs, and Operations Specialists (OSs) in

their respective programs. The OSs then forward the email to
all the investigative squad Agents. ASAs [redacted]
[redacted]

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Goal #3:

Enhance the [redacted]
[redacted]

Objective #1:

Each [redacted] Agent [redacted]

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Since 01/09/2006, [redacted] Agents [redacted]

Objective #2:

Each [redacted] Agent [redacted]
[redacted]

Since 04/19/2006, [redacted] has [redacted]
[redacted] With the transfer of SA [redacted]
[redacted]

[redacted] In order to encourage the [redacted]
[redacted]

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Objective #3:

Open a [redacted] in Oakland

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SA [redacted]
[redacted] (92D-SF-139567) SA [redacted]
[redacted] West
Oakland. Eventually, [redacted]
[redacted]

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Objective #4:
Open a [redacted] in Richmond
SA [redacted] is
interacting with the Richmond Police Department in order to
[redacted] in Richmond.

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Goal #4:
Expand Internal and External Liaison Efforts

Objective #1:
Meet with each investigative squad to discuss [redacted]
[redacted]

Since February 2006, the [redacted] SSA has met with each [redacted]
[redacted] squad in the division to explain
[redacted]
[redacted] Agents and Analysts on the [redacted] The
squads were also introduced to the various types of
[redacted]
[redacted] The most important aspects of the
training was demonstrating to investigative squad Agents that
they are a critical part of the FBI's [redacted]
[redacted]

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Objective #2:
Provide [redacted] to SAC, division management
and squads

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To date, [redacted] listed
below:

[redacted]

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[REDACTED]

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Objective #3:

Post [REDACTED]

[REDACTED]
During the next three months, the [REDACTED] SSA will look into expanding the type of products disseminated by [REDACTED] to include relevant and timely [REDACTED] by San Francisco.

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Objective #4:

[REDACTED]
SA [REDACTED] is working extensively with TFO [REDACTED]
[REDACTED] (92D-SF-139567). It is anticipated that SA [REDACTED]
[REDACTED] will work with TFO [REDACTED]
[REDACTED] Both
TFO [REDACTED] and TFO [REDACTED]
[REDACTED]

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SA [REDACTED] has been coordinating her efforts [REDACTED]
with Officer [REDACTED] of the San Francisco Police
Department. SA [REDACTED] and Officer [REDACTED] are in frequent
contact and [REDACTED] Although
Officer [REDACTED]
[REDACTED]

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Objective #5:

Develop an [REDACTED] Program

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This has not been completed.

Objective #6:

Create and utilize a Customer Survey for [REDACTED]
[REDACTED] squads

This has not been completed.

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