

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 10/5/2006

To: San Francisco

From: San Francisco

[redacted] Oakland Resident Agency

Contact: SSA [redacted]

Approved By: [redacted] *ESB*

Drafted By: [redacted]

dhb

Case ID #: 800A-SF-136738-SAR-13

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 #3:

Establish [redacted]
[redacted]

[redacted] is responsible for managing intelligence for FBI
[redacted]

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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 [redacted]

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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, 07/10/2006, and 09/05/2006 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 covered by a single IA;
[redacted] and [redacted] are [redacted]
IAs [redacted] San Francisco has interviewed
and selected several candidates for the IA position. It is
hoped that [redacted] IAs so that an OS
[redacted] by December 2006.

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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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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

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

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.

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In October, 2006, [redacted] created by a [redacted] IA. The database will be much more [redacted]

Goal #2:
Increase the [redacted]

Objective #1:
Establish a schedule for annual [redacted]
[redacted]
and SAC Briefings

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

[redacted] SSAs and ASACs to [redacted]
[redacted] This led to the [redacted]

[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. OSs documented this activity to their respective Squad [redacted] In September 2006, [redacted]

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[redacted] IAs added links the [redacted] the [redacted] Therefore, Agents are reminded of the requirements on a [redacted] rather than [redacted] The [redacted] is now distributed to [redacted] Field Offices, [redacted] of FBI employees to [redacted]

Objective #3:

To: San Francisco From: San Francisco
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Train Operations Specialists to [REDACTED]
[REDACTED]

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

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[REDACTED] OSs have [REDACTED]
[REDACTED] during FY2006. Having OSs [REDACTED]
[REDACTED]

Objective #4:
Train all Analysts to utilize the [REDACTED]

[REDACTED] 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] IDW during [REDACTED]

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Objective #5:
Train all Analysts to utilize the [REDACTED]

Several Intelligence Analysts are now utilizing [REDACTED] to [REDACTED]
[REDACTED] for example, analysts on both [REDACTED] and [REDACTED] are [REDACTED]
[REDACTED] which can be accessed by all analysts on the [REDACTED]

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Objective #6:
Train all Analysts with [REDACTED]

All [REDACTED] Analysts were provided [REDACTED]
[REDACTED]

Objective #7:
Institute [REDACTED]

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

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Objective #8

To: San Francisco From: San Francisco
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[REDACTED]

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From 04/03/2006 to 09/30/2006, [REDACTED]

[REDACTED] FBIHQ).
[REDACTED] recognized San Francisco as [REDACTED]
[REDACTED] during the third quarter of
FY2006. [REDACTED] this goal.

Objective #9:

[REDACTED]

From 04/01/2006 to 09/30/2006, [REDACTED]

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Objective #10:

[REDACTED]

Since 04/01/2006, [REDACTED]

A [REDACTED]

[REDACTED]

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Objective #11:

[REDACTED]

The name of the [REDACTED]

has been altered [REDACTED]

[REDACTED]
[REDACTED] This document is the first
document where an Intelligence Analyst [REDACTED]

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As more [REDACTED]

Objective #12:

To: San Francisco From: San Francisco
Re: 800A-SF-136738-SAR, 10/5/2006

[redacted] to investigative squads

Each week. All Source Analysts (ASAs)

[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]

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Goal #3:
Enhance the

Objective #1:
Each [redacted] Agent [redacted]

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

[redacted] The SSA is working with the Agents to [redacted]

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Objective #2:
Each [redacted] Agent [redacted]

Since 04/19/2006, [redacted]

[redacted] With the transfer of SA [redacted]

[redacted] In order to encourage the [redacted]

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Objective #3:

Open a [redacted] in Oakland

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. He
participates in monthly [redacted]
[redacted]

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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] in the division to explain

[redacted] and roles of Agents and Analysts on the [redacted] The
squads were also introduced to the various types of [redacted]

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[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]

Objective #2:

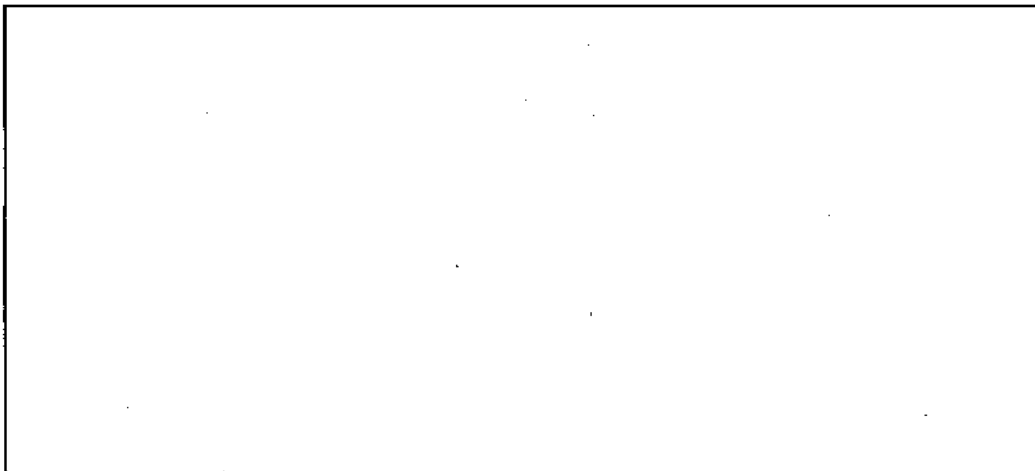
Provide [redacted] to SAC, division management
and squads

During the six-month period, [redacted]
[redacted] listed below:

[redacted]

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Objective #3:

Post

[redacted]
During the next six 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] will work with TFO [redacted] Both TFO [redacted] and TFO [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]

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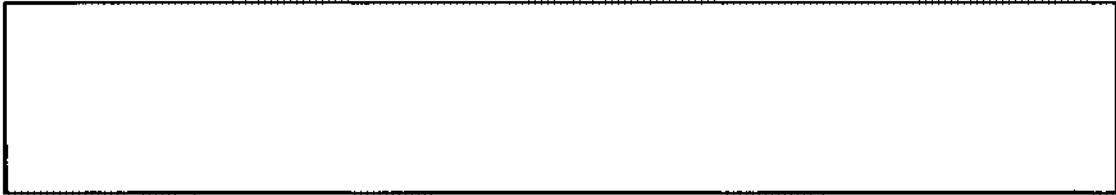
Objective #5:

Develop an [redacted] Program

On September 14, 2006, [redacted] sponsored an [redacted] in the Oakland RA Personnel from the [redacted]

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Objective #6:

Create and utilize a Customer Survey for 


Currently, SSA  is developing a Customer Survey which will be used to ensure adequate performance by OSs assigned to investigative squads and that products and services of the  correspond to the division's 

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