

**SECRET**

(Rev. 01-31-2003)

DATE: 05-23-2011  
CLASSIFIED BY 65179 DMH/MJS  
REASON: 1.4 (D)  
DECLASSIFY ON: 05-23-2036

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 11/03/2006

To: San Francisco

Attn: ASAC [redacted]

From: San Francisco [redacted]

ORA

Contact: SSA [redacted]

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Approved By: [redacted] *ESB*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

Drafted By: [redacted] SMV *JMK*

Case ID #: 800A-SF-136738-SAR (Pending) *✓19*

Title: GOALS AND OBJECTIVES [redacted]

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04/01/2006 - 09/30/2006

Synopsis: Progress report on the goals and objectives for the [redacted]

Details: The purpose of this communication is to provide a progress report on the specific, measurable, and obtainable goals and objectives for the [redacted] for the period 04/01/2006 through 09/30/2006. These goals and objectives are outlined below with an update for each:

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Goal #1

Improve Efficiency and Effectiveness of [redacted] Operations

Objective #1:

Fill Principal and Secondary Relief Supervisor vacancies for [redacted]

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On 05/17/06, the San Francisco Local Career Board (SFLCB) selected SA [redacted] as the Principal Relief Supervisor and IA [redacted] as the Secondary Relief Supervisor.

Objective #2:

Establish [redacted] for Intelligence Analysts and Special Agents

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Although previously established, [redacted] for Intelligence Analysts and Special Agents

SFD:MTS/SMV [redacted] *SECRET* *G40093006.WPD*

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assigned to [redacted] was updated and documented via e-mail on 07/17/06. (802B-SF-138652)

Objective #3:

Enhance office space for Agents and Analysts on [redacted]

During the above period SA [redacted] coordinated the reconfiguration of the [redacted] workspace. With assistance from others, SA [redacted] was able to rearrange the current workstation cubicles to accommodate additional personnel and technical hardware. SA [redacted] coordinated this project with all appropriate entities in the division. Squad [redacted] was able to accommodate overflow personnel from other [redacted]

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Objective #4:

Conduct and document monthly squad meetings to include all Analysts (OS/ASA/RO) and Agents

[redacted] squad meetings were held on an infrequent basis (04/04/06, 06/08/06, 07/12/06, and 09/26/06). Personal meetings were held with analysts that are assigned to investigative squads at least once a month. Due to geographic location and TDY travel not all [redacted] personnel have been available to attend every meeting. Outlook e-mail is used to communicate and pass information to squad personnel. Squad [redacted] SSA will ensure all squad meetings held on a monthly basis are documented in 800C-SF-137173.

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Objective #5:

Open sub-files for each Analyst in order to assess intelligence production during file reviews

The following files have been opened and assigned:

802B-SF-C140186	[redacted]	(IA)
802B-SF-C140187	[redacted]	(IA)
802B-SF-C140188	[redacted]	(IA)
802B-SF-C140189	[redacted]	(IA)

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Objective #6:

Conduct quarterly file reviews for Intelligence Analysts and Special Agents

Two quarterly file reviews for [ ] personnel were conducted. File Reviews for analysts and agents will be scheduled on a 90-day interval.

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Objective #7:

Establish [ ] mission statement

The SF [ ] created an overall mission statement which was used to craft the [ ] statement Below:

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"The Mission of the San Francisco [ ] is to optimally position the FBI to meet current and emerging [ ]

[ ] all investigative programs within the San Francisco Division. The [ ] in coordination with San Francisco management and investigative squads, strategically assesses the division's [ ]

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[ ] the Division's [ ]

FBI and [ ]

Objective #8:

Design and implement the [ ] website

During April 2006, SA [ ] coordinated the design and implementation of websites for [ ] SA [ ] coordinated this effort with ITS [ ]. Since that time, [ ] has placed the mission statement, squad personnel list and various links on the webpage. The links are useful for SF [ ] agents and analysts by providing quick access to [ ] and policies. In the next few months SA [ ] will provide training for personnel from the other [ ]. This will enable [ ] personnel from each squad to post information in a timely manner.

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Objective #9:

Maintain a [redacted] Excel spreadsheet

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IA/RO [redacted]

has been maintaining the [redacted]

This

spreadsheet is updated frequently and allows management to monitor production and performance.

In October 2006, the spreadsheet [redacted] an [redacted] analyst. The [redacted]

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by Analysts, Agents,

This [redacted]

to be generated for management.

Objective #10:

Prepare and provide quarterly statistical reports to executive management

In October 2006, the [redacted] spreadsheet [redacted]

analyst. The [redacted]

by Analysts,

Agents, and [redacted]

This [redacted]

for management.

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At this time statistical reports have been provided via e-mail to the [redacted] ASAC and [redacted] ASAC.

Goal #2:

Increase the Quantity and Quality of [redacted]

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Objective #1:

Establish a schedule for annual [redacted]

[redacted] and SAC Briefings

[redacted] analysts have been tasked to prepare the annual [redacted] for 2006.

This report [redacted] the SF Division and

serves as the overall annual [redacted] The 2006 [redacted] is due at FBIHQ on [redacted] was recognized

by the [redacted] for last years 2005 [redacted]

As noted below (Objective #10), [redacted] has followed the established schedule for [redacted] SAC briefings. Currently [redacted]

[redacted] is working on establishing a schedule for [redacted]

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Objective #2:

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[redacted] is currently in the process of [redacted]

[redacted] IA [redacted] developed the first SF [redacted] Two ECs [redacted] were drafted which were subsequently passed to the [redacted] one EC which [redacted]

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[redacted] This type of EC represents [redacted] plans to [redacted] develop a [redacted]

Additionally [redacted] has begun populating the [redacted]

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Objective #3:

Ensure all Analysts attend mandated [redacted]  
[redacted] and identify additional training needs

All [redacted] analysts have attended mandated [redacted] training.  
In addition, [redacted] IAs have attended various training offered by [redacted]  
the [redacted] and other in-house training: IDW, [redacted]  
the Instructor Development Course. All training is documented  
in file number [redacted]

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Objective #4:

Train Operations Specialists and [redacted] Analysts to [redacted]

IA/RO [redacted] provided all [redacted] Analysts [redacted]  
training on the [redacted] All [redacted] IAs are [redacted]  
In addition, [redacted] hosted a [redacted] in June  
2006. IA [redacted] provided valuable training and [redacted]  
insight into [redacted]

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Objective #5:

Train all Analysts to utilize the [redacted]

All [redacted] Analysts have received [redacted] training.

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Objective #6:

Train all Analysts to utilize the [redacted]

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All [redacted] Analysts have received [redacted] training and  
are now familiar with the [redacted]

Objective #7:

Train all Analysts with regard to [redacted]

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All [redacted] Analysts were provided with a document  
adapted from the [redacted]

Objective #8:

Document all training received by Analysts and Agents

All training is documented in file number [redacted].  
[redacted] Analysts also document all training during  
the file review process.

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Objective #9

[redacted] will [redacted]

Objective #10:

[redacted] SAC, division  
management and squads

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During the time period 04/01/2006 - 09/30/2006,

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

(S) [redacted]

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All briefings were documented to file number 800D-SF-138682 [redacted]

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Objective #11:

Develop a system to [redacted]

[redacted] was tasked to produce a [redacted]

Starting [redacted]

in August 2006 the [redacted]

[redacted] ASAC, all SSAs, and Analysts assigned to the [redacted] SSAs and Operations Specialist (OSS) then forward the e-mail to all [redacted] agents. The [redacted]

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[redacted] IA [redacted] continues to refine the [redacted] based upon input and feedback from customers.

Goal #3:

Enhance the [redacted]

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

During the period all [redacted]

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[redacted] and are designated as alternate agents on [redacted] This process serves b7E  
to [redacted] agents as well as maximize the [redacted] needs.

Due to ongoing [redacted] SAs [redacted] and SA [redacted] b7E  
have not been in a position to [redacted] Both have been heavily involved in the Domain  
Management Initiative project and [redacted]  
SA [redacted] Both  
projects will enhance [redacted] the entire division.

SA [redacted] successfully completed the first b7E  
session of the [redacted] This  
training is designed to [redacted]

Objective #2:  
Each [redacted] Agent will work with Analysts to [redacted]

This is a continuing process involving both analysts b7E  
and agents. Based on [redacted] agents  
will work in teams with analysts to [redacted]  
[redacted] The agent/analyst team will then [redacted]

Objective #3:  
Once approved by the AG. [redacted] Agents will [redacted] b7E

New policy and guidance in this area is still  
pending.

Objective #4:  
Each [redacted] Agent will work closely with [redacted] b7E

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This is a continuing process involving both analysts and agents. Based on [redacted] agents will work in teams with analysts to identify what [redacted]

[redacted] The agent/analyst team will then attempt to [redacted]

[redacted] will [redacted] Agents [redacted]

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**Goal #4:**

[redacted]

**Objective #1:**

Meet with each investigative squad to discuss [redacted]

[redacted]

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All [redacted] personnel routinely meet with [redacted] personnel to discuss SF [redacted] process and procedures. This interaction occurs at the SSA level, Agent level, and on a daily basis at the OS Analyst level.

**Objective #2:**

Attend [redacted] meetings held by the [redacted] ASAC

[redacted] SSA routinely attends monthly Program meetings held by the [redacted] ASAC with her supervisory staff. All issues and announcements regarding the SF [redacted] is discussed and feedback from the individual [redacted] SSAs is received.

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**Objective #3:**

Analysts and Agents will establish relationships with [redacted]

[redacted]

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During the period [redacted] personnel have established and [redacted]

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(S) [redacted]

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Objective #4:  
Develop an [redacted] Program

Although no formal [redacted]  
designation has been formulated as yet, every Analyst and  
Agent on [redacted]

Objective #5:  
Document all [redacted]

[redacted] personnel have been documenting all [redacted]  
in file number 800D-SF-138682-[redacted]. In  
addition, all [redacted] personnel are required to document all  
[redacted] on file review sheets.

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