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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

Drafted By: [REDACTED]

SMV

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

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

Title: GOALS AND OBJECTIVES

[REDACTED]  
04/01/2006 - 09/30/2006

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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 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]

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.

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Objective #2:

Establish [REDACTED] for Intelligence Analysts and Special Agents

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

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SF DRAFTS/SMV [REDACTED] ~~SECRET~~  
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800A-SF-136738-SAR-19

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To: San Francisco From: San Francisco  
Re: 800A-SF-136738-SAR, 11/03/2006

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

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Objective #3:

Enhance office space for Agents and Analysts on [ ]

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

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Objective #4:

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

[ ] 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 [ ] personnel have been available to attend every meeting. Outlook e-mail is used to communicate and pass information to squad personnel. Squad [ ] 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	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140186	[ ]	(IA	[ ]
802B-SF-C140187	[ ]	(IA	[ ]
802B-SF-C140188	[ ]	(IA	[ ]
802B-SF-C140189	[ ]	(IA	[ ]

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Re: 800A-SF-136738-SAR, 11/03/2006

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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Re: 800A-SF-136738-SAR, 11/03/2006

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

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[redacted] by Analysts, Agents, [redacted]

This [redacted]

[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]

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

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Re: 800A-SF-136738-SAR, 11/03/2006

Objective #2:

[REDACTED]

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[REDACTED] is currently in the process of [REDACTED]  
[REDACTED] IA [REDACTED] developed the first SF Two ECs  
were drafted which were subsequently passed to the [REDACTED]  
one EC which [REDACTED]  
[REDACTED] This type of EC represents [REDACTED]  
plans to develop a [REDACTED]  
[REDACTED]

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Additionally [REDACTED] has begun populating the [REDACTED]  
[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  
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]  
[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  
insight into [REDACTED]

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Objective #5:

Train all Analysts to utilize the [REDACTED]  
[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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To: San Francisco From: San Francisco  
Re: 800A-SF-136738-SAR, 11/03/2006

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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]

IA [redacted] was tasked to produce a [redacted]

[redacted]

Starting 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]

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

Goal #3:

Enhance the [redacted]

[redacted]

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Objective #1:

Each [redacted] Agent [redacted]

[redacted]

During the period all [redacted]

[redacted]

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

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

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

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Objective #2:

Each [redacted] Agent will work with Analysts to [redacted]  
[redacted]

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

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

Objective #3:

Once approved by the AG, [redacted] Agents will [redacted]  
[redacted]

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New policy and guidance in this area is still  
pending.

Objective #4:

Each [redacted] Agent will work closely with [redacted]  
[redacted]

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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]

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

Goal #4:

Objective #1:

Meet with each investigative squad to discuss [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:

[redacted] Analysts and Agents will establish relationships with [redacted]

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

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Objective #4:

Develop an [redacted] Program

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