

**FEDERAL BUREAU OF INVESTIGATION**

**Precedence:** ROUTINE

**Date:** 05/04/2007

**To:** San Francisco

**From:** San Francisco

[redacted] Oakland Resident Agency

**Contact:** SSA [redacted]

**Approved By:** [redacted]

**Drafted By:** [redacted]

dnh

**Case ID #:** 800A-SF-136738-SAR,

**Title:** GOALS AND OBJECTIVES-PROGRESS REPORT

[redacted]  
10/01/2006-03/31/2006

**Synopsis:** Progress report for goals and objectives for the [redacted] for the captioned time period.

**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 10/01/2006-03/31/2006. These goals and objectives are outlined below:

**Goal #1**

**Improve Efficiency and Effectiveness of [redacted] Operations**

**Objective #1:**

Conduct and document monthly squad meetings

[redacted] held six monthly meetings during the reporting period. They are documented in 800B-SF-137173.

**Objective #2:**

Assign an Operations Specialist to each investigative squad

At the end of the reporting period, all squads except [redacted] were assigned an OS. IA [redacted] began

[redacted] With the assignment of IA [redacted] to [redacted] and IA [redacted] to [redacted] the [redacted]

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Objective #3:  
Conduct quarterly file reviews for Intelligence Analysts

Quarterly file reviews were conducted for both Special Agents and Intelligence Analysts for periods of 10/1/2006 to 12/31/2006 and 1/1/2007 to 3/31/2007.

Objective #4:  
Refine the [redacted] website to better serve [redacted] customers and personnel

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The [redacted] website has been updated and re-formatted to better serve [redacted] customers and personnel. The personnel list has been populated and the Document Library has relevant intelligence products. Links within the Resources and Shortcut sections have been edited to reflect the needs of the customers and personnel. All [redacted] Field Office [redacted] have been placed on the website.

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Objective #5:  
Design and implement an [redacted] to track performance of [redacted] personnel

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The [redacted] has been greatly enhanced in the last six months. [redacted] is an effective [redacted] San Francisco's Field Office [redacted] and allows for analysts to identify specific [redacted] is also [redacted] can [redacted] squads, Agents, Analysts, [redacted] in effect. [redacted]

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[redacted]  
This function assists during the IA file review process. The [redacted] is working with San Francisco in an effort to [redacted]

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Goal #2:

Increase the [REDACTED]

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Objective #1:

Train all Analysts to utilize the [REDACTED]

[REDACTED] Analysts have been trained to utilize the [REDACTED]  
[REDACTED] however, very few Analysts find it necessary to use  
this software to complete their assignments.

Objective #2:

Train all Analysts to utilize the [REDACTED]  
[REDACTED]

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Analysts have been trained to [REDACTED]

[REDACTED] During  
the reporting period, the following [REDACTED]

11/27/2006 [REDACTED]

01/12/2007 [REDACTED]

03/12/2007 [REDACTED]

03/27/2007 [REDACTED]

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Analysts have reported that [REDACTED]

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Objective #3:

Train all Analysts to produce [REDACTED]

[REDACTED] FBI reporting; enter into  
[REDACTED] and retrieve information from  
ACS [REDACTED]

[REDACTED] Analysts produced the below [REDACTED]

Analysts are [REDACTED]

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[REDACTED] SSTs are  
indexing [REDACTED] into ACS.

Requirements Sets:

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[REDACTED]

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[REDACTED]

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[REDACTED]

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[REDACTED]

San Francisco's [REDACTED] are located within the following files: b7E

[REDACTED]

803A-SF-138655  
804A-SF-138665

In addition, Analysts are creating [REDACTED] for each requirements set. To date, the following [REDACTED] are complete:

[REDACTED]

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[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED] are located within the following files:

[REDACTED]

803A-SF-C140822  
804A-SF-C140823

Analysts have completed numerous [REDACTED] ECs which set leads to Special Agents to [REDACTED]  
[REDACTED]

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Objective #4

[REDACTED] will [REDACTED]

[REDACTED] during the reporting period with [REDACTED] According to the [REDACTED] San Francisco San Diego Division [REDACTED] in the second quarter of FY2007. According to the [REDACTED] San Francisco [REDACTED] offices during the same period.

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Objective #5:

[REDACTED]

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[redacted] produced [redacted] during the reporting period:

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[redacted]

Objective #6:

[redacted]  
[redacted]  
[redacted]

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[redacted] were prepared:

--(U)  
--(U)

[redacted]

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Objective #7:

Provide [redacted] to SAC, division management and squads

[redacted] The following [redacted] were provided by [redacted]

[redacted]

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Objective #8:

Deliver [redacted]

[redacted]

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The [redacted] are continuing to be delivered to customers within the San Francisco Division. In addition, [redacted]

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other Field Offices and FBI Headquarters units have requested  
San Francisco's [REDACTED]

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Goal #3:

Enhance the [REDACTED]

Objective #1:

Each [REDACTED] Agent will [REDACTED]

Each [REDACTED] Agent is [REDACTED]

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Objective #2:

Utilize the [REDACTED]

As stated above in Goal #1, Objective #5, the [REDACTED]

[REDACTED] has been  
greatly enhanced in the last six months [REDACTED]

[REDACTED] Field Office  
[REDACTED] Analysts determine [REDACTED]

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[REDACTED] Analysts can then  
[REDACTED]

Objective #3:

Task Agents to [REDACTED]

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Analysts have completed numerous [REDACTED] ECs  
which set leads to Special Agents to [REDACTED]  
about San Francisco's Field Office [REDACTED]  
[REDACTED] See Goal #2, Objective #3.

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Goal #4:

Objective #1:

Post [REDACTED]

ALL [REDACTED]

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Objective #2:

Conduct a semi-annual [redacted]

[redacted] held an [redacted] on 09/14/2006, but has not held another during the reporting period.

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Objective #3:

Supplement [redacted]  
[redacted]

During the reporting period, SA [redacted] worked regularly with TFO [redacted]

[redacted] TFO [redacted] and SA [redacted]

[redacted] Their [redacted]

[redacted] In addition, [redacted]  
[redacted]

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Objective #4:

Create and utilize a Customer Survey for [redacted]  
[redacted]

A Customer Survey has been created by SSA [redacted] and approved by ASAC [redacted] but the survey has not been implemented at this time.

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