

FEDERAL BUREAU OF INVESTIGATION

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DATE 05-25-2011 BY 65179 DMH/HJS

Precedence: ROUTINE

Date: 05/25/2007

To: San Francisco

Attn: A/ASAC

From: San Francisco

[redacted] ORA

Contact: A/SSA [redacted]

Approved By: [redacted]

Drafted By: [redacted]

ema
myt myt

Case ID #: 800A-SF-136738-SAR (Pending)-39

Title: GOALS AND OBJECTIVES

SAN FRANCISCO [redacted]
10/01/2006 - 03/31/2007

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

Details: Progress report on measurable and obtainable goals and objectives for the [redacted] for the period 10/01/2006 through 03/31/2007.

Goal #1

Improve Efficiency and Effectiveness of [redacted] Operations

Objective #1:

Provide relief supervisory training for Principal and Secondary Relief Supervisors.

SA [redacted] and IA [redacted] received relief supervisory training from SSA [redacted] which included review of the online Supervisor's Desk Reference on the FBI Intranet, procedures for handling miscellaneous desk duties, and day-to-day administrative tasks.

Objective #2:

Update and document established country assignments for Intelligence Analysts and Special Agents on [redacted]

With the arrival of [redacted] 02/19/2007, [redacted] will update and document established [redacted] during the next reporting period.

800A-SF-136738-SAR-39

To: San Francisco From: San Francisco
Re: 800A-SF-136738-SAR, 05/25/2007

Objective #3:

Enhance office space for Agents and Analysts on [] to include resolving the heat situation in the [] area.

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SSA [] coordinated with both building management and Oakland Resident Agency management to resolving the heat situation in the [] area.

Objective #4:

Conduct and document monthly squad meetings to include all Analysts and Agents.

Due to the geographic distribution of [] ASAs and Operational Specialists (OSs), only one formal squad meeting was conducted. However, multiple informal squad meetings were held throughout the reporting period that discussed []

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[] All relevant squad administrative issues were communicated via e-mail throughout the reporting period.

Objective #5:

[] investigations.

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[] opened file 802B-SF-C140549 and [] investigations.

Objective #6:

Conduct quarterly file reviews for Intelligence Analysts and Special Agents.

Quarterly file reviews for IAs and SAs were conducted for all [] Intelligence Analysts and Special Agents.

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Objective #7:

Fill vacant IA/ASA positions on []

During the reporting period, IA/ASA [] reported on 02/19/2007, filling a vacant IA/ASA position.

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Objective #8:

Update and maintain the [] website.

The [] website was maintained throughout the reporting period and included updates on squad personnel and links to relevant [] products.

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Re: 800A-SF-136738-SAR, 05/25/2007

Objective #9:
Transition to the [redacted] developed by [redacted]
[redacted] which will replace the [redacted]
[redacted]

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[redacted] IAs now track [redacted]
[redacted]
developed in-house by the SF [redacted]

Objective #10:
Designate [redacted] Analyst to be the trainer for the new
[redacted]

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IA [redacted] has been in contact with [redacted] to transition the
[redacted]

Objective #11:
Prepare and provide quarterly statistical reports to executive
management.

Quarterly statistics were provided to SF Executive Management via
e-mail and will be included in the [redacted]
[redacted] Review (SAPR) document.

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Objective #12:
Coordinate and ensure [redacted] can be accessible through the
[redacted]

This effort is ongoing but continues to be delayed due to
equipment integration and standardization issues at FBIHQ,
specifically at the [redacted] and
[redacted] who maintain
responsibility for producing a suitable [redacted]
[redacted]

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Goal #2:
Increase the Quantity and Quality of [redacted]

Objective #1:
Establish a schedule for the following intelligence products: The
[redacted]

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SSA [redacted] established a schedule of [redacted] with all
[redacted] analysts. The [redacted] was completed and forwarded to [redacted]

To: San Francisco From: San Francisco
Re: 800A-SF-136738-SAR, 05/25/2007

[redacted] in February 2007. IA [redacted] was in the process of [redacted] during this 6 month period.

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Over the next 6 month rating period, a production plan with the [redacted]
[redacted] will be established for FY 2008.

Objective #2:

Provide [redacted]
[redacted]

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[redacted]
[redacted] "There are two copies of each [redacted]
[redacted]

Objective #3:

Establish a process for providing [redacted] agent.
[redacted]

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A [redacted] was under development during this six month period. Testing of the [redacted] was accomplished by IA [redacted]
[redacted]

Objective #4:

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

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All [redacted] IAs have attended the mandated [redacted] training with the exception of newly hired IA [redacted] who is awaiting the start of the [redacted]

Objective #5:

Document all training provided and received by [redacted] personnel to the appropriate 800 control files.

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All [redacted] personnel document training provided and received in the following files: 800C-SF-137173 and [redacted] respectively.

Objective #6:

Train new Analysts to [redacted]
[redacted]

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IA [redacted]
[redacted] Training to [redacted] personnel throughout the reporting period.

To: San Francisco From: San Francisco
Re: 800A-SF-136738-SAR, 05/25/2007

Objective #7:

Provide additional [] training for all [] Analysts.

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Through a combination of in-person and e-mail communications, SA [] and IA [] provided additional [] training for [] analysts.

Objective #8:

[] will produce []

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[] produced [] in meeting this objective by the end of the rating period.

Objective #9:

Provide [] to SAC, division management and squads.

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Due to scheduling conflicts, [] during the reporting period. All [] analysts have been notified of the briefing schedule and are preparing accordingly.

Objective #10:

Maintain production of the [] and [] customers in the division.

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IA [] produces the []

Objective #11:

Train all [] Analysts to utilize the []

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[] information and training related data were forwarded to [] personnel via e-mail. No [] were submitted during the reporting period.

Objective #12:

Post all [] instructions and forms on the [] web page.

As mandated by [] policy, [] instructions and information was posted to the [] website.

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Re: 800A-SF-136738-SAR, 05/25/2007

Objective #13:

Train all [redacted] Agents and Analysts to utilize [redacted]

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As [redacted] analysts are preparing their [redacted] IA [redacted]
[redacted] and SA [redacted] are provided training on [redacted]

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Goal #3:

Program

Objective #1:

Each [redacted] Agent [redacted]

Although new Attorney General guidelines authorizing [redacted]

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Therefore, this goal will be forwarded to the next reporting period. [redacted]

Objective #2:

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

IA [redacted] ran detailed analyses on San Francisco's [redacted]

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[redacted] After receiving [redacted]
[redacted] queries the [redacted]
those requirements. IA [redacted] informed appropriate agents via
email from the [redacted]
[redacted] programs of these requirements.

Objective #3:

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

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See entry for Objective #1 above.

Objective #4:

Each [redacted] Agent will work closely with investigative squads to
identify [redacted]

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Re: 800A-SF-136738-SAR, 05/25/2007

[redacted] Agents and Analysts worked closely with substantive investigative squads regarding [redacted] In some cases, [redacted] Agents act as either asset co-case agents or alternate agents for assets on investigative squads. Additionally, IA [redacted] and IA [redacted] jointly conduct a conference to discuss [redacted] for investigative squads [redacted]

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Objective #5:
Coordinate with [redacted] and implement the [redacted]

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In November 2006, [redacted] personnel launched the [redacted]

[redacted] IAs. Access to the [redacted]

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Objective #6:
Provide [redacted] training to all [redacted] analysts that will be populating the [redacted]

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Appropriate [redacted] training was provided to all [redacted] IAs in November 2006, who populated the [redacted]

Objective #7:
Establish and document [redacted]

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IA [redacted] established security audit procedures for the [redacted] which are documented in [redacted] [redacted] Serial 6.

Objective #8:
Coordinate with [redacted]

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IA [redacted] assigned to the [redacted] and as necessary, makes changes to the information on [redacted]

Goal #4:
[redacted]

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Objective #1:

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Re: 800A-SF-136738-SAR, 05/25/2007

Maintain contact with each investigative squad to discuss and explain new procedures and policies implemented by the [redacted]

IA [redacted] met several times with all [redacted] investigative squads concerning [redacted] IA [redacted] coordinated new [redacted] held with investigative squads. Additional communication regarding [redacted] procedures and policies was facilitated via e-mail and postings to the [redacted] website.

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Objective #2:

Attend [redacted] ASAC.

SSA [redacted] attended all [redacted] ASAC.

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Objective #3:

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

IA [redacted]
[redacted]
[redacted] Personnel [redacted]
[redacted] FBI
San Francisco personnel.

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Objective #4:

Document all [redacted]

All [redacted] efforts appropriately were documented in file 800A-SF-C136738-LIA.

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