

**FEDERAL BUREAU OF INVESTIGATION**

**Precedence:** ROUTINE

**Date:** 12/13/2007

**To:** San Francisco

**From:** San Francisco

**Contact:** IA [redacted]

**Approved By:** [redacted] KSK

**Drafted By:** [redacted] :ape apc

**Case ID #:** 800B-SF-137173

**Title:** [redacted]

SQUAD MEETING  
13 DECEMBER 2007

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 03-15-2011 BY 65179 DMH/STW

b6  
b7C  
b7E

**Synopsis:** Reports [redacted] meeting  
on 12/13/2007.

**Details:** On 12/13/2007, the [redacted]  
held a monthly meeting at the Oakland Resident Agency. The  
following topics were discussed:

1. [redacted] When there is an [redacted]  
the Intelligence Analyst (IA) authoring the  
[redacted] needs to contact the IA that will  
approve the [redacted] via a phone and then follow  
up with an email.
2. **Draft** [redacted] will be sent to the [redacted]  
[redacted] by the IA approving the IA not  
by the IA authoring the [redacted] effective  
12/14/2007.
3. All [redacted] (draft and disseminated) need to  
be signed by the supervisor of the [redacted]  
[redacted] the substantive squad  
supervisor.
4. Source admin page of the [redacted] needs to be  
filled out in as much detail as possible in  
[redacted]
5. **Draft** [redacted] should only be sent to the [redacted]  
[redacted] subfile. Do not send copies of  
[redacted] to case files or your IA subfile

b7E

800B-SF-137173-75  
[redacted] 1371ape-01.wpd

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unless the [ ] is not disseminated. See  
cheat sheet.

- [ ]
1. When sending [ ] to the [ ] subfiles they must be in the EC format vice the microsoft word template format. b7E
  2. Sourcing: ECs and FD-302s can not be used in finished [ ] products.
  3. IA Abstracts need to be uploaded to the appropriate [ ] subfile along with a copy of the approval email from HQ. These abstracts must be signed by the [ ] supervisor prior to going to the subfile.

- [ ]
1. All IAs and Agents assigned to [ ] need to be logging into [ ] on a monthly basis. b7E

- [ ]
1. Ensure that information is updated and entered into [ ] on a regular basis. Ensure that Training, Liaison and Enhanced Training information is maintained as appropriate.

FD-330s

1. Ensure that you send a copy (either electronically or hardcopy) of your FD-330s to the [ ] supervisor prior to leaving the division. b7E

FD-542s

1. Ensure that you are doing FD-542s to claim stats. When completing FD-542s ensure that you save them as .542 documents vice .wpd. **Where applicable, stats need to be completed by all analysts back to 10/01/2007.**

[ ] was discussed as well as the changes to the [ ] Briefing schedule.

1. The briefing schedule will change sometime after January. The next individuals to brief will be IA [ ] and then IA [ ] time TBD. b6  
b7C  
b7E

To: San Francisco From: San Francisco  
Re: 800B-SF-137173, 12/13/2007

◆ Next promotion board is 03/07/2007. Promotion packages need to be to the [redacted] supervisor no later than 02/07/2007. Ensure that four (4) copies of all documents are sent to the supervisor.

The following employees attended the squad meeting:

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A/SSA [redacted]

IA  
IA  
IA  
IA  
IA  
IA  
IA  
IA  
IA  
IA  
IA

