

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 01/07/08

To: [REDACTED]

Attn: SAC [REDACTED]
SC [REDACTED]

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[REDACTED]

Attn: [REDACTED]

Attn: [REDACTED]

Abu Dhabi

Attn: LEGAT [REDACTED]
ALAT [REDACTED]

San Francisco

Attn: SAC Charlene B. Thornton
SSA [REDACTED]
IA [REDACTED]
SA [REDACTED]

[REDACTED]

Attn: SC [REDACTED]
ASC [REDACTED]
SSA [REDACTED]
IA [REDACTED]
IA [REDACTED]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-01-2011 BY 65179 DMH/STW

Detroit

Attn: SAC Andrew G. Arena
ASAC [REDACTED]
SFLPC [REDACTED]
LS [REDACTED]

From: Training

[REDACTED] Room 206

Contact: MPA [REDACTED]

Approved By: [REDACTED]

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Drafted By: [REDACTED] ldg

Case ID #: [REDACTED] Pending)

REF

Title: [REDACTED]

01/13/2008 - 01/17/2008

Synopsis: Country clearance authorization and the announcement
of the captioned course to convene at the [REDACTED]

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C:\Documents and Settings\ [REDACTED] Local Settings\Temporary
Internet Files\OLKAB\4 (2).WPD

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

To: [redacted]
Re: [redacted] 01/07/08

From: Training and Development

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Administrative: Re telephone calls and/or e-mails between the [redacted] SSA [redacted] MPA [redacted] and Little Rock, Phoenix, and Detroit Field Offices.

Details: On February 7, 2001, a high level delegation from the FBI was dispatched to conduct a training needs assessment for the [redacted]. The team met with approximately [redacted] including [redacted]. At the conclusion of the assessment, training needs were identified and prioritized: 1. [redacted] 2. [redacted] 3. [redacted] 4. [redacted] 5. [redacted]

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During the data analysis, it was further determined that the [redacted] faced the following challenges in attacking these crime problems: 1. [redacted] 2. [redacted] 3. [redacted] 4. [redacted] 5. [redacted]

The above referenced course will take place January 13 - 17, 2008. The traveling team will consist of the following personnel:

NAME: [redacted]
DIVISION: SAN FRANCISCO DIVISION

NAME: [redacted]
DIVISION: [redacted]

NAME: [redacted]
DIVISION: [redacted]

NAME: [redacted]
DIVISION: DETROIT DIVISION

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This [redacted] course is being coordinated through [redacted]. The scheduled training will consist of 40 hours of instruction. The training will be provided to 35 - 50 students from the [redacted].

Any confirmed instructor who must withdraw from an [redacted] training assignment for personal or official reasons should immediately notify [redacted]. Replacement of personnel will be selected and approved through [redacted].

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The venue and lodging for the captioned course is being coordinated and arranged by [redacted] through the [redacted] Staff. Instructors must obtain a passport for travel to Dubai, however a visa is not required.

Traveler Instructions

To: [redacted]
Re: [redacted], 01/07/08

From: Training and Development

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Each traveler should contact [redacted] for scheduling flight to Dubai, U.A.E., adhering strictly to all guidelines of the Fly America Act. Fax itinerary before travel to [redacted]

Instructors are not authorized to carry firearms on any international flight nor while in transit within a foreign nation during this training. To do so may subject the traveling team to arrest and detainment by the offended foreign government.

Each traveler should contact Health Services in his or her Division and inquire if any immunizations are needed for foreign travel.

The lead instructor will provide an After Action Report which includes student roster, group photo identifying each student and student and course evaluations, at least (5) business days after return from travel.

Voucher Information

Travelers should contact [redacted] POC if there are any additional questions regarding travel expenses. Each traveler should provide [redacted] POC a photocopy of the approved FD-540 and SF-1012 with receipts five (5) business days after travel.

Discontinuance of Flatlining Policy

Effective October 1, 2006, all routine and extended TDY will require lodging receipts (or other proof of payment) to be submitted with the SF-1012 voucher. For short term travel (60 days or less) lodging reimbursement will be limited to the ACTUAL expense incurred, not to exceed the authorized per diem for the locality, except where specifically authorized in advance of the travel. Per diem will be paid at full rates. See EC dated 09/28/2006, file # [redacted] for more information.

Information Concerning Annual Leave

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Instructors are advised that matters concerning annual leave while on official travel, flying in excess of 14 hours, and are in a layover status, are referred to Finance Division's EC dated 03/26/1999, file # [redacted] titled "Common Carrier Transportation, page two: "In those instances where the travel exceeds 14 hours and the employee must use coach class accommodations ... the employee may be authorized a rest stop en route. A rest stop is an overnight layover (midway) with the employee proceeding to his/her destination the following day. If an employee takes leave at the location of the rest stop, the stopover is no longer considered a rest stop, but rather a personal travel, and all costs associated with the stopover become an out-of-pocket expense."

To: [REDACTED] From: Training and Development
Re: [REDACTED], 01/07/08

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ANY TRAVELER WHOSE FLIGHT EXCEEDS 14 HOURS WILL BE PERMITTED A LAYOVER EN-ROUTE. HOWEVER, THE FLIGHT ROUTE MUST BE THE MOST DIRECT AVAILABLE AND MUST BE IN COMPLIANCE WITH THE FLY AMERICA ACT.

Security Briefings

Instructors are reminded that travel outside the U.S. requires notification of the field office or FBIHQ Division Security Officer by completing form FD-772. This is to be completed prior to international travel. (See MAOP, Park 1, 1-20.1).

All FBI employees and Task Force Officers (TFOs) deployed [REDACTED] with the exception of permanent Legat Attache personnel, must check in daily with [REDACTED]. This requirement is applicable to all [REDACTED] deployments including Training, Operational, Special Events, Inspection, OPR, and other TDYs. Any exception to this requirement must be approved in advance by the Executive Assistant Director for [REDACTED].

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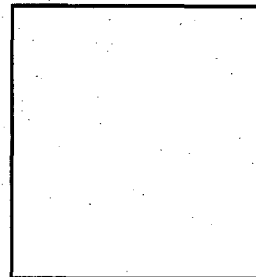
The purpose of this daily contact is to facilitate support and safety issues. A designated employee representing a team of personnel may relay team information if more convenient. The preferred method of contact with [REDACTED] is by Bureau e-mail captioned [REDACTED]. However, telephonic contact and fax transmission are also permissible.

The following information is provided to facilitate daily contact:

FBI Exchange Address
Internet Exchange

Facsimile - General Use
Facsimile - Secure

Telephone - General Use
Telephone - Secure
Telephone - Def. Switch (DSN)



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FBI employees traveling overseas on annual or military leave are strongly encouraged to utilize the [REDACTED]. FBI employees vacationing in foreign countries may become targets of terrorists or victims of natural disasters. FBI employees may also have some need to contact the Legal Attache while on annual leave. Utilization of the [REDACTED] will provide the Legal Attaches with advance notice of FBI employees traveling in their countries of responsibility. Information should be entered into the [REDACTED] at the earliest opportunity to permit early notification of conditions or threats that might affect upcoming as well as current travel.

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To:
Re:

[REDACTED]
[REDACTED] 01/07/08

From: Training and Development

Attire

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Instructor attire on the first day in front of the class is business professional. After the first day, unless advised to the contrary, business casual is appropriate (i.e., nice cotton pants, polo shirts, dress shoes). If performing practical exercises, cargo pants and polo shirts are permitted. Otherwise, no jeans, cargo pants, or sneakers.

The Training Division wishes to express appreciation to FBIHQ, and all effected offices for their continued support of this training initiative.

To: [redacted]
Re: [redacted] 01/07/08

From: Training and Development

LEAD(s):

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Set Lead 1: (Action)

[redacted]

AT WASHINGTON, DC

[redacted] will input the names of the noted Bureau employees into overseas travel database as reflected by each travelers FD-772.

Set Lead 2: (Info)

[redacted]

AT WASHINGTON D.C.

[redacted] is advised of this training initiative and will be notified of all pending training. Read and clear.

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Set Lead 3: (Action):

[redacted]

Legat Abu Dhabi is advised of this training and is requested to attend the graduation. The Team leader of this initiative will communicate with Legat Abu Dhabi and provide the graduation date. Abu Dhabi will make appropriate notifications and secure country clearance for the below mentioned traveler(s). Legat Abu Dhabi will obtain a student roster and run indices checks of potential students prior to the course commencement. The lead instructor will contact the Legat upon arrival. The telephone number at the [redacted] where the instructors can be reached is [redacted]:

NAME:
DIVISION:
DOB:
SSAN:
POB:
PASSPORT#:
EXPIRATION DATE:
ISSUED AT:
CLEARANCE:

[redacted]
San Francisco

[redacted]

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NAME:
DIVISION:
DOB:
SSAN:
POB:
PASSPORT#:

IA [redacted]

[redacted]

To: [REDACTED] From: Training and Development
Re: [REDACTED] 01/07/08

EXPIRATION DATE: [REDACTED]
ISSUED AT: Washington, DC
CLEARANCE: [REDACTED]

NAME: [REDACTED]
DIVISION: [REDACTED]
DOB: [REDACTED]
SSAN: [REDACTED]
POB: [REDACTED]
PASSPORT#: [REDACTED]
EXPIRATION DATE: [REDACTED]
ISSUED AT: [REDACTED]
CLEARANCE: [REDACTED]

IA [REDACTED]

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NAME: [REDACTED]
DIVISION: [REDACTED]
DOB: [REDACTED]
SSAN: [REDACTED]
POB: [REDACTED]
PASSPORT#: [REDACTED]
EXPIRATION DATE: [REDACTED]
ISSUED AT: [REDACTED]
CLEARANCE: [REDACTED]

DETROIT

Set Lead 4: (Action)

[REDACTED]

AT WASHINGTON, DC

[REDACTED] is requested to add the names of the Travelers in this EC to the Foreign Travel Report.

Set Lead 5: (Action)

DETROIT

AT DETROIT, MICHIGAN

SAC Andrew G. Arena is respectfully requested to authorize the travel of [REDACTED] who will travel to Dubai, U.A.E., where he will serve as an [REDACTED] for the [REDACTED] course from 01/13/2008 - 01/17/2008.

Set Lead 6: (Action)

COUNTERTERRORISM

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AT WASHINGTON, D.C.

SC [REDACTED] is respectfully requested to authorize the travel of IA [REDACTED] Dubai, U.A.E.,

To: [REDACTED] From: Training and Development
Re: [REDACTED] 01/07/08

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who will serve as instructors for the [REDACTED]
[REDACTED] course from 01/13/2008 - 01/17/2008.

Set Lead 7: (Action)

SAN FRANCISCO

AT SAN FRANCISCO, CALIFORNIA

SAC Charlene B. Thornton is respectfully requested to
authorize the travel of SA [REDACTED] Dubai, U.A.E., who will
serve as an instructor for the [REDACTED]
[REDACTED] course from 01/13/2008 - 01/17/2008.

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