

[redacted] (SF) (FBI)

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From: [redacted] (SF) (FBI)
Sent: Friday, January 13, 2006 3:36 PM
To: SF-ALL SSA
Subject: [redacted] update 1/2006

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 06-07-2011 BY 65179 DMH/MJS

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**SENSITIVE BUT UNCLASSIFIED
RECORD** [redacted]

Hi---

This is being sent to all Supervisors in the division ---
Please forward what you feel is needed to your agents.

Just a couple of items we need to talk about.....

- 1) We are approximately 216 days from our 2006 inspection. (JULY 17 - 28, 2006)

I will be assisting the Chicago Inspection as the [redacted] Auditor from January 23 --- February 14 (to help out of course, but to also see what the inspectors will be looking for during the series of 2006 inspections)

Prior to my departure, I will be sending each Supervisor a section of the [redacted] Excel Spreadsheet. This spreadsheet is an [redacted] internal audit which we have been maintaining for the past 18 months. Each Supervisor will receive the section corresponding to the Supervisors Squad. I would ask that each supervisor review the sheet and have the appropriate agents fix the yellow box items. (you'll understand when you get the spreadsheet)

We would like to have all of these corrections completed by February 14th. Supervisors please be sure that the agents take care of these items. Some items have been pointed out to the agents in the past by the [redacted] staff with negative results.

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If something has been done, but appears on the chart as not done, please contact the [redacted] and have the situation rectified.

I anticipate learning a lot during the Chicago Inspection and returning to SF with a wealth of information to share. We would like to have all the corrections done ASAP so we can move forward with Inspection Preparation upon my return.

- 2) If anyone on your squad has obtained [redacted]
IT IS EXTREMELY IMPORTANT NOT TO HAVE ANY GAPS IN THE DATES OF YOUR REQUESTS.... PLEASE SET TICKLERS TO REMIND YOURSELF AND YOUR AGENTS WHEN [redacted] NEED TO BE RENEWED OR ENDED.

AT THE END OF THE [redacted] THE AGENT MUST HAVE AN EC IN THE FILE STATING THAT [redacted] IS OVER. WE MUST HAVE AN ENDING EC FOR [redacted] IN THE FILE FOR EVERY [redacted]

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If we have a situation where [redacted] was over a long time ago and your agent did not document the end, please have them write an EC now, stating [redacted] was over (give the approximate date) (if you have any questions, call me please)

- 3) Some agents are using the wrong address when sending EC's to [redacted] (try to use the ponies, as [redacted] attempts to stay on top of the changes)

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Should be: [redacted]

Attn: [redacted]
MPA [redacted]