

~~SECRET~~

DATE: 04-22-2011
CLASSIFIED BY 65179 DMH/NJS
REASON: 1.4 (C)
DECLASSIFY ON: 04-22-2036

[REDACTED] MEETING - TUESDAY, 06/02/2009

b6
b7C
b7E

Items of Note by SSA [REDACTED]
(including items from the last SJRA Supcon and EM Meeting)

1. 6/23. SJRA All Employee Conference. From ASAC [REDACTED] "SSAs and SA's should be present at all employees' conferences if they are in the office and not consumed by an important task. A noticeable lack of SSA and SA participation has been noted at SF HQ City all employees' conference by past and present SAC."
2. 6/23. SJRA Photo Day. ASAC [REDACTED] and SSA [REDACTED] are looking for ideas for a suitable location for the photo op. ASAC [REDACTED] is also looking for ideas for a SJRA Support Day. If you have any good suggestions, please let me know.
3. [REDACTED] will be executing search warrants in the near future. I encourage all to participate and help out. Please check with me (and the squad calendar) first before committing.
4. House keeping rules. Refer to one of 20 emails I sent out today.
5. If you have any evidence that needs to be destroyed, please take action ASAP. ASAC [REDACTED] is taking monthly inventory and advising SSAs. [REDACTED] is on the hit list.
6. Speaking of evidence, when closing cases, include in the closing EC, "All administrative requirements have been met, and all evidence has been returned and/or destroyed."
7. If you have SF as your PRL, please consider un-checking the "All RAs" box.
8. [REDACTED] Continue to submit pertinent and relevant documents through [REDACTED]. The number of submissions by squad is being monitored by the front office. When in doubt, put it in.
9. [REDACTED] presence has once again been identified as one of the Division's [REDACTED]. Thanks to [REDACTED] and [REDACTED] efforts, we are making progress [REDACTED].
10. [REDACTED] Will be rolled out in the near future. There will be a [REDACTED] training on 6/9 at 10:00 am. If you have not used [REDACTED] in the past, attendance is mandatory. I encourage everyone to attend the training as it has been a while for everyone.
11. PKI certificate. If you don't have or don't recall your password, please obtain one before the end of next week. Of course, you'll need your certificate and password to access [REDACTED]. I'm trying to make arrangements for [REDACTED] to come down to SJ next week.
12. JTTF Meeting on 6/8. [REDACTED]
- (S) 13. [REDACTED]
14. [REDACTED] Summary due by 6/19. From ASAC [REDACTED]. "Each SF [REDACTED] has been briefed on [REDACTED] and the case summary template we have created. We used our best efforts to capture all of the information that was contained in the sample case summary update from SC. SF's [REDACTED] Branch should have case summaries inputted into [REDACTED] by cob 06/19/2009."

b6
b7C

b6
b7C
b7E

b6
b7C
b7E

b1
b7E

b6
b7C
b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

~~SECRET~~

b7E

~~SECRET~~

15. [redacted] Please review all your pending cases to ensure all subjects are properly See my previous email. b7E
16. [redacted] Also ensure you review your cases and submit modification FD-930s as needed. I have not seen one single modification EC/FD-930 yet. Utilize the attached pony.
17. FBIHQ, Office of Integrity and Compliance is looking at and drafting a Bureau vehicle take home policy.
18. Property management forms (FD-281s) will be issued for Bucars and all radios to assigned personnel.
19. [redacted] being formed to formulate protocol for imbedding [redacted] agents on substantive squads and will need an SSA and SA from each program. b7E
20. Audit of [redacted] Deadline 6/22. Hopefully some of you have already seen the tasking and are working on it. I'm going to have to ask each of you to help out as many of case agents are no longer here. I've reassigned those cases and tried to more equitably distribute them to all on the squad. I'll send out the spreadsheet along with instructions shortly.
21. [redacted] Retirement 6/26. b6
b7C

~~SECRET~~