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HEREIN IS UNCLASSIFIED
DATE 04-19-2011 BY 65179 DMH/MJS

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 08/11/2009

To: San Francisco

Attn: ASAC [REDACTED]

From: San Francisco

[REDACTED] San Jose Resident Agency

Contact: SSA [REDACTED]

Approved By: [REDACTED] *mm*

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b7C
b7E

Drafted By: [REDACTED] *CSC/TD*

Case ID #: [REDACTED]

(Pending) - 31

Title: [REDACTED] SAN JOSE RESIDENT AGENCY
RELIEF SUPERVISOR TRAINING

Synopsis: To document training provided to [REDACTED] relief supervisors at San Jose Resident Agency (SJRA).

Details: On August 11, 2009, SSA [REDACTED] provided Relief Supervisor Training to the following agents who are currently in the relief program:

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SA [REDACTED]
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]

During the training, the following topics were covered:

- Supervisor Desk Reference Guide
- Supervisor/Relief Supervisor responsibilities
- Daily/Weekly/Semi-Annual/Annual requirements
- Proper review of documents (ECs, FD-302s, LHMs, etc.)
- Inbox / Outbox
- [REDACTED]
- File review
- [REDACTED]
- Covering leads
- Proper opening and closing of [REDACTED]
- Finance (Travel, FD-540, SF-1012, etc.)
- [REDACTED]
- Bucar accidents

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RELIEF, UPD

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