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

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 01/31/2010

To: San Francisco

From: San Francisco

[redacted] San Jose RA

Contact: SSA [redacted]

Approved By: [redacted]

776

b6
b7C
b7E

Drafted By: [redacted]

csc 11/031cscEC.wpd

Case ID #: [redacted]

(Pending) 45

Title: [redacted] MEETING

01/21/2010

Synopsis: Items of note from [redacted] meeting on 01/21/2010.

Details: On 01/21/2010, a [redacted] meeting was held at the San Jose RA. The following is a list of Items of Note discussed at the meeting:

b7E

✖ORA Parking - park in the garage and voucher

[redacted]

✖IA [redacted] reporting to ORA

✖webTA - ensure excludable days are marked when in training or traveling

b6
b7C
b7E

✖[redacted] available for FISURs and as a spare

✖Plaques - donations will be collected only for Agents leaving the Division

✖JTTF Meeting - please remember the meetings are for the TFOs as much as they are for us; feel free to provide ideas to improve the meetings; Agents will be asked to provide case/source updates

[redacted] SAC policy (800A-SF-C136738 Serial 253) specifies any intelligence that meets a collection requirement and/or is of domain value must be submitted to the [redacted]

b7E

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b7E

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To: San Francisco From: San Francisco
Re: [REDACTED] 01/31/2010 b7E

❖ Agent Assignment Sheet - please update the sheet periodically

❖ [REDACTED]
❖ New Agents will be assigned to [REDACTED] b7E
❖ All MLATs will be handled by [REDACTED]

❖ File review - see my previous email

❖ Makeup Training. The mandatory National Security

[REDACTED] Executive Board Meeting - [REDACTED]

❖ ITOS Visit - SSA and two IAs planned to visit SF/SJRA

❖ Status Board - please update as necessary b7E
❖ Calendar (if more than 8')
❖ SL/AL; email myself (or relief) & [REDACTED]

❖ Surveillance

❖ Ops Plan to me and to case file if more than "spot checks"

❖ Social committee members - 'Time-off' awards

❖ Awards

[REDACTED] Time Off
[REDACTED] - Time Off
[REDACTED] Incentive b6
[REDACTED] QSI b7C
[REDACTED] - QSI

❖ Leads - ensure all routine leads are covered within 45 days
unless extenuating circumstances exist

❖ OHR - close cases as appropriate; daily SitReps continue

❖ VA Training - TSOU training mandatory

❖ In the loop - please keep me in the loop; when in doubt,
call/email me

❖ Work hours - 8:15 am - 5:00 pm; professionalism

[REDACTED]
❖ Email submission
❖ Opening/Closing within [REDACTED] b7E
[REDACTED] (HQ control file and Pending
Inactive)

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