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DATE: 04-19-2011
CLASSIFIED BY 65179 DMH/MJS
REASON: 1.4 (C)
DECLASSIFY ON: 04-19-2036

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 05/18/2010

To: San Francisco

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

From: San Francisco

[redacted] / San Jose RA

Contact: SSA [redacted]

Approved By: [redacted] *TH*

Drafted By: [redacted]

CSC *TH*

b6
b7C
b7E

Case ID #: [redacted] (Pending)-47

Title: [redacted] MEETING

05/17/2010

Synopsis: Items of note from [redacted] meeting on 05/17/2010.

Details: On 05/17/2010, a [redacted] meeting was held at the San Jose RA. The following is a list of Items of Note discussed at the meeting:

b7E

[redacted] Matters

b7E

- Welcome back [redacted]
- Thanks to SA [redacted] and SA [redacted] for acting during SSA [redacted] absence.
- Canvass for [redacted] Principle and Secondary Relief Supervisors in June. All are encouraged to volunteer, for it is a challenging but rewarding experience.
- Thanks to SA [redacted] for chairing the last JTTF meeting.
- Time Off Award presented to SA [redacted] for his outstanding [redacted] development.
- Incentive Award presented to SA [redacted] for his outstanding contribution to [redacted]
- [redacted] name submitted for the [redacted] Award.
- [redacted] Bucar policy; based on seniority on the squad.
- Plaques; efforts will be made to present any Agent leaving the Division with a plaque from [redacted]
- Cubicle assignments; based on seniority in the Bureau
- Thanks for completing all [redacted] and training requirements [redacted] etc.)
- SA [redacted] effective 5/23.

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8/2MTG-WPD

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To: San Francisco From: San Francisco
Re: [redacted] 05/18/2010 b7E

- SA [redacted] effective 5/23.
- Ensure all [redacted] are reconciled.
- FISUR training by SA [redacted] and SSG in end of May or early June. b6 b7C b7E
- Ensure all the i's are dotted and t's are crossed on any paperwork for ASAC/SAC.
- Address all leads within [redacted]
- Address all cases in a timely manner.
- Balance case loads; no case should be left unattended during any review cycle.
- Inter-Division coordination; seek SAC concurrence whenever conducting any type of ops outside of SF AOR.
- [redacted] be cognizant of admin requirements; use it as a reference.
- UC computer for [redacted] will be installed soon.
- ICE JTTF Rep to [redacted] is in the works. b7E
- Advise SSA on all RDOs, ALs, Night Ops, FISURs, etc.
- [redacted] use the routing form to ensure compliance.
- FDP must be completed by 5/19
- Flying Armed WBT.
- Info Sec WBT.
- Intelligence Metrics Captured by Squad; outstanding efforts on [redacted] Thanks!
- Training [redacted] etc.); you will be expected to bring something back to the squad.
- [redacted] tactical support; gauge IA needs, etc.; please continue to submit pertinent documents to [redacted]
- [redacted] meals; stay at or below SF per diem rate (\$12/18/36); attach EC if over the rate.
- Utilize the hello phone instead of Blackberries.
- [redacted] always err on the side of caution; "Leave no stone unturned."

(S)

- [redacted]
- [redacted] I-94, Visa, Travel, etc.; please come and see me if you are interested in taking the initiative to develop [redacted] utilizing the data.
 - Encourage frequent interaction and discussion with SSA.
 - Professionalism and enforcement of policies; I believe my responsibility is to provide you all with the appropriate guidance and the policy; I don't want to believe it is my job to enforce them, for I have the utmost respect for all Agents, and I trust you will all do the right thing.

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To: San Francisco From: San Francisco
Re: [REDACTED] 05/18/2010

b7E

From SUPCON

- Highlighted cases from [REDACTED] branches
- New CSO
- New AO
- Golf Tournament
- Citizen's Academy
- Bucar policy; provide any feedback to ASAC
- Restricted parking in SF
- Bay Brief (SAC); comments are welcome
- [REDACTED] (at least [REDACTED] serials)
- SA [REDACTED] to Boise, Idaho
- Cyber vacancies
- Self Inspection
- SAPR coming up
- New [REDACTED]
- AFID (DMV situation); UC credit cards
- OSSR/FOASR due
- [REDACTED] 5/19 at 1130am
- MBRA new SSA

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[REDACTED] Branch Meeting

(S)

- Parking restricted on Turk and Larkin
- New take home car policy; get feedback to ASAC
- Parking tickets on Bucar and personal vehicle with confidential tags go to SAC
- [REDACTED] FOASR and usage compliance
- [REDACTED] reemphasize need to input matters of possible intel value
- FAMS/JTTF FAST training
- New Agents to [REDACTED] ASAC stressed the importance of training them properly during early stages; monitor cases to ensure baseline collection is being promptly implemented
- Canvassing for new JTTF Coordinator; organizational, liaison skills; budget matters
- Long term overseas TDY policy; supportive of TDY Legat/ALAT requests, overseas training requests

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- New USCIS JTTF member

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