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DATE 04-19-2011 BY 65179 DMH/MJS

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 09/15/2010

To: San Francisco

From: San Francisco

[redacted] San Jose RA

Contact: SSA [redacted]

Approved By: [redacted]

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Drafted By: [redacted]

csc 116 75.csc.01

Case ID #: [redacted]

(Pending) -50

Title: [redacted] MEETING

09/08/2010

Synopsis: Items of note from [redacted] meeting on 09/08/2010.

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Details: On 09/08/2010, a [redacted] meeting was held at the San Jose RA. The following is a list of Items of Note discussed at the meeting:

Matters

- webTA: Anything out of norm, check with Training Agent or with SSA prior to validating.
- Saturday/Sunday/RDO: Should only be used sparingly for "special" projects/cases/leads, not for routine convenience or for "catching up."
- "Working at Home": Bureau-related work at home should be avoided; use discretion.
- FD-540, SF-1012: Each amount should be itemized; original receipts attached; any deviation from Point A to Point B should be approved prior to travel; when in doubt, check with SSA or with TPD.
- Leads/Cases: Move forward with a sense of urgency; baseline collection requirements should be done within the first 3 months; extension beyond one year will be extremely difficult to obtain.
- Assisting other squads: Extended FISUR, search/arrest, etc., check with SSA prior to committing.
- [redacted] updates: Create new [redacted] entries for new cases; update cases periodically.
- Training Agent rotation: Effective 09/09/2010, training agents will be rotated annually.

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