



Federal Bureau of Investigation
New Agents Training Program
Investigative Training Unit
Lesson Plan

Please refer to the annotated lesson plan (available on the NATP Curriculum SharePoint site) for a more detailed explanation of this lesson plan.

Title of Lesson:	[Redacted] Administration	b7E
Date Lesson Plan Was Created or Last Updated:	March 2010	
Lesson Plan Version Number:	1.0	
Length of Lesson (in hours):	2	b6
Instructional Designer(s):	SSA [Redacted] ITU	b7C
Contributing Subject Matter Experts (SMEs):	ITU Instructional Staff	
Classification Level:	Unclassified	
Instructional Strategies:	Lecture, Demonstrations, Whole class computer exercise	
Copyright Information¹: [Please attach copies of grants for use.]	No copyrighted materials were used in the creation of this lesson	
Safety and Environmental Safeguards Required (if any):	N/A	
Prerequisite Blocks of Instruction:	[Redacted] Overview, Methods & Intel Practicals 1 and 2, [Redacted] Practical, [Redacted] [Redacted] Practical	b7E
Prerequisite Web-Based Courses (if any):	None	
Number of Role Players Needed:	N/A	
Type of Room Needed:	FBINet-Instructor	
Additional Information:	N/A	b6
Reviewed and Approved by:	Acting Unit Chief [Redacted] ITU	b7C
Date of Approval:	11/03/2010	

¹ Copyright information is required. If no copyright permissions were needed, please insert the applicable statement in this blank, either "No copyrighted materials were used in the creation of this lesson," or "Use of copyrighted materials is in compliance with fair use guidelines." If copyright permission has been granted, please attach all documentation and maintain it on file.

Testing / Assessment of Student Learning

1.	Is there a graded assessment (quiz, test, practical exercise, etc.) of student learning of the content covered in this block of instruction?		
	☐ Yes ☒ No		
If yes,			
2.	A.	What does the graded assessment include?	
		☐ Content covered only in this one block of instruction	
		☐ Content from several combined blocks of instruction	
	B.	What kind of assessment is it? [Check all that apply. If <i>in-class activity</i> or <i>other</i> , please describe.]	
		☐ Brief written quiz	☐ Homework assignment(s)
		☐ Written test	☐ Graded product (such as a report)
		☐ Graded practical exercise	☐ Graded presentation or briefing
		☐ In-class activity: _____	
		☐ Other: _____	
If the graded assessment covers content from several combined blocks of instruction:			
3.	A.	List the titles of these blocks.	
	B.	Is there a block of instruction that prepares students for the assessment? If yes, please provide the title of the block.	
	C.	In which block is the assessment administered?	
	D.	In which block are the results reviewed with students?	

If there is a graded assessment of student learning, please be sure to follow test development guidelines as described in the *ISD Policy Implementation Guide* and in the FBI's *Test Development Manual, Volumes 1 and 2* (available from the Curriculum Development and Evaluation Unit).

Statement of Goals and Objectives

Instructional Goal: Students will understand the basic role and responsibility of the FBI agent in conducting source meetings and to complete associated basic administrative paperwork.

Instructional Objectives:

After 2 hours of instruction, the New Agent Trainee will be able to:

1. Formulate a proper CHS meeting.
2. [REDACTED]
3. Prepare proper CHS paperwork [REDACTED]
4. Describe [REDACTED] plan.

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List of Items and Materials

Equipment / Aids Required for Instructor:

- Blank copies of CHS paperwork
- Classroom with Secret computers

Equipment / Aids Required for Students:

- Classroom with Secret computers



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Power Point Slides or Overheads:

N/A

Handouts:

Student Notebook:

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Outline of Activities

Content			Instructor Notes
Overview Setup The instructor should try to adhere to the schedule detailed below:			Instructor should ensure that the students have proper [redacted] prior to beginning this course. Instructor should ensure that students are able to [redacted] prior to beginning the CHS paperwork section of the course.
Course Schedule			
Schedule	Material to Cover	Strategies to Use	
Hour 1	1. Preparing for a Confidential Human Source (CHS) meeting [redacted] 3. Overview of the CHS Policy Manual	1. Conducting a lecture to provide an overview of the various aspects of the CHS meeting 2. Asking the students for their thoughts regarding a CHS meeting and facilitating a class discussion based on these thoughts	
Hour 2	1. Preparing the proper CHS paperwork [redacted] [redacted] 2. Developing a [redacted] plan	1. Walking the students through performing the paperwork [redacted] [redacted] 2. Conducting a lecture to provide an overview of the [redacted] plan requirements	
Thesis Statement: Agents must thoroughly select [redacted] potential CHSs in order to acquire the most accurate and pertinent information for an investigation.			
Needs Statement: It is important to accurately document the CHS file.			

Objective #1: Formulate a proper CHS meeting.

Objective #1

Instructor will define the term CHS as "...any individual who is believed to be providing useful and credible information to the FBI for any authorized information collection activity, and from whom the FBI expects or intends to obtain additional, useful, and credible information in the future and whose identity, information, or relationship with the FBI warrants confidential handling."

Explain that a proper CHS meeting will involve:

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-
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Objective #2: Summarize CHS

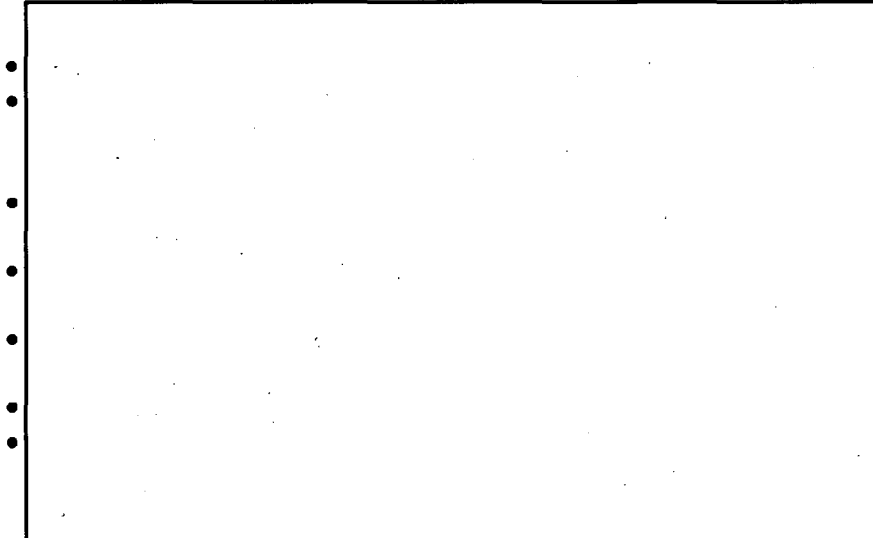
Objective #2

The instructor will explain and facilitate a discussion of what information needs to

CHS information by the Agent includes:

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The instructor should give examples of questions [redacted]

[redacted] The instructor can also facilitate a discussion to gather question examples from the students.

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Objective #3: Prepare proper CHS paperwork [redacted]

Objective #3

Instructors will navigate [redacted] and show the students how to prepare CHS Paperwork including the:

Instructors should ensure that students can successfully [redacted] prior to this part of the course.

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- [redacted]
- [redacted]

Students should be given ample time for preparing paperwork. The instructor can choose to:

- Go through all of the paperwork with the students following the instructor's steps [redacted]
- Have the students view sample paperwork that has been completed and then enter the information [redacted]
- Go through some paperwork and have the students complete the other forms based on a case scenario
- A combination of the three options above

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Instructor will refer to the FBI's Confidential Human Source Policy Manual, which instructs that:

- [redacted]
- [redacted]

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• [redacted] [redacted]	
Objective #4: Describe a [redacted] plan.	Objective #4
[redacted] [redacted]	
[redacted] The basic plan should include:	
• [redacted] • [redacted] • [redacted] • [redacted]	
Summary/Conclusion: Preparation, attention to detail, and [redacted] are required for conducting successful CHS meetings. Agents must fill out the CHS paperwork correctly. Agents must adhere to the CHS Policy. Additionally, Agents must be conscientious of the CHS' actions and [redacted] at all times. This helps the Agent to ensure the CHS provides reliable information. <u>Assignment:</u> No assignment	Assignment

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Bibliography

Confidential Human Source Policy Manual
FBI Confidential Human Source Operation Policy
Implementation Plan