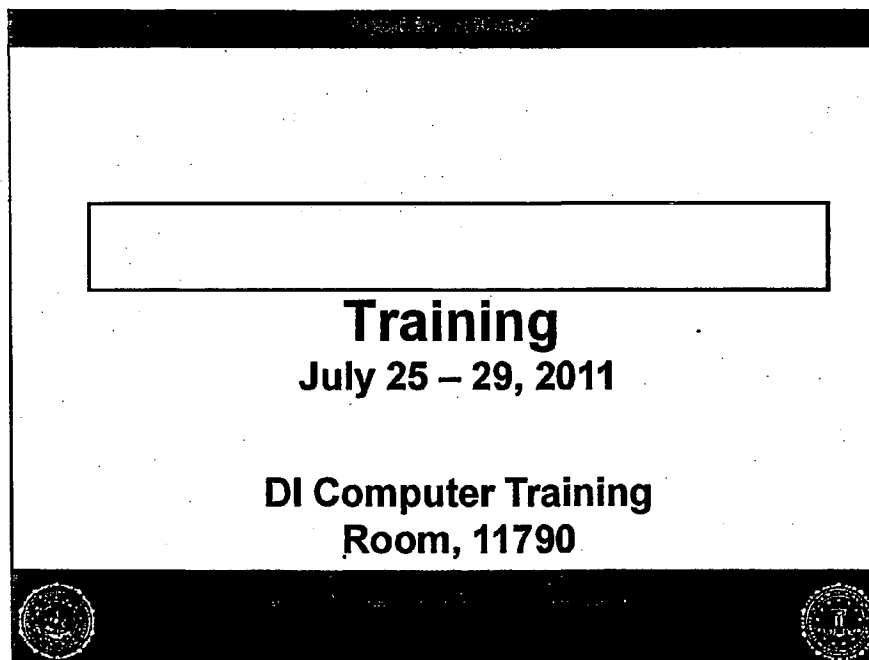


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DATE: 10-19-2011
CLASSIFIED BY 65179 DMH/SBS
REASON: 1.4 (c)
DECLASSIFY ON: 10-19-2036

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WHERE SHOWN OTHERWISE

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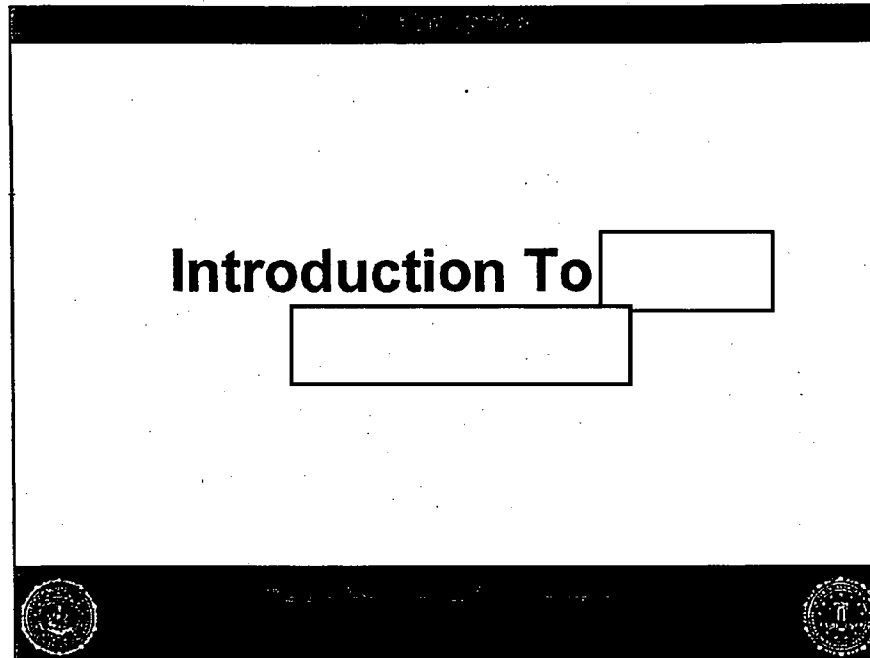
Admin and Course Orientation

- Course Content
- Student materials
- Breaks
- Rest room
- Cell phone Policy
- Drinks and snacks
- Emergencies



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History of FBI [REDACTED]

- Presidential Memorandum to the Attorney General, November 18, 2004
 - Directed the FBI to develop a comprehensive plan for [REDACTED]
[REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Office of the Director of National Intelligence (ODNI)
- Attorney General's Guidelines

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Guidance

- Attorney General's Guidelines Regarding the Use of FBI Confidential Human Sources

- Purpose: To set policy for all DOJ personnel regarding the use of all CHSs operated by the FBI

- [REDACTED]
 - Purpose: [REDACTED]

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- [REDACTED]
 - Purpose: [REDACTED]

- Interim Policy on [REDACTED]

- Purpose: To provide comprehensive policy regarding the operation of [REDACTED]

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Personnel

Headquarters

- [Redacted]
- [Redacted]
- [Redacted] Section Chief
- [Redacted] Unit Chief
- [Redacted] Unit SIA
- [Redacted] Unit Intelligence Analyst
- Management Program Analyst
- Personal Services Contractor



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 Personnel

Field Office

- Special Agent in Charge (SAC)
- Assistant Special Agent in Charge (ASAC)
- Supervisory Special Agent (SSA)
- Case Agent (CA)
- Co-Case Agent (Co-CA)
- Human Source Coordinator (HSC)

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Discussion Points

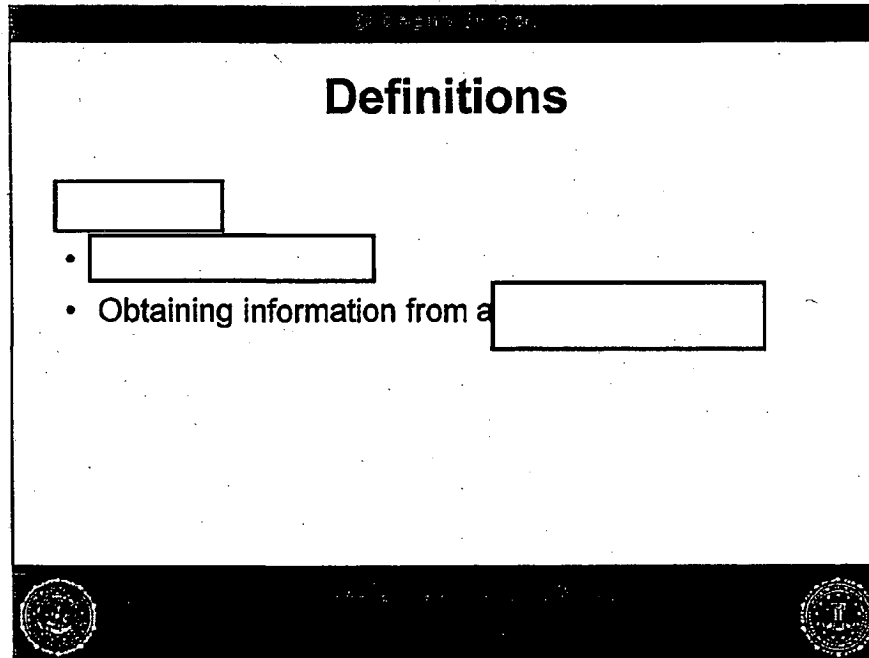
- Definitions



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Definitions

Confidential Human Source (CHS)

"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."

- Attorney General's Guidelines Regarding the Use of FBI Confidential Human Sources P.4



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[Redacted]

- Assigned to all [Redacted]
- Not disclosed to the [Redacted]
- Used to [Redacted]
- Example: [Redacted]

[Seal] [Seal]

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0015 1-2-5-10

[Redacted]

- Unique number generated by [Redacted]
- Assigned to all [Redacted]
[Redacted]
- Not disclosed to the [Redacted]
- Used to identify the [Redacted]
- Example: [Redacted]

[Seal] [Seal]

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File

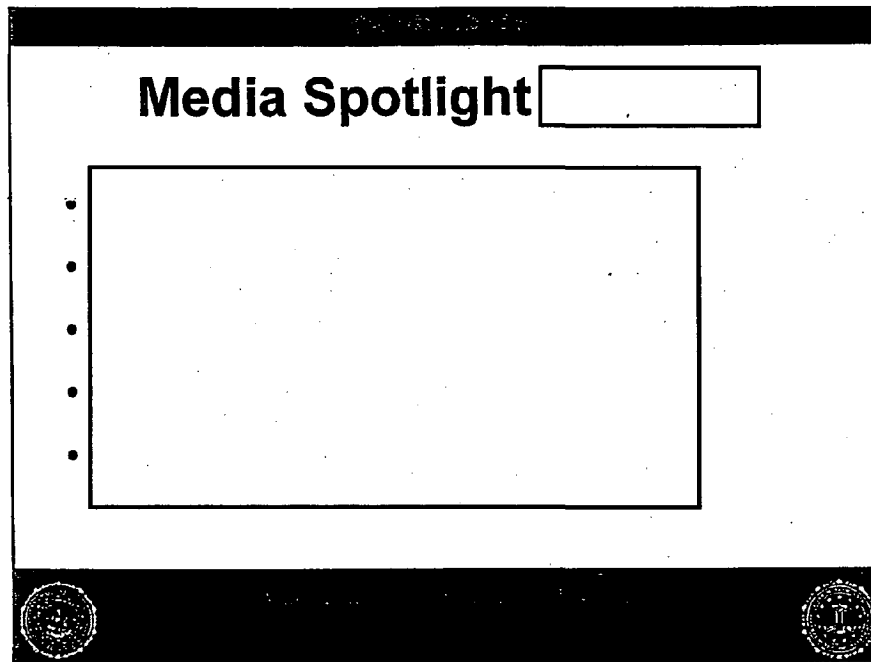
- Composed of a main file and sub-files, which contain information regarding [redacted]
[redacted]
- All information regarding the [redacted]
[redacted] should be found in this file
- [redacted] Ex. [redacted]



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Summary

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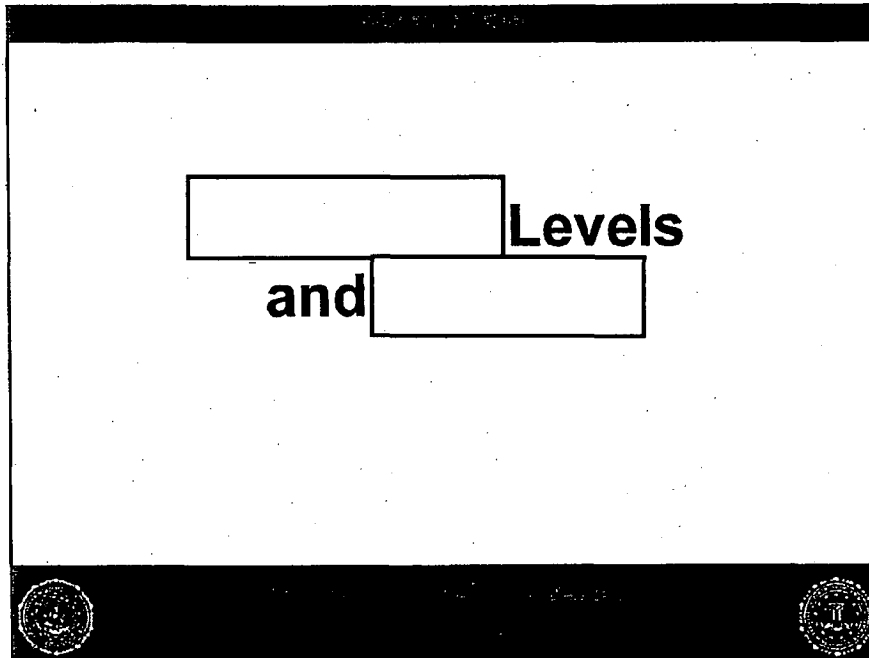
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QUESTIONS?

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Discussion Points

- [REDACTED] Review
- [REDACTED] Review
- [REDACTED]

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NOI 48.1a (Rev. 10-1-81)

Review

- Conducted on an [] at the end of each []
[]
- Verifying completeness of the []
[]
- Determines []
- Criminal history checks []
- No issues found in review of [] or brief review of []
- cursory review of the sub-files []

NOI 48.1a (Rev. 10-1-81)



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Elements of an

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10/1/2001 10:10:10

Brief Description of

-
-
- Close

10/1/2001 10:10:10

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(S)

Report of

[Redacted]

[Redacted]

[Redacted] program

and/or applicable [Redacted]

requirements and the [Redacted] of the

[Redacted] with

FBI Standards

[Seal] [Seal]

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FBIHQ has determined that there are some concerns about [redacted]	
Until [redacted]	the field may passively receive information from [redacted]
[redacted]	Field
must respond within [redacted]	
[redacted]	

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Close

FBIHQ has determined the FBI's
relationship with the [REDACTED]
[REDACTED]
the field must close the [REDACTED]
[REDACTED] of receipt of the FBIHQ [REDACTED]
[REDACTED]



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[Redacted] Resolution

The field office division head may [Redacted]
[Redacted] to the FBIHQ
operational division Section Chief and the
[Redacted]
[Redacted]

[Redacted]

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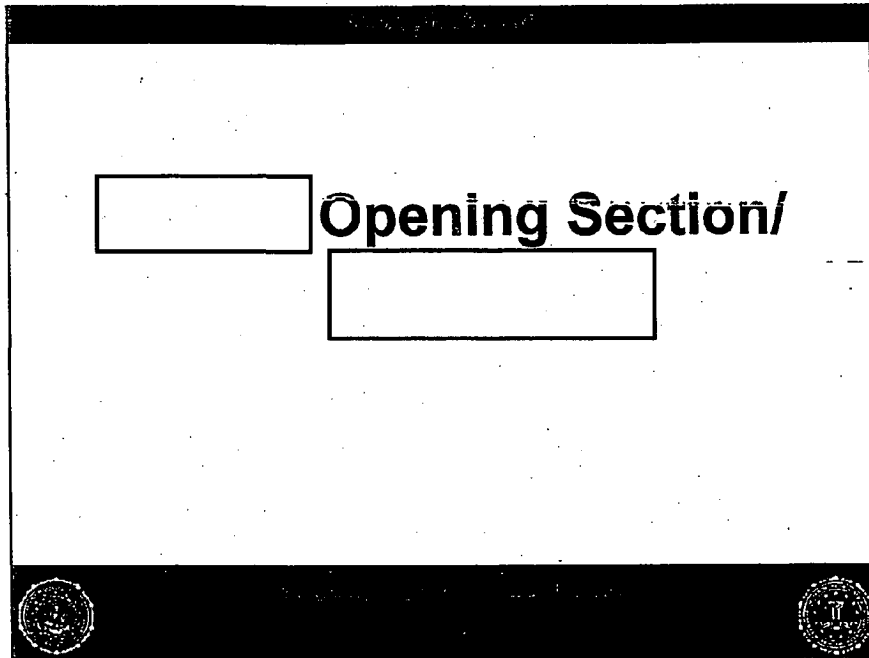
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QUESTIONS?

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Opening Section

- Opening Communication
- Attorney General's Guidelines (AGG) admonishments
- 
- Special approvals (If necessary)

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Opening Communication

- Information that must be documented:

[Redacted area]

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Attorney General's Guidelines (AGG) [REDACTED]

- At opening, and [REDACTED] thereafter

- [REDACTED]
- Must be [REDACTED]
prior to the [REDACTED]

- Must document instructions were given, and [REDACTED]
[REDACTED]

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Required AGG

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Additional
If Applicable

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Opening/Initial [redacted]
[redacted]

- Criminal history and records checks
[redacted]
- Others as applicable
- Positive Records Checks
[redacted]



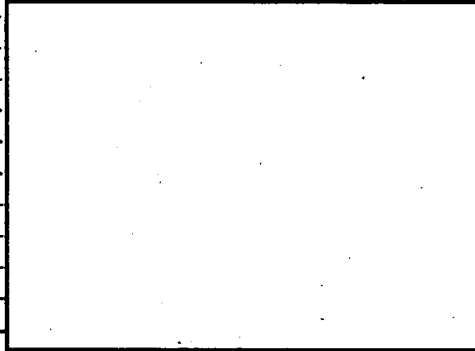
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90 Day Additional Information EC

- Documented to the file 90 days after opening



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CJIS [REDACTED]

- At opening, the Criminal Justice Information Services (CJIS) must be notified to place a [REDACTED] [REDACTED] in NCIC
- [REDACTED]
whenever an NCIC inquiry [REDACTED]
- CA must investigate each inquiry [REDACTED]
[REDACTED]

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Special Approvals

- Special Approval
- Privileged

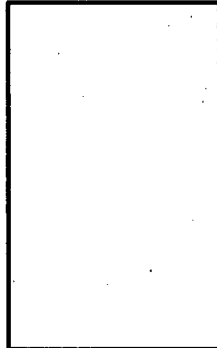
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Sub-files and Forms

- Main file



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SSA Presentation-

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OGC Presentation- Introduction to



and



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[REDACTED]

- FBI SA and one [REDACTED]
- [REDACTED] a
- [REDACTED] acknowledgement of the [REDACTED]
- [REDACTED]

[REDACTED]

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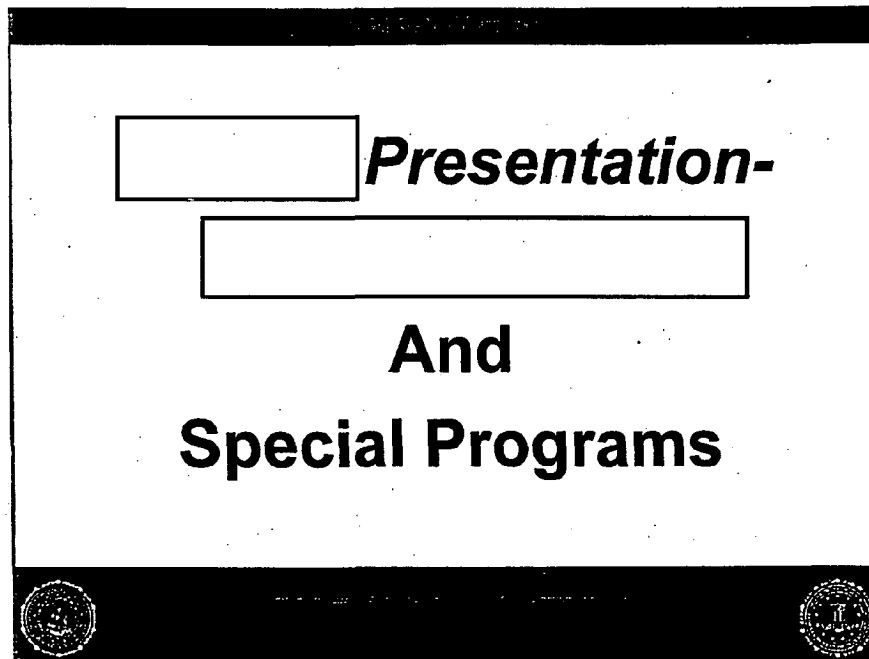
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QUESTIONS?



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Version: 01/00

-
- Approvals
- Notifications





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QUESTIONS?



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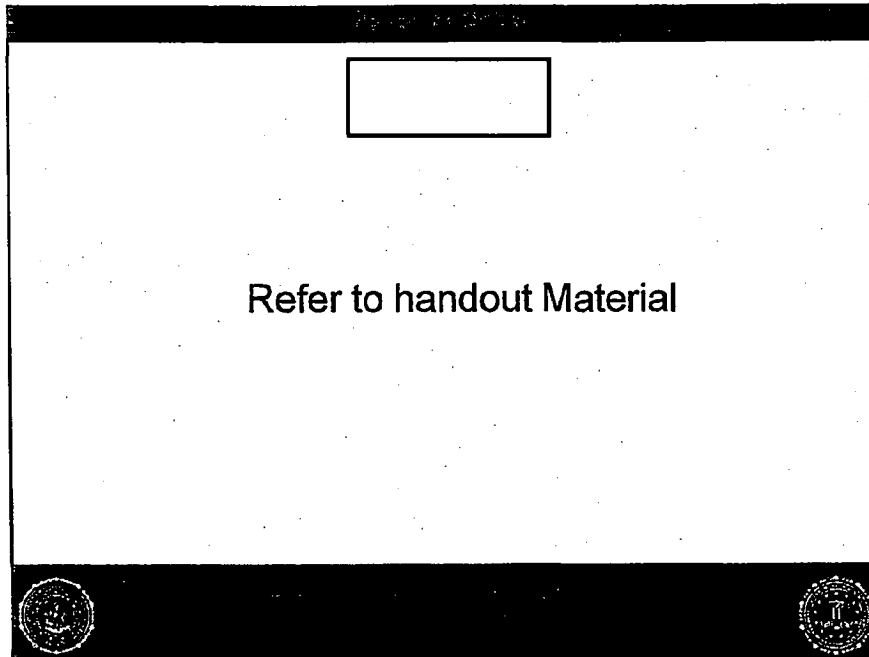
Exception to DOJ Notification Requirements

- The Director of the FBI, with the written consent of the DAG, may withhold any notification required regarding a [REDACTED]. Such concurrence must be based on a determination that the identity, position, or information provided by the [REDACTED].

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[REDACTED]

- DOJ approval is required if the requested [REDACTED] includes any of the following [REDACTED]:

1 [REDACTED]

[REDACTED]

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[REDACTED]

- If Federal Prosecuting Office (FPO) attorney involved, FBI shall coordinate [REDACTED]
[REDACTED]
- Approval: SAC or ASAC
- [REDACTED]
- If the request was documented, it was approved

[FBI Seal] [FBI Seal]

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Database Checks



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NCIC

National Crime Information Center



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Learning Objectives

- Describe NCIC
- purposes for NCIC
- Reading NCIC Reports

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NCIC Database

- National Crime Information Center
- Established January 27, 1967
- Criminal Justice Information Services Division (CJIS)



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In-class Example

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Objective

- Obtain a basic understanding of search functions, information retrieval, and the importance of

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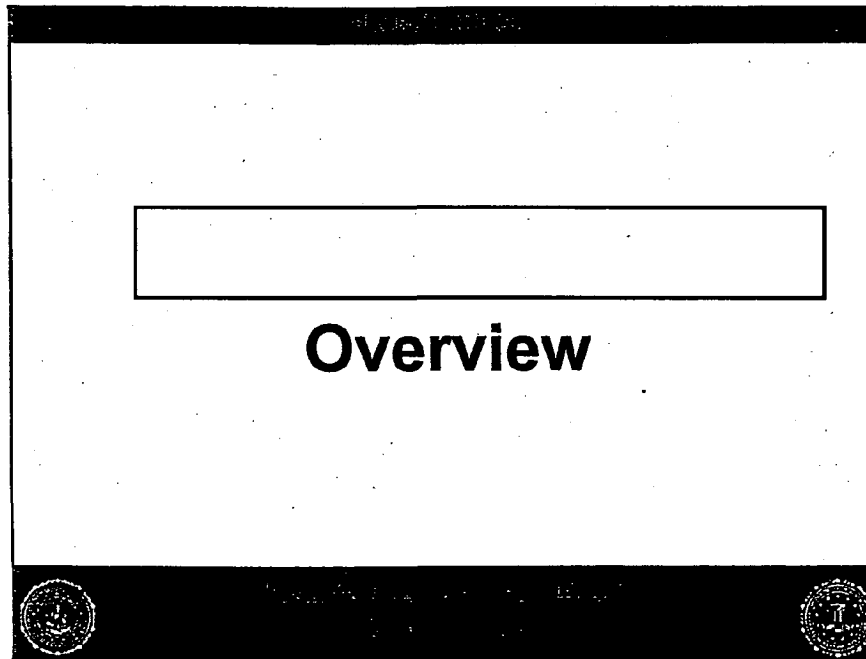
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Telephone Applications



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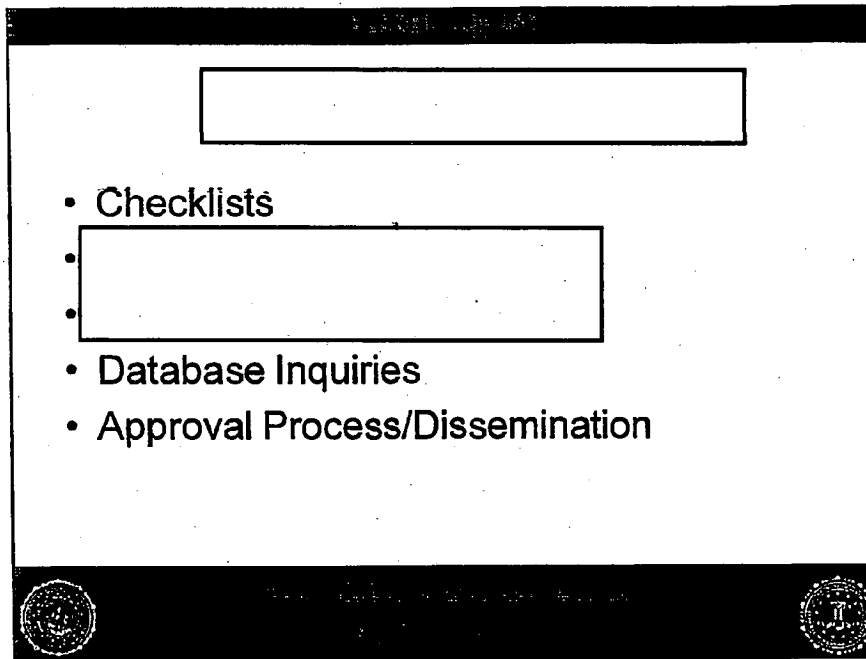


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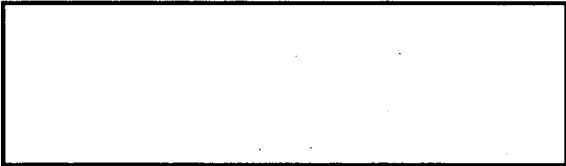


•Introduction

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Checklists and Notes

- 
- Suggested note-taking techniques

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Request for Information and Files

- Definition
- Content
- Why do you send one?
- Approval process
- Dissemination
- Response from Case Agent



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Version 3.0-01

• Database Inquiries

-
-
-

U.S. Department of Justice
Federal Bureau of Investigation



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Approval Process

- Product Tracking Sheet
- Peer review
- Supervisor approval
- Section Chief approval if necessary



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Process

- Uploading into
- Setting Leads (Standard Verbiage)

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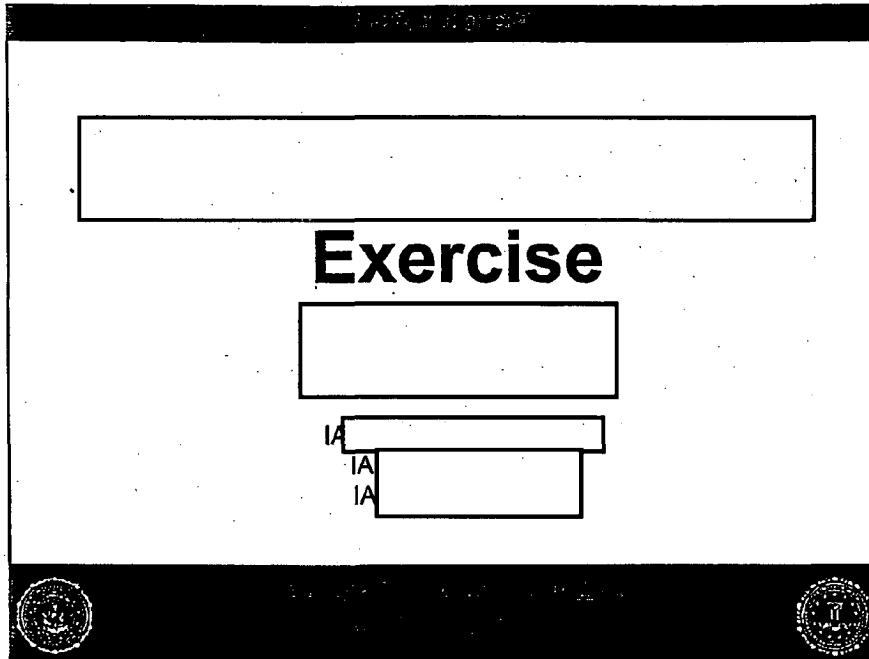
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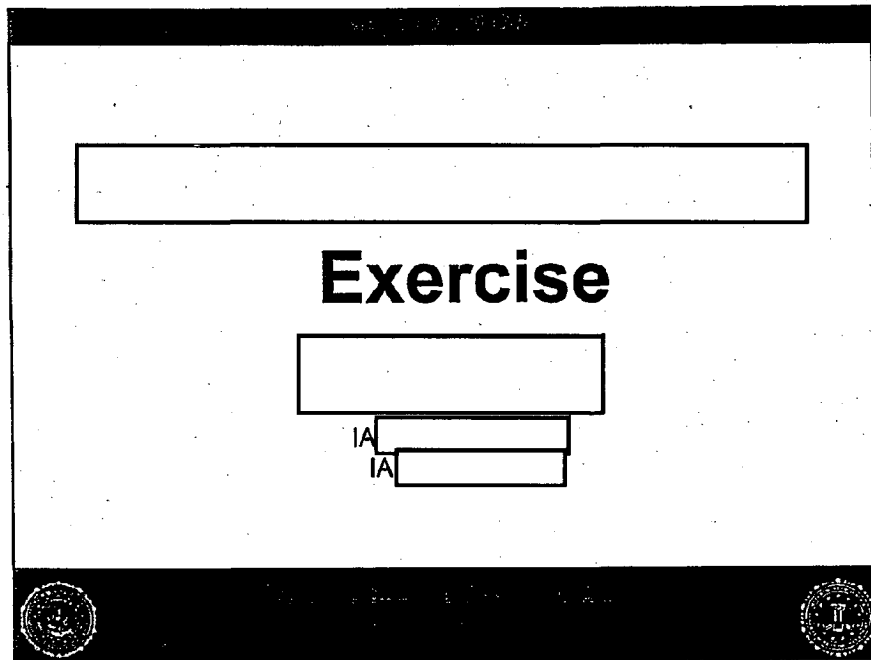
Standard Exercise Guidelines

- Access the [redacted]
- [redacted]
- [redacted]
- [redacted]
- Send all database checks requests to the instructor on FBINET e-mail
- [redacted]

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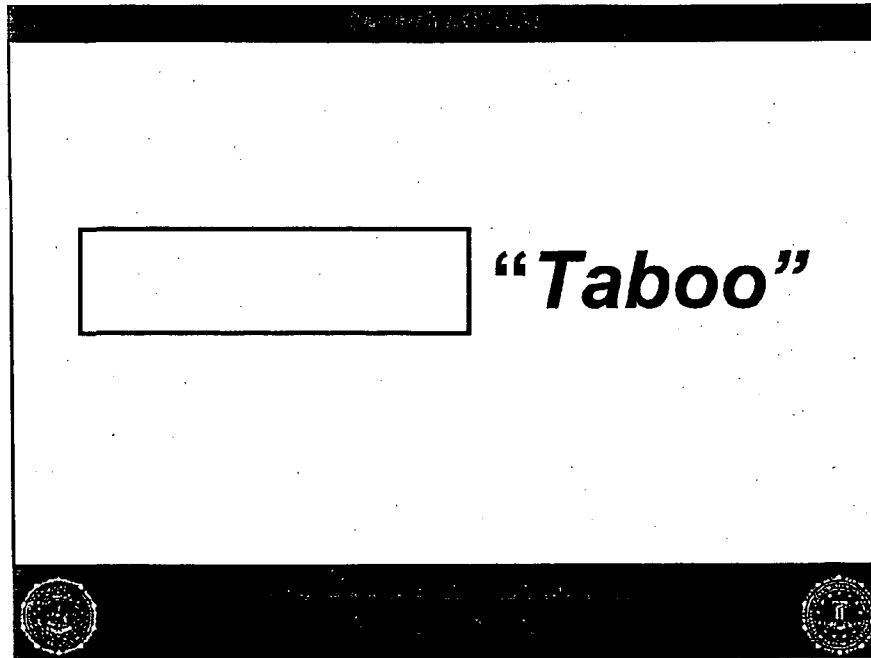
Rules of Engagement

- Access the [redacted]
- Send all [redacted] on FBINET e-mail
- Send all database checks requests to the instructor
- Check e-mail for Investigative Case information
- [redacted] will be in accordance with the new format
- All [redacted] will have a [redacted] cover sheet
- [redacted] will be provided to you when the exercise starts
- Everyone will participate and complete this exercise

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Task

Conduct the required annual

Conditions

In a class room environment, Send all and database check requests to the instructor.

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Standards

Complete the above task in accordance with
 guidelines.



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End of Course Critique



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Basic Training
October 15-16, 2008, FBI Headquarters

October 15, 2008 Day One

Time	Activity
8:30 – 8:40 a.m.	Course Registration and Introduction [REDACTED]
8:40 – 9:00 a.m.	Welcoming Remarks DI Executive Management
9:00 – 9:30 a.m.	Presentation: Lesson 1 – Introduction to [REDACTED] [REDACTED]
9:30 – 9:45 a.m.	BREAK
9:45 – 10:45 a.m.	Presentation: Lesson 2 – Methodology for [REDACTED] [REDACTED]
10:45 – 12:30 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
12:30 – 1:30 p.m.	LUNCH
1:30 – 2:30 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
2:30 – 2:45 p.m.	BREAK
2:45 – 3:15 p.m.	Presentation: Lesson 3 – [REDACTED] [REDACTED]
3:15 – 5:00 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
5:00 p.m.	ADJOURN

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October 16, 2008 Day Two

Time	Activity
8:30 – 9:15 a.m.	Presentation: Lesson 4 – [REDACTED] [REDACTED]
9:15 – 10:00 a.m.	Presentation: Lesson 5 – [REDACTED] [REDACTED]
10:00 – 10:15 a.m.	BREAK
10:15 – 10:45 a.m.	Presentation: [REDACTED] [REDACTED] Office of the General Counsel
10:45 – 11:45 a.m.	Q&A Panel [REDACTED] [REDACTED]
11:45 – 12:00 p.m.	Concluding Remarks and Certificate Presentation
12:00 p.m.	ADJOURN

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09/8/2008

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Basic Training
May 12-13, 2009, FBI Headquarters

May 12, 2009 - Day One

Time	Activity
8:40 – 9:00 a.m.	Course Registration and Introduction [REDACTED]
9:00 – 9:20 a.m.	Welcoming Remarks DI Executive Management
9:20 – 9:50 a.m.	Presentation: <i>Lesson 1 – Introduction to</i> [REDACTED] [REDACTED]
9:50 – 10:00 a.m.	BREAK
10:00 – 11:00 a.m.	Presentation: <i>Lesson 2 – Methodology for</i> [REDACTED] [REDACTED]
11:00 – 12:30 p.m.	Presentation: <i>Practical Exercise A –</i> [REDACTED] [REDACTED]
12:30 – 1:30 p.m.	LUNCH
1:30 – 2:30 p.m.	Presentation: <i>Practical Exercise B –</i> [REDACTED] [REDACTED]
2:30 – 3:00 p.m.	Presentation: <i>Lesson 3 –</i> [REDACTED] [REDACTED]
3:00 – 3:15 p.m.	BREAK
3:15 – 5:00 p.m.	Presentation: <i>Practical Exercise C –</i> [REDACTED] [REDACTED]
5:00 p.m.	ADJOURN

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May 13, 2009, Day Two

Time	Activity
8:40 – 9:40 a.m.	Presentation: Lesson 4 – [REDACTED] [REDACTED]
9:40 – 10:10 a.m.	Presentation: Lesson 5 [REDACTED] [REDACTED]
10:10 – 10:25 a.m.	BREAK
10:25 – 11:15 a.m.	Presentation: <i>Discovery Discussion</i> [REDACTED] Office of the General Counsel
11:15 – 11:35 a.m.	Q&A Panel [REDACTED] [REDACTED] [REDACTED]
11:35 – 12:00 p.m.	Concluding Remarks and Certificate Presentation
12:00 p.m.	ADJOURN

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Basic Training
October 7 - 8, 2009, FBI Headquarters

October 7, 2009 Day One

Time	Activity
8:30 a.m. - 8:45 a.m.	Course Registration and Introduction [redacted]
8:45 a.m. - 9:00 a.m.	Welcoming Remarks DI Executive Management
9:00 a.m. - 9:45 a.m.	Presentation: Lesson 1 - Introduction to [redacted] [redacted]
9:45 a.m. - 10:00 a.m.	BREAK
10:00 a.m. - 11:00 a.m.	Presentation: Lesson 2 - Methodology for [redacted] [redacted]
11:00 a.m. - 12:30 p.m.	Presentation: Practical Exercise - [redacted] [redacted]
12:30 p.m. - 1:30 p.m.	LUNCH
1:30 p.m. - 2:45 p.m.	Presentation: Practical Exercise - [redacted] [redacted]
2:45 p.m. - 3:00 p.m.	BREAK
3:00 p.m. - 3:30 p.m.	Presentation: Lesson 3 - [redacted] [redacted]
3:15 p.m. - 4:15 p.m.	Presentation: [redacted]
4:15 p.m.	ADJOURN

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October 8, 2009 Day Two

Time	Activity
8:45 a.m. – 10:45 a.m.	Presentation: <i>Practical Exercise</i> – [REDACTED] [REDACTED]
10:45 a.m. – 11:00 a.m.	BREAK
11:00 a.m. – 11:45 a.m.	Presentation: <i>Lesson 4</i> – [REDACTED] [REDACTED]
11:45 a.m. – 1:00 p.m.	LUNCH
1:00 p.m. – 1:45 p.m.	Presentation: <i>Lesson 5</i> – [REDACTED] [REDACTED]
1:45 p.m. – 2:45 p.m.	Presentation: <i>Discovery Discussion</i> [REDACTED]
2:45 p.m. – 3:00 p.m.	Q&A Panel [REDACTED] [REDACTED]
3:00 p.m. – 3:30 p.m.	Concluding Remarks and Certificates
3:30 p.m.	ADJOURN

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10/6/2009

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Basic Training
December 8 - 9, 2009, FBI Headquarters

December 8, 2009, Day One

Time	Activity
8:30 a.m. - 8:45 a.m.	Course Registration and Introduction [redacted]
8:45 a.m. - 9:00 a.m.	Welcoming Remarks DI Executive Management
9:00 a.m. - 9:45 a.m.	Presentation: Lesson 1 - Introduction to [redacted] [redacted]
9:45 a.m. - 10:00 a.m.	BREAK
10:00 a.m. - 11:00 a.m.	Presentation: Lesson 2 - Methodology for [redacted] [redacted]
11:00 a.m. - 12:30 p.m.	Presentation: Practical Exercise - [redacted] [redacted]
12:30 p.m. - 1:30 p.m.	LUNCH
1:30 p.m. - 2:45 p.m.	Presentation: Practical Exercise - [redacted] [redacted]
2:45 p.m. - 3:00 p.m.	BREAK
3:00 p.m. - 3:30 p.m.	Presentation: Lesson 3 - [redacted] [redacted]
3:30 p.m. - 4:30 p.m.	Presentation: [redacted]
4:30 p.m.	ADJOURN

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December 9, 2009 Day Two

Time	Activity
	Presentation: <i>Practical Exercise</i> - [REDACTED] [REDACTED]
10:45 a.m. - 11:00 a.m.	BREAK
	Presentation: <i>Lesson 4</i> - [REDACTED] [REDACTED]
11:45 a.m. - 1:00 p.m.	LUNCH
1:00 p.m. - 1:45 p.m.	Presentation: <i>Lesson 5</i> - [REDACTED] [REDACTED]
1:45 p.m. - 2:45 p.m.	Presentation: <i>Discovery Discussion</i> [REDACTED]
2:45 p.m. - 3:00 p.m.	Q&A Panel [REDACTED] [REDACTED]
3:00 p.m. - 3:30 p.m.	Concluding Remarks and Certificates
3:30 p.m.	ADJOURN

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Basic Training
January 13 - 14, 2010, FBI Headquarters

January 13, 2010 Day One

Time	Activity
8:30 a.m. – 8:45 a.m.	Course Registration and Introduction [REDACTED]
8:45 a.m. – 9:00 a.m.	Welcoming Remarks DI Executive Management
9:00 a.m. – 10:00 a.m.	Presentation: Lesson 1 – Introduction to [REDACTED] [REDACTED]
10:00 a.m. – 10:15 a.m.	BREAK
10:15 a.m. – 11:00 a.m.	Presentation: Lesson 2 – Methodology for [REDACTED] [REDACTED]
11:00 a.m. – 12:30 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
12:30 p.m. – 1:30 p.m.	LUNCH
1:30 p.m. – 2:45 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
2:45 p.m. – 3:00 p.m.	BREAK
3:00 p.m. – 4:00 p.m.	Presentation: [REDACTED]
4:00 p.m. – 4:30 p.m.	Presentation: Lesson 3 – [REDACTED] [REDACTED]
4:30 p.m.	ADJOURN

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January 14, 2010 Day Two

Time	Activity
8:45 a.m. – 9:30 a.m.	Presentation: <i>Lesson 4</i> – [REDACTED] [REDACTED]
9:30 a.m. – 9:45 a.m.	BREAK
9:45 a.m. – 11:45 a.m.	Presentation: <i>Practical Exercise</i> – [REDACTED] [REDACTED]
11:45 a.m. – 1:00 p.m.	LUNCH
1:00 p.m. – 1:45 p.m.	Presentation: <i>Lesson 5</i> – [REDACTED] [REDACTED]
1:45 p.m. – 2:45 p.m.	Presentation: <i>Discovery Discussion</i> [REDACTED]
2:45 p.m. – 3:00 p.m.	Q&A Panel [REDACTED] [REDACTED]
3:00 p.m. – 3:30 p.m.	Concluding Remarks and Certificates
3:30 p.m.	ADJOURN

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Basic Training
February 8 - 9, 2010, FBI Headquarters

February 8, 2010 Day One

Time	Activity
8:30 a.m. – 8:45 a.m.	Course Registration and Introduction [REDACTED]
8:45 a.m. – 9:00 a.m.	Welcoming Remarks DI Executive Management
9:00 a.m. – 9:45 a.m.	Presentation: Lesson 1 – Introduction to [REDACTED] [REDACTED]
9:45 a.m. – 10:00 a.m.	BREAK
10:00 a.m. – 11:00 a.m.	Presentation: Lesson 2 – Methodology for [REDACTED] [REDACTED]
11:00 a.m. – 12:30 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
12:30 p.m. – 1:30 p.m.	LUNCH
1:30 p.m. – 2:45 p.m.	Presentation: Practical Exercise – [REDACTED] [REDACTED]
2:45 p.m. – 3:00 p.m.	BREAK
3:00 p.m. – 4:00 p.m.	Presentation: [REDACTED]
4:00 p.m. – 4:30 p.m.	Presentation: Lesson 3 – [REDACTED] [REDACTED]
4:30 p.m.	ADJOURN

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February 9, 2010 Day Two

Time	Activity
	Presentation: <i>Lesson 4</i> - [REDACTED] [REDACTED]
9:30 a.m. - 9:45 a.m.	BREAK
	Presentation: <i>Practical Exercise</i> - [REDACTED] [REDACTED]
11:45 a.m. - 1:00 p.m.	LUNCH
1:00 p.m. - 1:45 p.m.	Presentation: <i>Lesson 5</i> - [REDACTED] [REDACTED]
1:45 p.m. - 2:45 p.m.	Presentation: <i>Discovery Discussion</i> [REDACTED] Office of General Counsel
2:45 p.m. - 3:00 p.m.	Q&A Panel [REDACTED] [REDACTED]
3:00 p.m. - 3:30 p.m.	Concluding Remarks and Certificates
3:30 p.m.	ADJOURN

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