

Source/Subject Identification Training:

A Phased Approach

Executive Summary

Background:

In January, 2010, the Director mandated that training will be developed and implemented for essential personnel involved in all aspects relating to the retrieval and analysis of data towards operational outcomes. The requirement is for all essential personnel to know how to access data within the myriad of databases, and once data is found, developing an analytical methodology to insure that if actionable intelligence is generated, then logical investigation is conducted. The intent is to enhance the capabilities of the workforce leading to proactive measures to identify and mitigate emerging threats. [REDACTED]

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Overall Goal:

[REDACTED]

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Methodology:

[REDACTED]

[Redacted]

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Course I - Data Utilization for Operational
Outcomes (Length [Redacted])

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Course Goal:

[Redacted]

Course Overall Objective -

[Redacted]

[Redacted]

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Supporting Objectives:

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Course Lessons: Blocks of Instruction

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"Welcome" Comments:

1. **VISION STATEMENT & COURSE OVERVIEW**

2. **INTRODUCTIONS** (Staff and Students)

- A. Each instructor provides a very brief introduction (Name, Organization/Intelligence Background, Years of Experience, etc)
- B. Students provide a brief introduction (Name, duty location, position, years of experience)

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3. **COURSE OVERVIEW**

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Case Study #1 (Known Threat)

Learning Objective:

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Description:

4. Legal Authorities

Learning Objective:

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Description:

5. Data Manipulation: MS Excel

Learning Objective: To introduce students to the various uses of MS Excel to maximize the utility of this analytical tool.

Description: Students will review "basics" and how to navigate and manipulate data through the system using this tool. They will also be introduced to short-cuts, editing tools, filtering tools, and pivot tables, which can help focus their analysis of the data for operational outcomes.

6. Data Collection Review

Learning Objective: Review of essential databases/datasets to enable students to know "where data resides" and how to access that data.

Description:

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7. FBI Resources Available:

Learning Objective:

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Description:

1. Automated Case System (ACS)/Sentinel

(ACS/Sentinel Exercise)

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Learning Objective: To introduce students to ACS/Sentinel and how to maximize benefits from both systems.

Description: Through lecture and an exercise scenario, students will learn the difference between both systems and when it would be best to use them.

2. Telephone Analysis

(Telephone Analysis Exercise)

Learning Objective:

[Redacted]

Description:

[Redacted]

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3. Public Source v. Open Source

Learning Objective:

[Redacted]

Description:

[Redacted]

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4. Open Source

(Open Source Exercise)

Learning Objective:

[Redacted]

Description:

[Redacted]

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5.

[Redacted]

[Redacted]

Exercise)

Learning Objective:

[Redacted]

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Description:

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1. **Data Manipulation: MS Access**

(MS Access Exercise)

Learning Objective: To explain to students how to effectively use MS Access and MS Excel and techniques to integrate the two systems.

Description: Through lecture and exercise students will be taught the differences between MS Excel and MS Access. Basic concepts, navigation, link tables, when to import/export and why, and data queries will also be discussed.

2.

Learning Objective:

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Description: How to maximize queries for operational analysis and alerts will be discussed.

3.

Learning Objectives: To explain to students the process of batch

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Description:

4.

Learning Objective:

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Description:

5.

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Learning Objective:

Description:

1.

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Learning Objective:

Description:

2.

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Learning Objective:

Description:

3.

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Learning Objective:

Description:

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4. Operational Mindset

Learning Objective:

Description:

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5. Case Study #2 (Unknown Threat)

Learning Objective:

Description:

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1. "In the Future..."

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Comment: A discussion of future enhancements of the tools taught during the course.

2. Exercise: Cross Program Case Scenarios

Learning Objective:

Description:

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3. **Student Findings v. Actual Process**

Comment:

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4. **Closing Remarks/Student Surveys and Feedback**

Comment: Final discussion and closing remarks