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Federal Bureau of Investigation

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

Title of Instruction:

Time of Instruction:

Two Hours

Target Group:

Instructor:

b7E

Methods of Instruction:

Lecture, Interactive (Intranet), Exercise

Additional Information:

Date (Last Updated):

September 2010

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(U) Statement of Goals and Objectives

(U) Instructional Goal:

(U) Students will understand

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(U) Instructional Objectives:

(U) After two hours of instruction, the students will be able to:

- 1.
- 2.
- 3.
- 4.

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(U) List of Items and Materials

(U) Equipment / Aids Required for Instructor:

- (U) [] Classroom b7E
- (U) Classified Computer
- (U) Projector and screen
- (U) Power source
- (U) Microsoft PowerPoint software
- (U) Instructor Lesson Plan
- (U) White Board
- (U) Dry Erase Markers
- (U) Dry Eraser

(U) Equipment / Aids Required for Students:

- (U) Room with computers and access to [] for a demonstration of where to find a requirements set and to complete the exercise. b7E
- (U) Requirements course slides in the Student binder.
- (U) Writing material
- (U) Access to the []

(U) Power Point Slides or Overheads:

- (U) Slide #1: Title Slide []
- (U) Slide #2: Goal
- (U) Slide #3: Objectives
- (U) Slide #4: []
- (U) Slide #5: []
- (U) Slide #6: Why Important?
- (U) Slide #7: []
- (U) Slide #8: Hidden Slide [] Add'l Notes #1)
- (U) Slide #9: Hidden Slide [] Add'l Notes #2)
- (U) Slide #10: Requirements
- (U) Slide #11: [] b7E
- (U) Slide #12: []
- (U) Slide #13: []
- (U) Slide #14: []
- (U) Slide #15: []
- (U) Slide #16: Hidden Slide [] Add'l Notes)
- (U) Slide #17: [] Purpose
- (U) Slide #18: []

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- (U) Slide #19: [REDACTED]
- (U) Slide #20: [REDACTED]
- (U) Slide #21: [REDACTED]
- (U) Slide #22: Hidden Slide [REDACTED] Add'l Notes #1)
- (U) Slide #23: Hidden Slide [REDACTED] Add'l Notes #2)
- (U) Slide #24: Hidden Slide [REDACTED] Add'l Notes #3)
- (U) Slide #25: Requirements Sets
- (U) Slide #26: [REDACTED]
- (U) Slide #27: Standing Requirements
- (U) Slide #28: [REDACTED]
- (U) Slide #29: [REDACTED]
- (U) Slide #30: Hidden Slide [REDACTED] Add'l Notes)
- (U) Slide #31: Hidden Slide (Hands-On Time)
- (U) Slide #32: Questions?
- (U) Slide #33: Hidden Slide (Questions Slides Add'l Notes for Review #1)
- (U) Slide #34: Hidden Slide (Questions Slides Add'l Notes for Review #2)

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(U) Handouts/Binder Copies (See Attached):

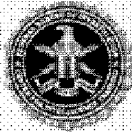
- (U) BINDER - [REDACTED]
- (U) BINDER - Requirements and Collection Links
- (U) HANDOUT - Requirements Class Exercise - Student Version

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(U) Outline of Activities

Content	Instructor Notes
Slide #1: Title Slide: [redacted] (U) Introduction: self-introduction of instructor (U) [redacted] investigations?" (U) Good morning. Today we are going to discuss [redacted] [redacted] (U) [redacted] [redacted] (U) [redacted] [redacted] (U) We will have an exercise at the end.	 b7E [redacted] b7E b7E
Slide #2: Goal (U) This is our goal for today: [redacted] [redacted]	 Goal b7E (U) [redacted] [redacted]

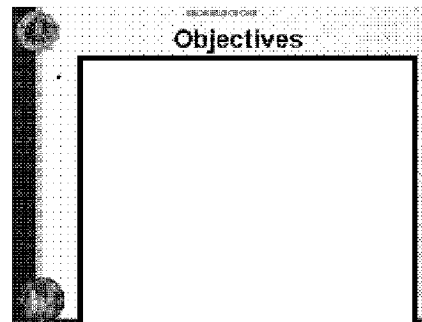
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Slide #3: Objectives

(U) These are our objectives. At the end of this class, you should be able to:

- 1.
- 2.
- 3.
- 4.

(U)



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(Instructor Note:

Slide #4:

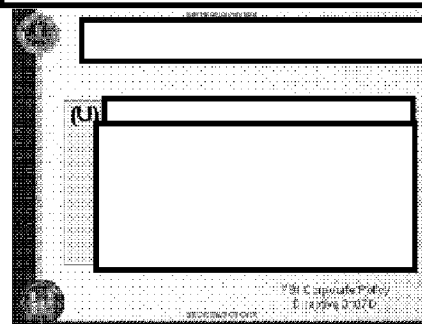
Objective #1:

(U)

(U)

(U) Alternatively, a requirement can be seen as:

(U)



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((U) Instructor Note: [redacted])

[redacted]

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(U) [redacted]

[redacted]

(U) [redacted]

[redacted]

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Slide #5 - [redacted]

(U) [redacted]

[redacted]

[redacted] They are:

(U) [redacted]

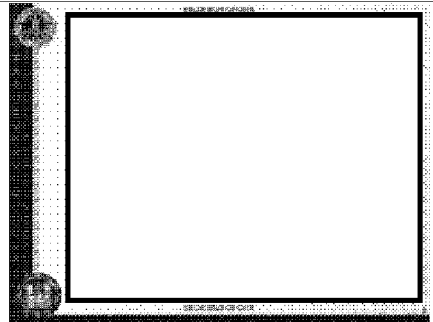
[redacted]

(U) [redacted]

[redacted]

(U) [redacted]

[redacted]



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(U) [redacted] [redacted] (U) FYI, a general definition that encompasses [redacted] [redacted] (U) [redacted] [redacted] (U) [redacted] [redacted]	b7E b7E
Slide #6: Why Important? (U) [redacted] [redacted] b7E (U) [redacted] [redacted] (U) [redacted] [redacted] (U) [redacted] [redacted] [redacted] • [redacted] • [redacted] • [redacted] [redacted] (U) [redacted]	Why Important? b7E (U) [redacted] [redacted] [redacted] b7E b7E b7E b7E

[Redacted] (U) [Redacted]	b7E b7E
Slide #7 – [Redacted] Slide #8 – Hidden Slide Slide #9 – Hidden Slide (U) Here is an overview of the [Redacted] [Redacted] (U) [Redacted] (U) [Redacted] [Redacted] (U) [Redacted] [Redacted]	b7E

[Redacted]

[Redacted]

(U) [Redacted]

[Redacted]

(U) [Redacted]

[Redacted]

(U) [Redacted]

(U) [Redacted]

[Redacted]

[Redacted]

(U) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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(U) [Redacted] [Redacted]	b7E
(U) [Redacted] [Redacted]	b7E
((U) Instructor Note: [Redacted] [Redacted]	b7E
(U) [Redacted] [Redacted]	
(U) [Redacted] [Redacted]	
(U) [Redacted] [Redacted]	b7E
[Redacted] (U) [Redacted] [Redacted]	



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(Source: [redacted])

(U) [redacted]

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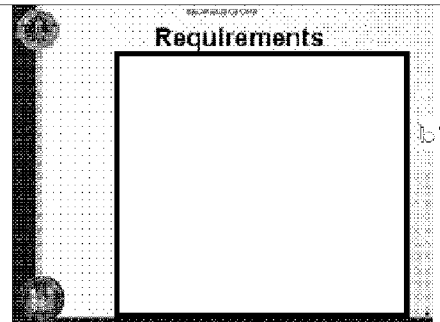
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Slide #10: Requirements

(U) [redacted]



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Slide #11: [redacted]

Objective #2: (U) [redacted]

(U) [redacted]

(U) [redacted]

[redacted]

- [redacted]
- [redacted]
- [redacted]

In addition:

(U) [redacted]

[redacted]

(U) [redacted]

[redacted]

(U) [redacted]

[redacted]

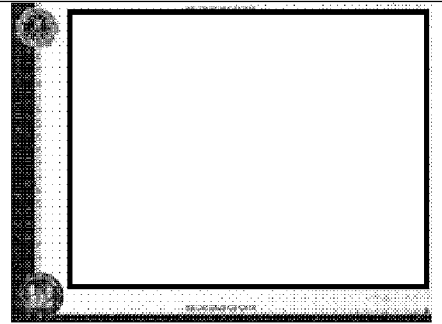
Slide #12: [redacted] Purpose

(U) [redacted]

[redacted]

(U) [redacted]

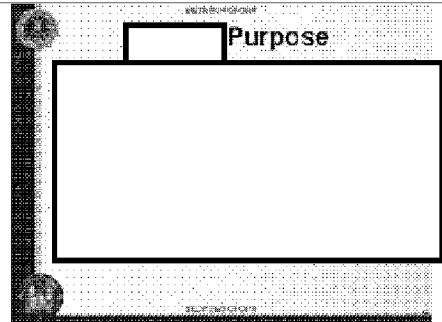
[redacted]



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[Redacted]

(U)

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[Redacted]

[Redacted]

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Slide #13:

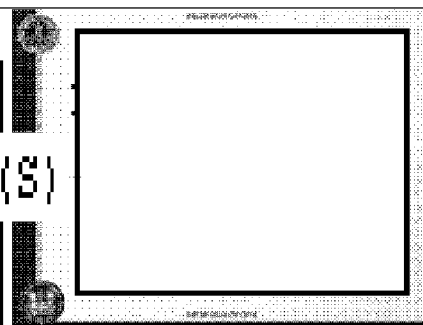
[Redacted]

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[Redacted]

(S)



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[Redacted]

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Slide #14:

(S)

(S)

(U) Definitions:

(S)

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Slide #15:

Slide #16 –

Additional Notes)

Objective #3:

(S)

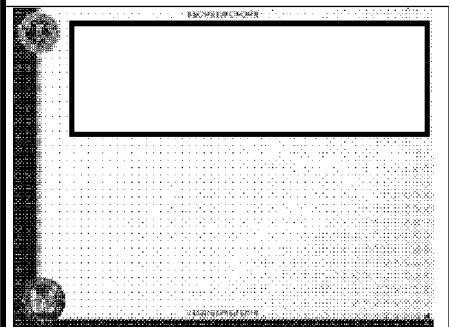
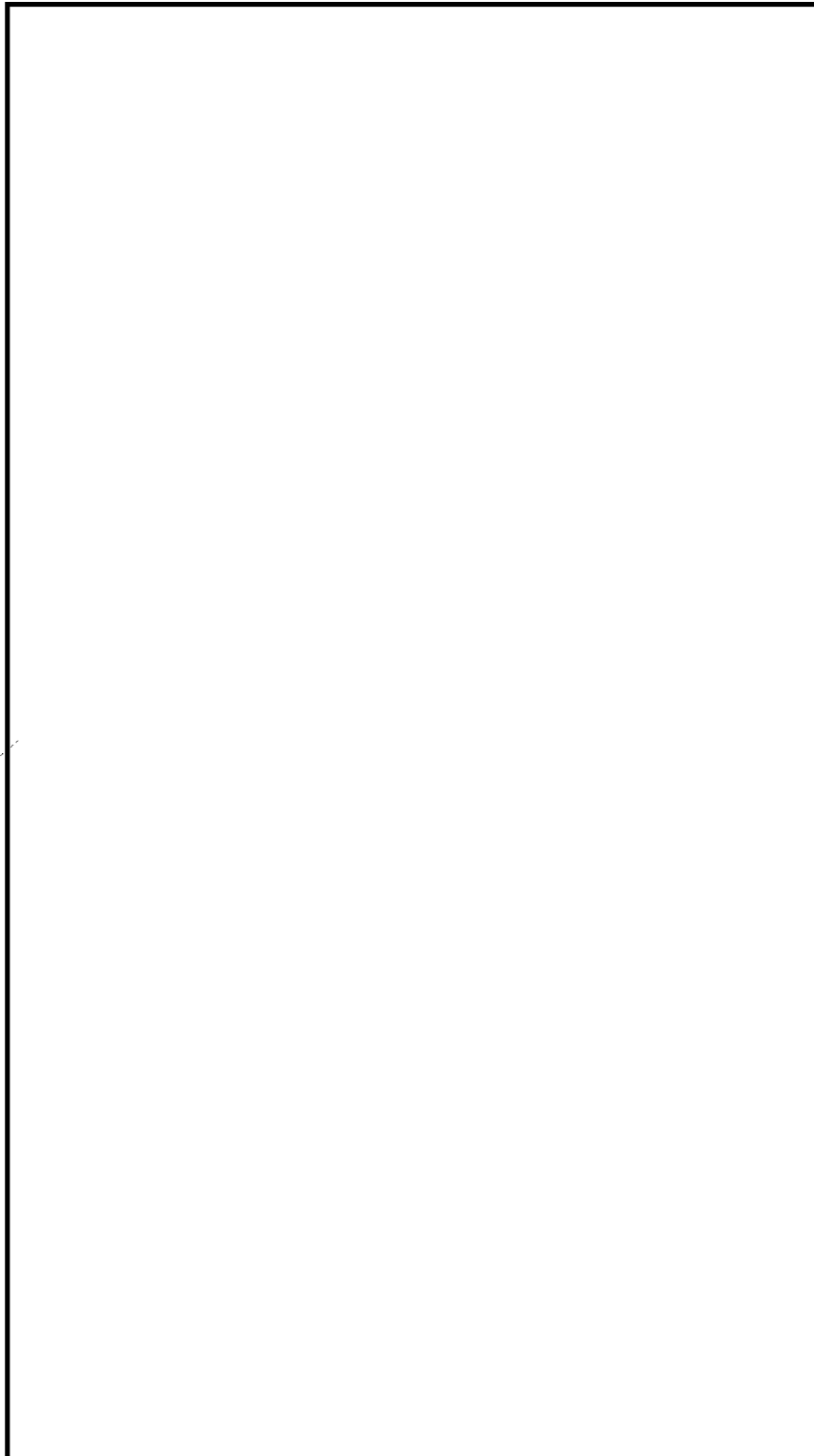
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Slide #17:

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(S)

[Redacted]

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Slide #18: [Redacted]

Objective #4: [Redacted]

[Redacted]

(U) From: [Redacted]

(U) Q: [Redacted]

(U) A: [Redacted]

[Redacted]

(U) Q: [Redacted]

(U) A: [Redacted]

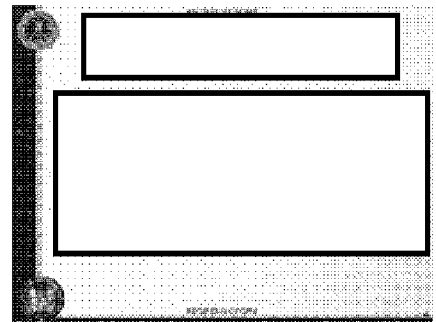
[Redacted]

(U) Q: [Redacted]

[Redacted]

(U) A: [Redacted]

[Redacted]



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Slide #19:

[Redacted]

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[Redacted]

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[Redacted]

(U//FOUO)

[Redacted]

[Redacted]

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(U//FOUO)

[Redacted]

[Redacted]

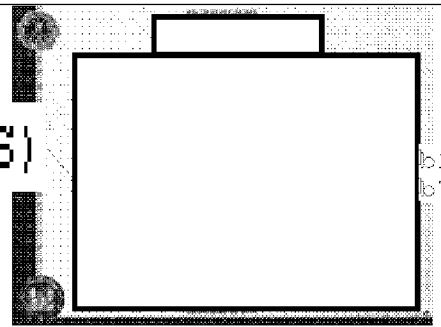
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Slide #20: [redacted]

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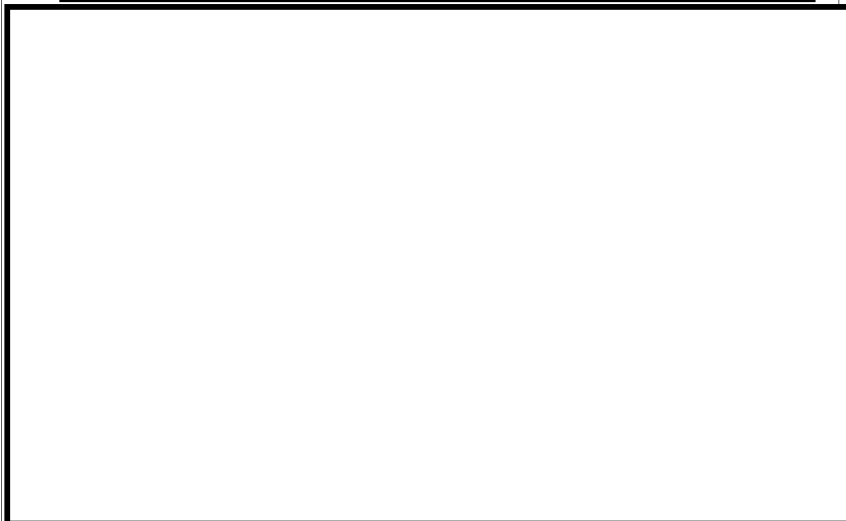


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(U) What is the [redacted]

[redacted]

(U) [redacted]



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(Source (view here):

[redacted]

Slide #21 [redacted]

Slide #22: Hidden Slide (RM Add'l Notes #1)

Slide #23: Hidden Slide (RM Add'l Notes #2)

Slide #24: Hidden Slide (RM Add'l Notes #3)

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(U) [redacted]

(U) Who writes requirements?

(U) [redacted]

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(U) [redacted]

b7E

(U) [redacted]

b7E

(U) [redacted]

(U) [redacted]

b7E

[Redacted]

b7E

[Redacted]

(U) Q: [Redacted]

(U) A: [Redacted]

[Redacted]

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(U) Q: [Redacted]

(U) [Redacted]

[Redacted]

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[Redacted]

8. (U) Policy Statement:

1. (U) [Redacted]

[Redacted]

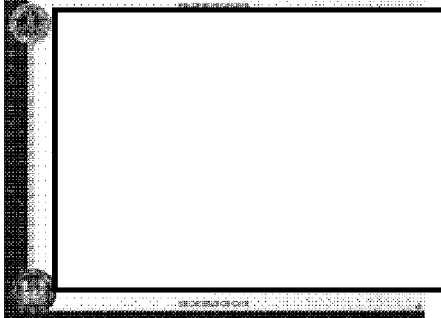
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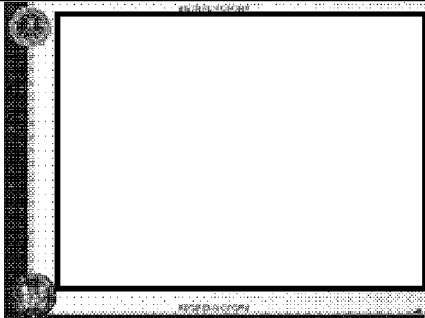
2. (U) [Redacted]

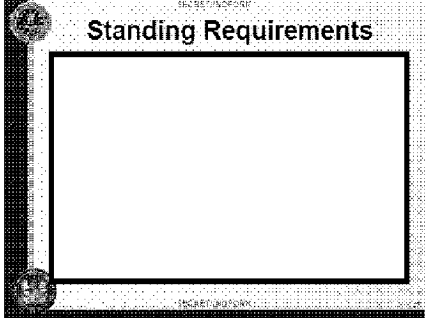
[Redacted]

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3. [REDACTED]	b7E
[REDACTED]	
4. (U) [REDACTED]	
[REDACTED]	b7E
5. (U) [REDACTED]	
[REDACTED]	
6. (U) [REDACTED]	
[REDACTED]	
7. (U) [REDACTED]	b7E
[REDACTED]	
(U) Instructor Note: [REDACTED]	b7E
[REDACTED]	
(U) Requirements Process:	
1. [REDACTED]	b7E
2. [REDACTED]	

3. 4. 5. 6. 7. 8. 9.		b7E b7E
(Source: [redacted])		
Slide #25: [redacted] b7E (U) [redacted] [redacted] (U) [redacted] [redacted] • [redacted] • [redacted] (U) [redacted] (U) [redacted] [redacted]		 b7E

	b7E
Slide #26: (U) Their definitions are as follows: (U) 1. (U) 2. (U) 3. (U) (U) (U) (U)	 b7E b7E

Slide #27: Standing Requirements	
(U) Standing requirements are [redacted] [redacted]	b7E
(U) [redacted] [redacted]	b7E
(U) Standing requirements are [redacted] [redacted]	 A small thumbnail image of the slide titled "Standing Requirements". It shows a large rectangular box in the center of the slide, with the title "Standing Requirements" at the top. The slide has a decorative border with circular elements in the corners.
(U) Instructor Note: [redacted] [redacted]	b7E
(U) [redacted] [redacted]	b7E
(U) [redacted] [redacted]	b7E
(U) Can be Revised/Updated Any Time [redacted] [redacted]	b7E

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U//FOUO) Standing requirement	b7E b7E
Slide #28: b7E (U) (U) (U) (U) (U)	REVISIONS REVISIONS b7E b7E

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Slide #29: Citing Requirements

Slide #30: Hidden Slide (Citing Requirements Add'l Notes)

(U) Now we are going to discuss how to actually cite an FBI requirement [REDACTED]

(U//FOUO) [REDACTED]

[REDACTED]

(U//FOUO) [REDACTED]

[REDACTED]

(U//FOUO) [REDACTED]

[REDACTED]

(U//FOUO) [REDACTED]

[REDACTED]

(U) [REDACTED]

[REDACTED]

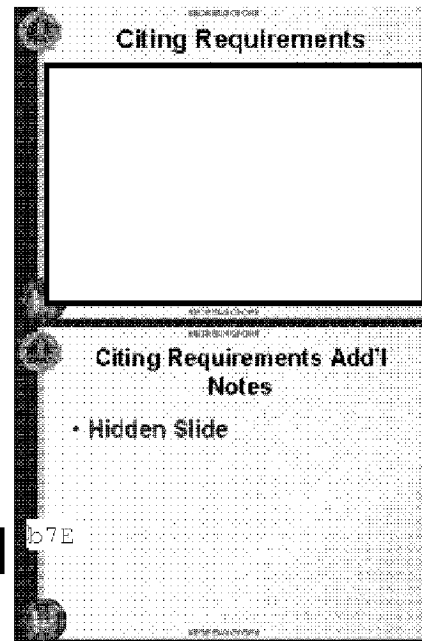
(U) [REDACTED]

[REDACTED]

From FBIRU FAQs:

(U) **How do you cite an FBI Requirement?**

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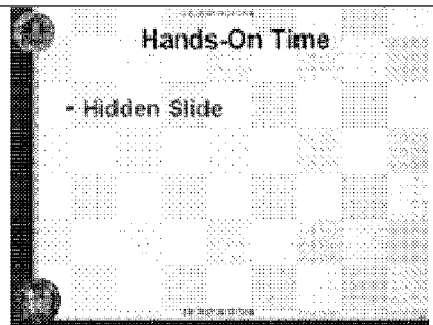
b7E

(U) [Redacted]
[Redacted]
(U) [Redacted]
[Redacted]
(U) [Redacted]
[Redacted]
(U) [Redacted]
[Redacted]
[Redacted]

b7E

Slide #31: Hidden Slide

[Redacted]
(U) [Redacted]
[Redacted]
(U) **Instructor Note:** Pass out the Handout [Redacted]
[Redacted]
(U) [Redacted]
[Redacted]
(U) [Redacted]



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(U) On this page, we can view the [Redacted]
[Redacted]
(U) **Instructor Note:** [Redacted]
[Redacted]

((U) **Instructor Note:** Walk the class through [redacted]
[redacted] and allow them
time to explore on their own)

b7E

(U) [redacted]

[redacted]

(U) [redacted]

[redacted]

Navigation: [redacted]

> [redacted]

[redacted]

(U) On this page, you will see links (in the right-hand column). [redacted]

[redacted]

((U) **Instructor Note** [redacted]

[redacted]

[redacted]

[redacted] (IF THERE IS TIME).

Slide #32: Questions?

Slide #33: Hidden Slide (Add'l Notes for Review #1)

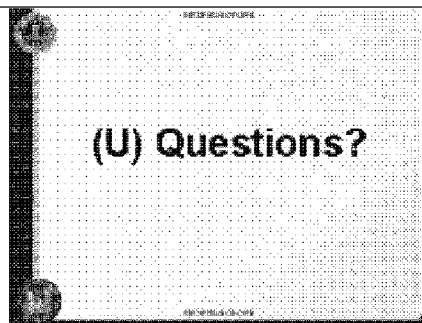
Slide #34: Hidden Slide (Add'l Notes for Review #2)

Review the Objectives with the students:

1. (U) [redacted] (Slide #4)

(U) [redacted]

[redacted]



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2. (U)

(Slides 9 & 10)

(U)

(U)

3. (U)

(Slides 13 & 14)

(S)

4. (U)

15, 21 & 22)

(U)

(U)

Questions Slides Add'l Notes
for Review #1

• Hidden Slide

Questions Slides Add'l Notes
for Review #2

• Hidden Slide

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(U) [Redacted]
[Redacted]

(U) [Redacted]
[Redacted]

(U//FOUO) [Redacted]
[Redacted]

(U) [Redacted]
[Redacted]

(U) [Redacted]
[Redacted]

(U//FOUO) [Redacted]
[Redacted]

(U) [Redacted]

(U) [Redacted]
[Redacted]

(U) [Redacted]
[Redacted]

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b6
b7C

(U) [REDACTED] [REDACTED] (U) [REDACTED] [REDACTED] (U) [REDACTED] [REDACTED] HAVE STUDENTS COMPLETE THE EXERCISE.	b7E
Complete Exercise [REDACTED] [REDACTED]	b7E

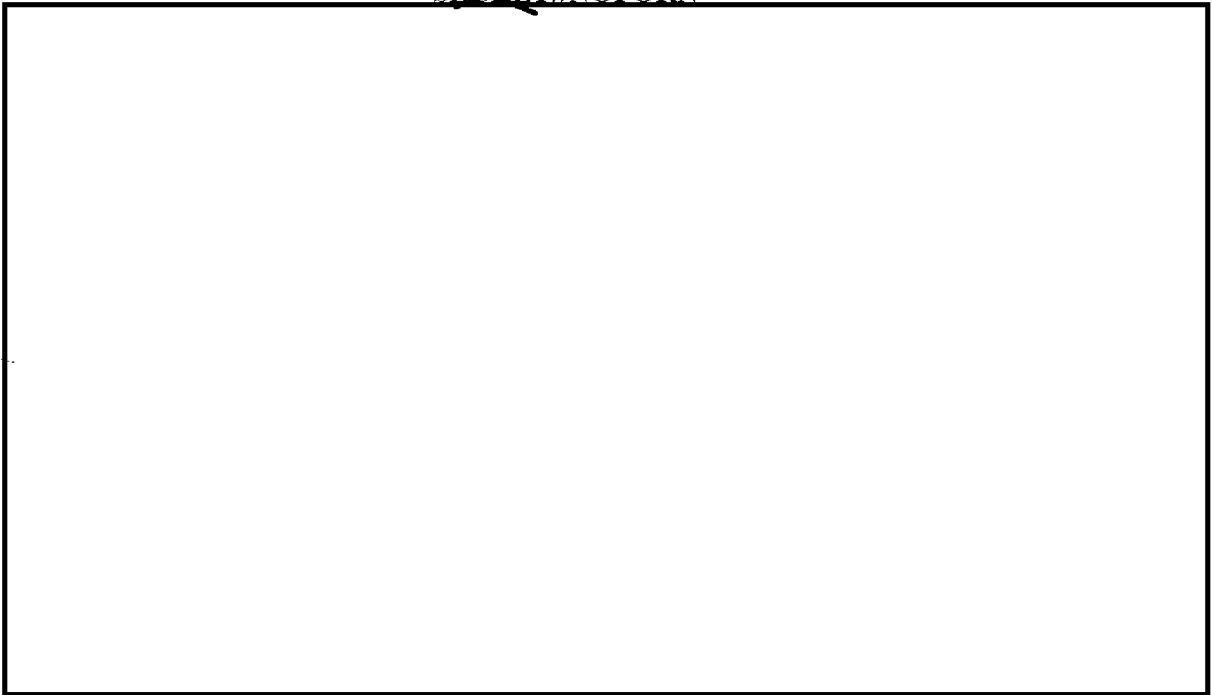
HANDOUT - Requirements Class Exercise – Student Version

1.	
2.	
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7.



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Bonus Questions:

8.

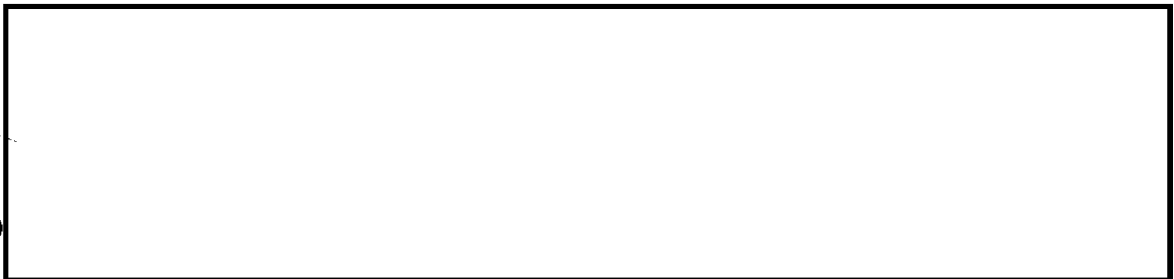


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9.

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10.



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Requirements Class Exercise Answer Key

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6.

[Redacted]

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11

Bonus Questions:

7.

[Redacted]

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[Redacted]

8.

[Redacted]

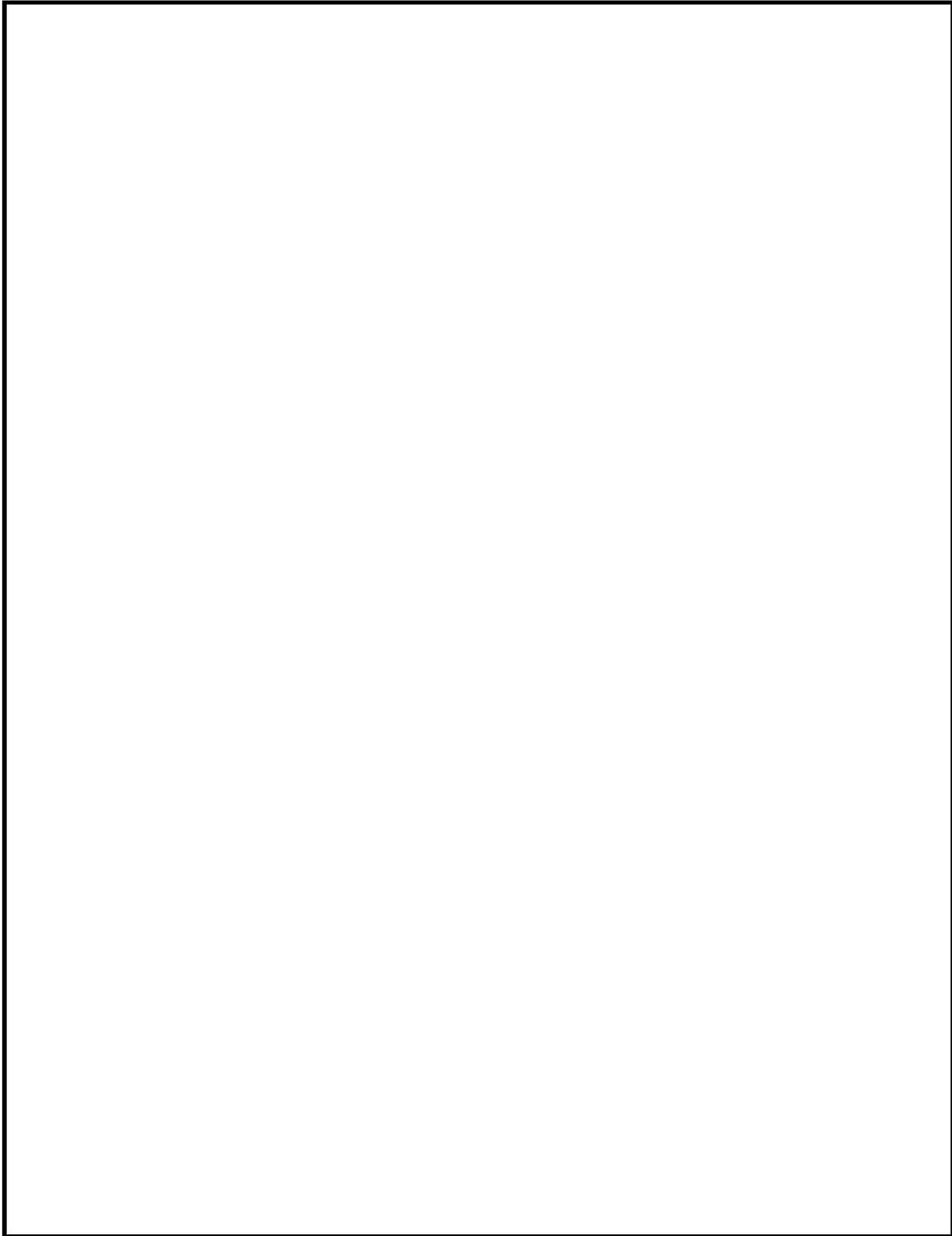
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9.

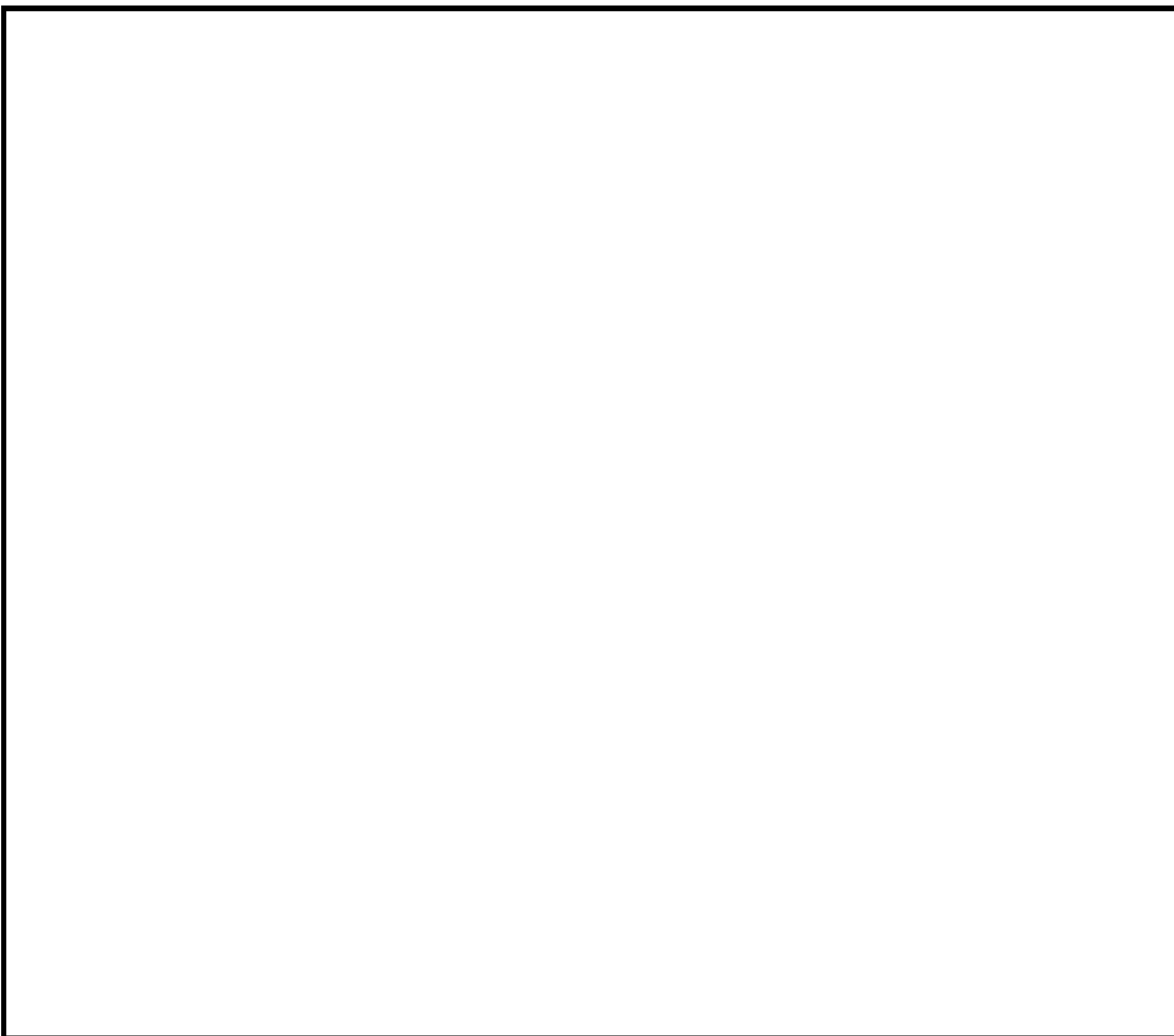
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BINDER

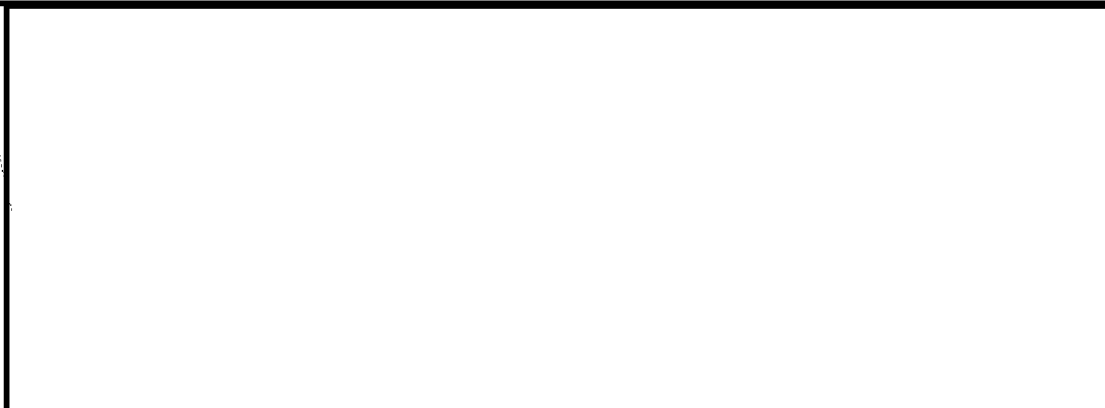


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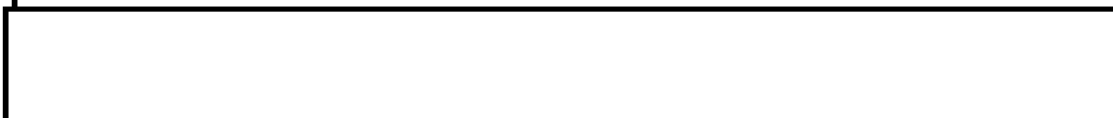
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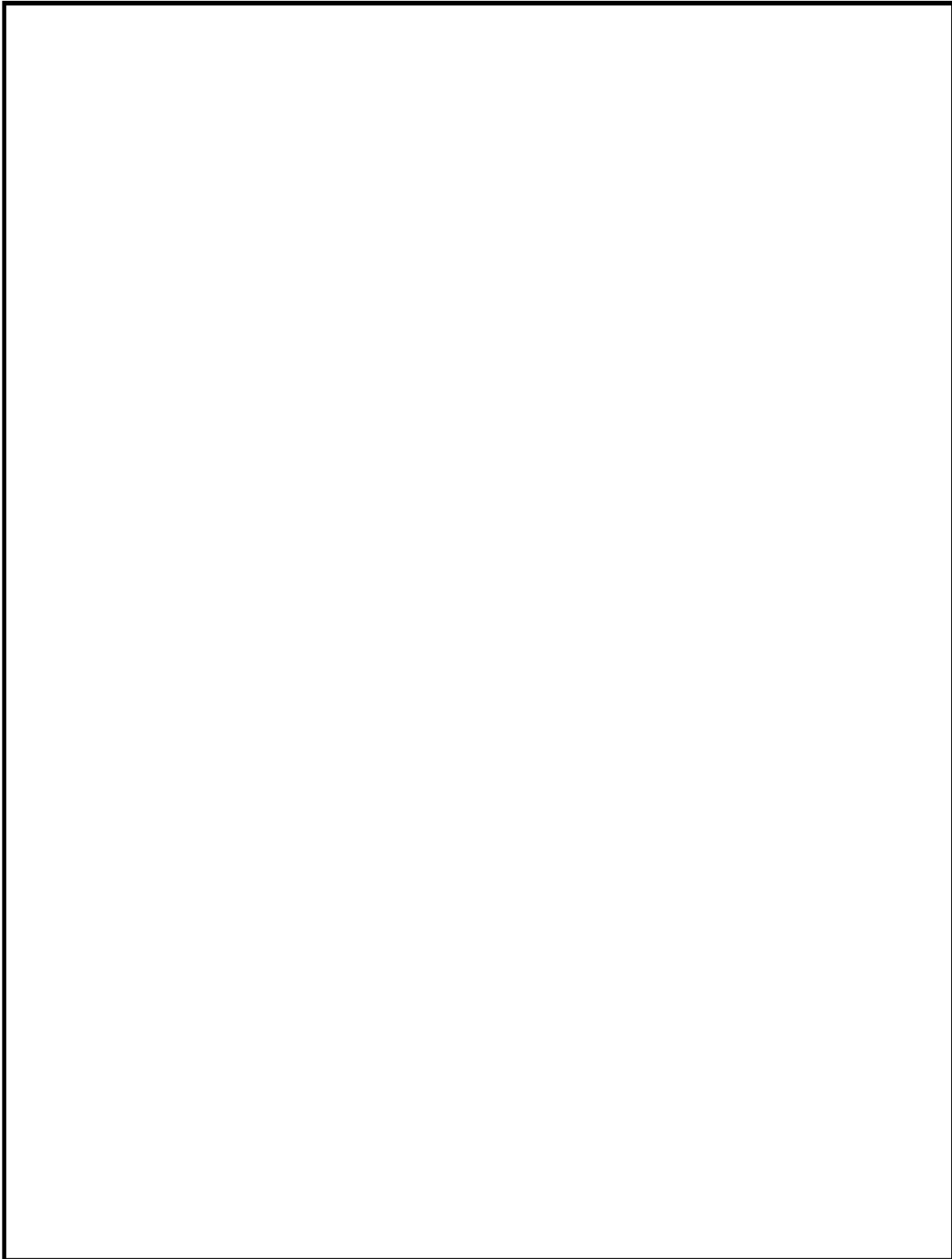


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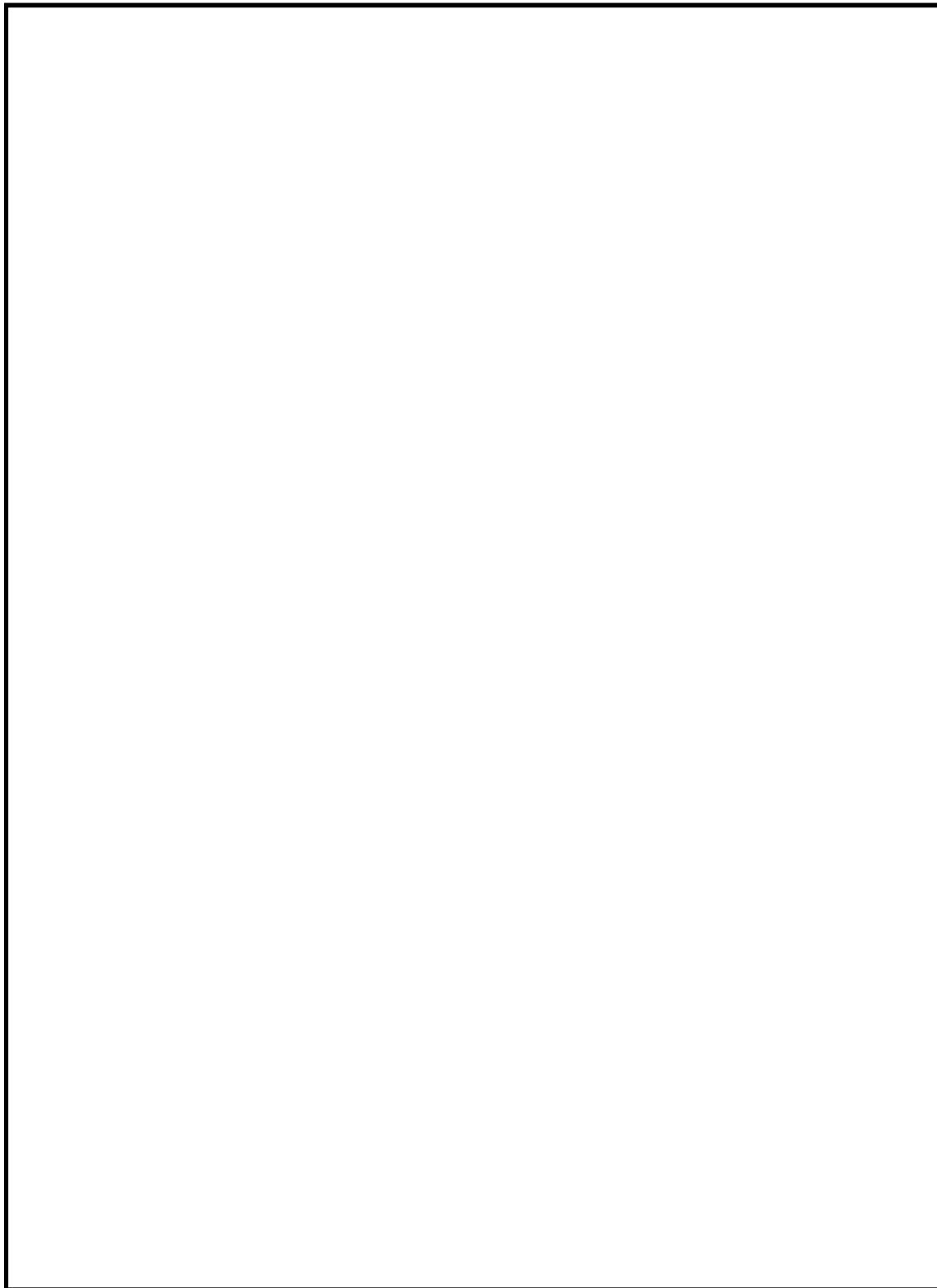
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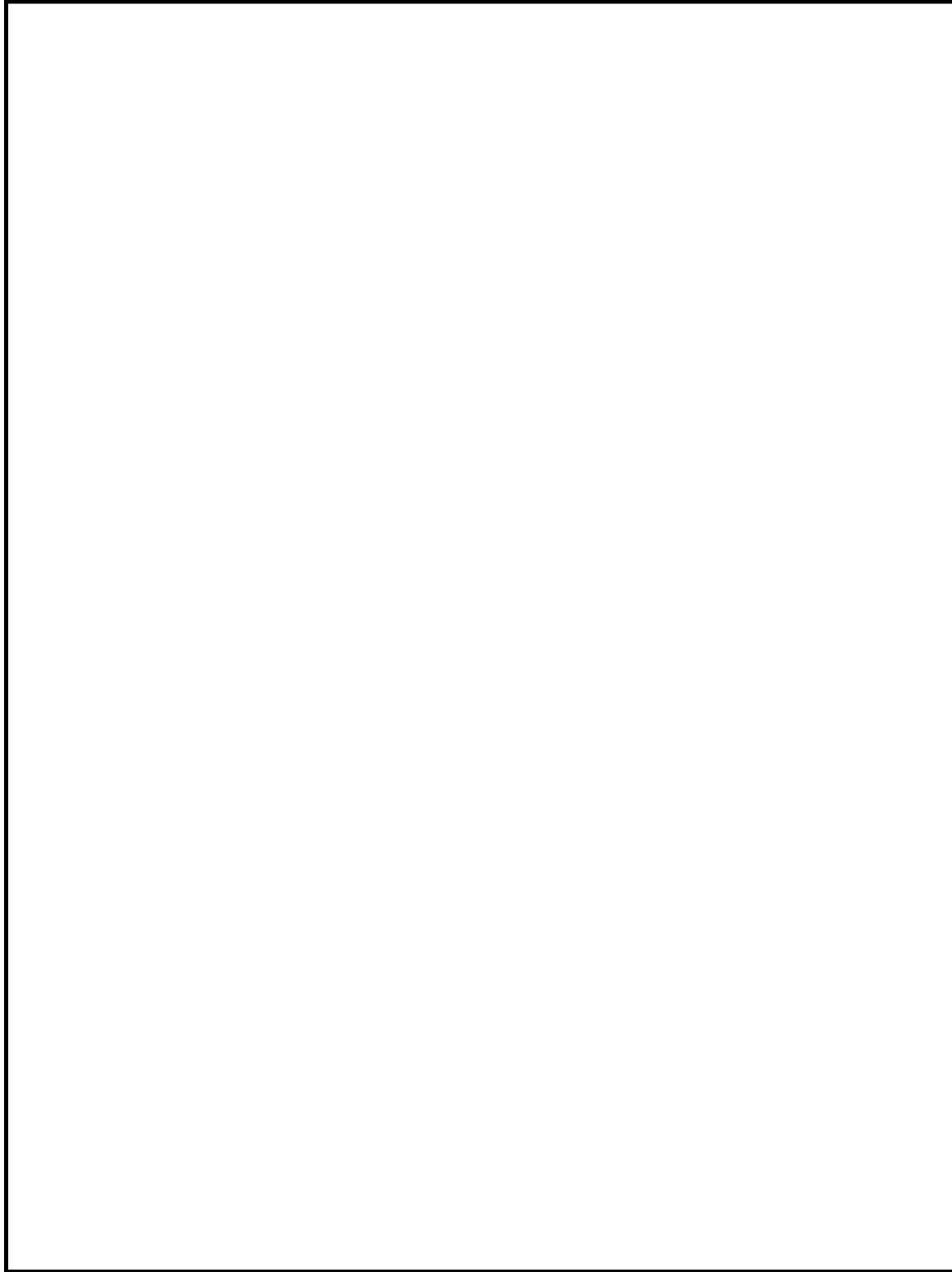
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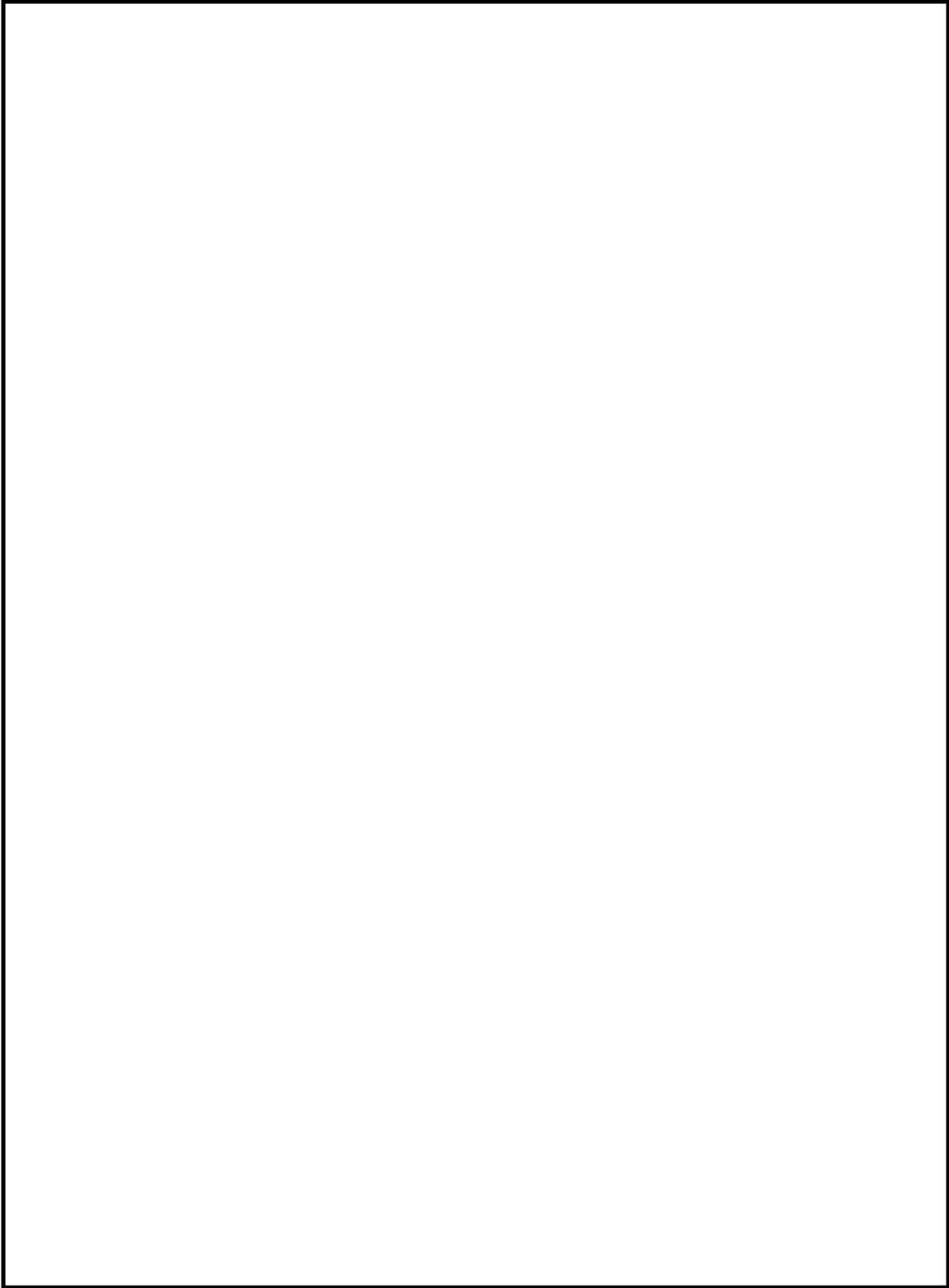
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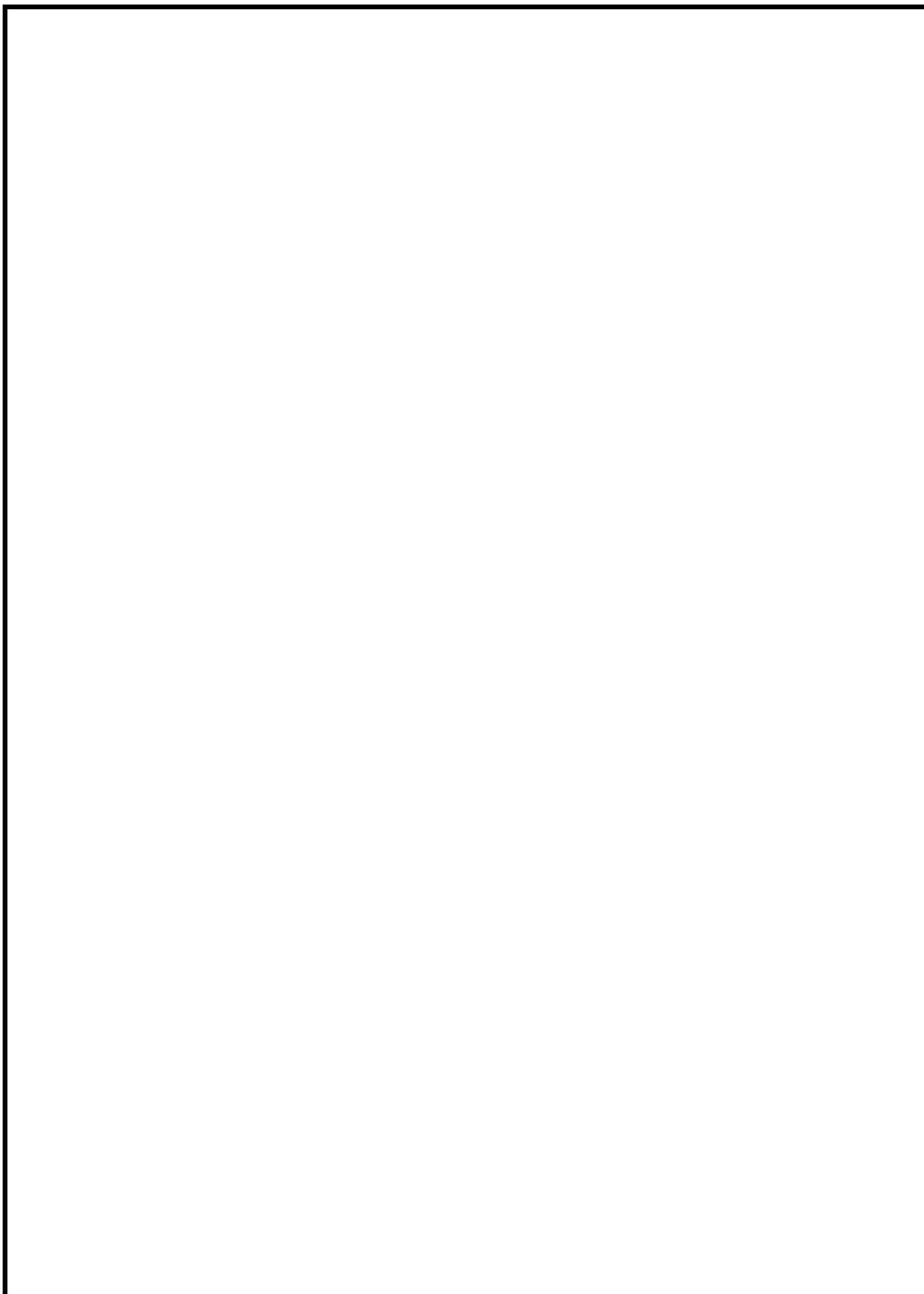
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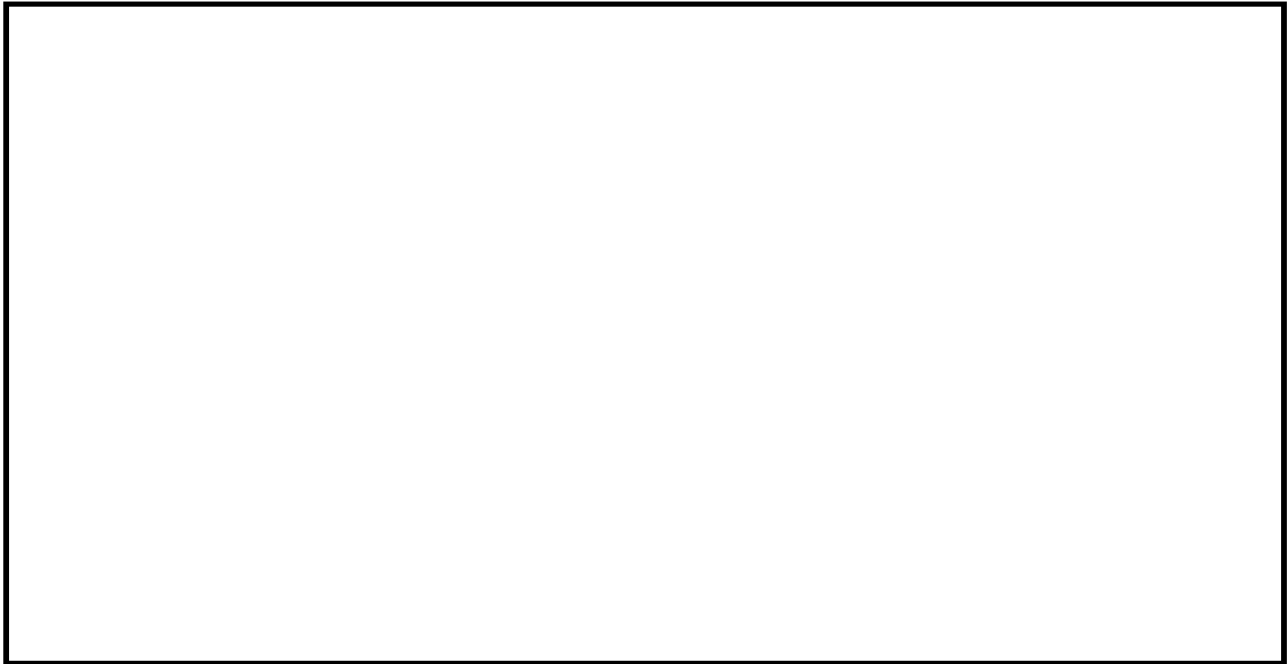
ACLURM052710

FBI052222

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BINDER – Requirements and Collections Links

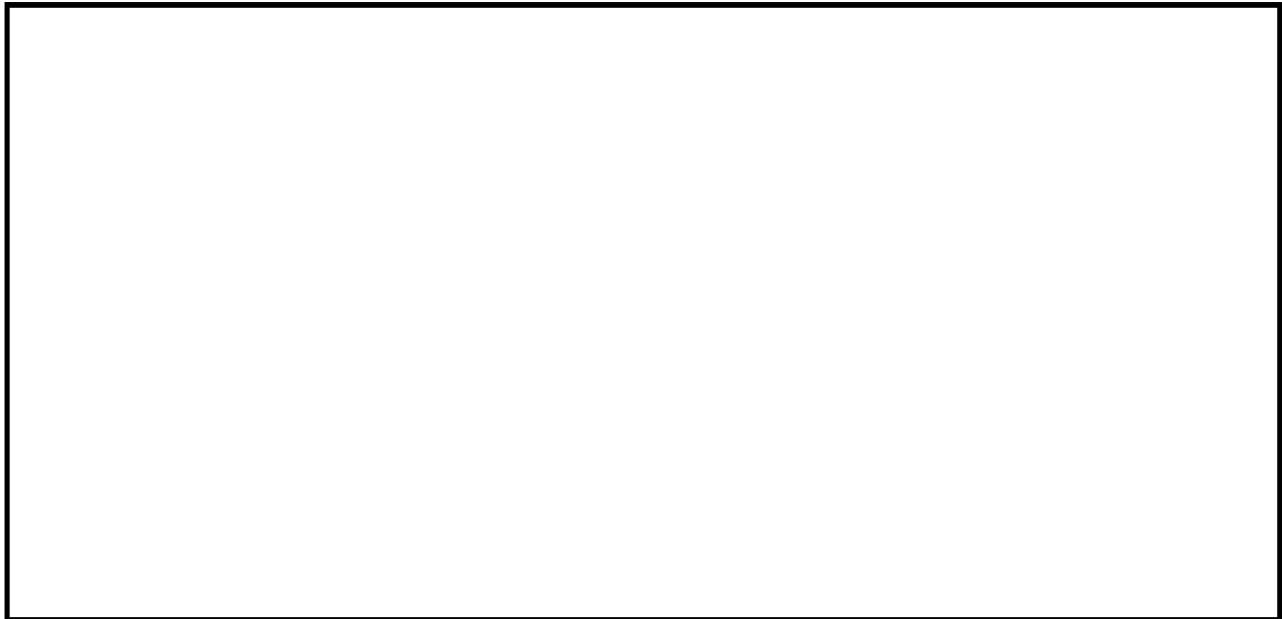
Requirements and Collections Links



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Part One:

Definitions:



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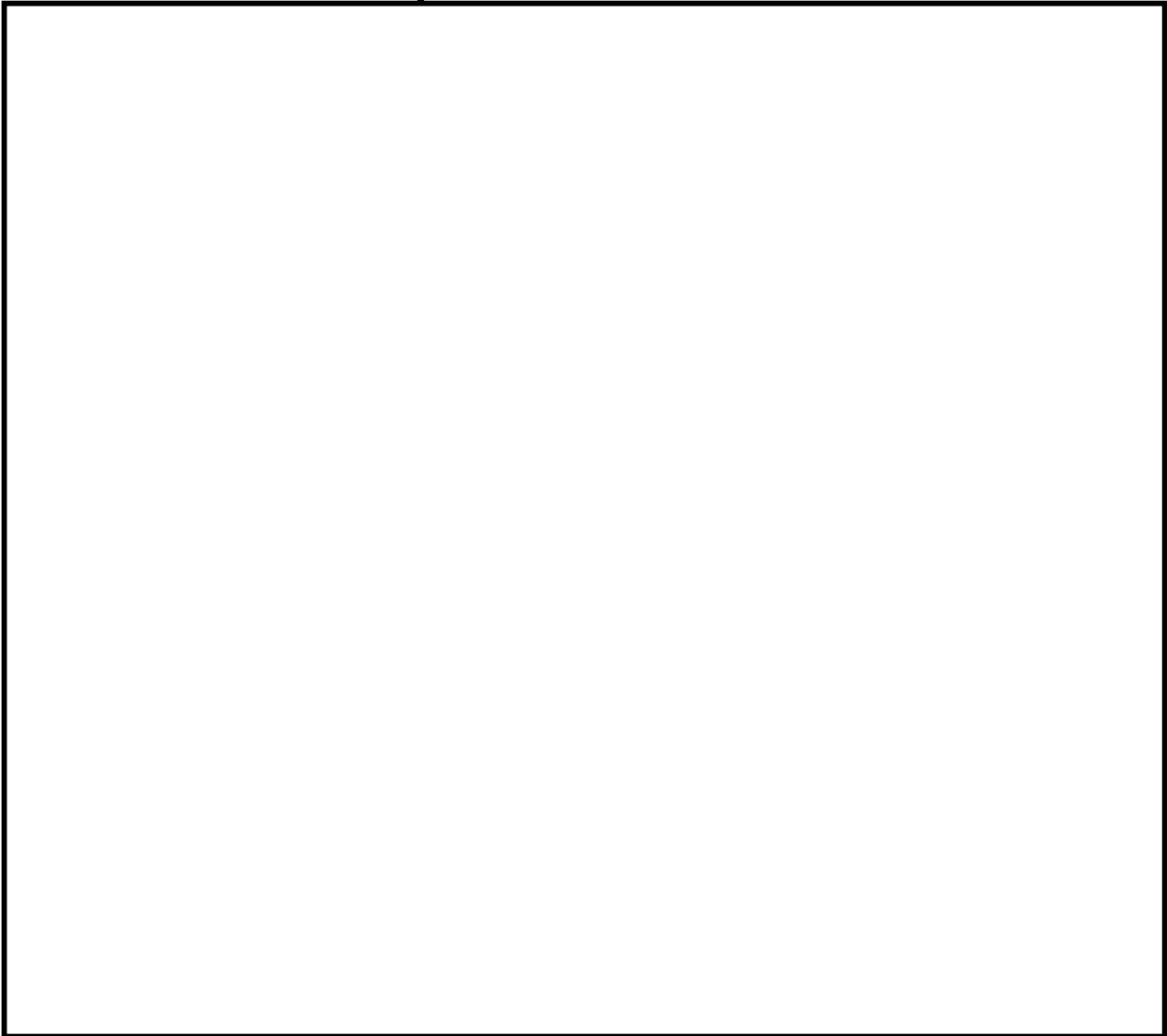
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Part Three:



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