SECRET

Document Details:

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Ref Case ID: 66F-HQ-A1397794

Office: DG

Date: 02/01/2005

To: ALL FIELD OFFICES
   ALL LEGAT OFFICES
   INTELLIGENCE DIRECTORATE
   RECORDS MANAGEMENT

From: COUNTERTERRORISM

Author: A

Topic: (U) THIS COMMUNICATION ESTABLISHES POLICY AND

Classification: SCI

Duration: X1

Authority: 

SCI Flag: 

IRS Tax: Handing: NF Caveats: 

Secure document:
Exploitation of Terrorist

Precedence: PRIORITY
Date: 02/01/2005

To: All Field Offices

Attn: SACs
ASACs
JTTF SSAs and Coordinators
FIG SSAs and Coordinators
Terrorism Squad SSAs
FBIHQ, Manuals Desk
DocLab
Records Management
Office of Intelligence
Field Intelligence Section
All Legats

From: Counterterrorism Communications Exploitation Section

Contact:

Approved By:

Drafted By: fas
kh

Case ID #: (US) 66F-HQ-A1397794 (Pending)
(U) 66F-HQ-C1384970

Title: (US) Communications Exploitation Section; Administrative Matters; Policy/Procedures For Related to the Exploitation of Terrorist-

Synopsis: (U) This communication establishes policy and outlines procedures that all offices should utilize when terrorist related

(U) Derived From: G-3
Declassify On: XI

Reference: (Q) 66F-HQ-A1397794 Serial 110

Details: (U) Historically, of the most valuable methods of obtaining critical intelligence.
Counterterrorism Division, in coordination with the Office of Intelligence, Records Management Division and Information Technology Operations Division, provides this EC as guidance to ensure that actionable information commonly contained in seized pocket litter is efficiently, effectively and uniformly reported and exploited.

(U) In designing the below procedures, Counterterrorism Division sought to satisfy two overarching goals:

In the interest of improved information sharing, all intelligence derived from should be made available to the widest number of consumers practically possible. Therefore, must be captured in Bureau information and records systems in such a way as to make it available Bureau-wide in a text-searchable format. When appropriate, it should also be made available through Intelligence Community-wide information systems.

To fully exploit the information contained in actionable information must not only be widely accessible, but must also be pro-actively extracted and reported to investigative support entities at FBINQ for analysis and further dissemination. When appropriate and within operational and investigative constraints, this information must be disseminated to the US Intelligence Community through an IIR or other reporting mechanism.

(U) In accordance with these goals, all divisions should follow the below-listed guidelines:

1 (U) should be entered into evidence in accordance with normal procedures.

2 (U) should be sent in accordance with normal evidence transfer procedures to:

ACLURM004907
(U) The Document Conversion Laboratory (DocLab), in coordination with DocEx and the pertinent ITOS I or II unit, will process the pocket litter and load the scanned images to the The data will then be exported to The data will then be returned to the field. When shipping to DocLab, please include a package-copy EC requesting exploitation and providing details of the seizure and case. Please also provide information copies of the EC to DocEx and the pertinent ITOS I or II unit to allow for easier coordination. Coordination will determine the priority of DocLab's scanning efforts. DocLab will not assign tracking numbers. If the tracking numbers are not on the documents, DocLab will use the 1A, 1B, 1C numbers.

4 (U) Upon notification by DocLab that data has been loaded to an analyst from the respective field division's will access the data in and conduct an in-depth review and extract actionable information for analytic work-up by other FBI entities.

(U) During the review of the information should be evaluated, integrated, and interpreted in an effort to identify new developments, trends, develop options, and forecast outcomes. Additionally, the following information should be extracted from and sent via EC to the appropriate ITOS unit, as well as the appropriate investigative support unit listed below:

should be directed to the along with any information concerning the subject from which the was seized and any information about the

should be directed to the

should be directed to

(U) Please direct all questions concerning the above procedures to Attention:
or or RMD - DocLab Attention:

ACLURM004908
LEAD(s):
Set Lead 1: (Info)

ALL RECEIVING OFFICES

(U) The information set forth above is for the information of the recipients.

--------------------- Document Text ---------------------