<table>
<thead>
<tr>
<th>Time/Day</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>8:00am</td>
<td>Introduction of the Class</td>
<td>Review Questions</td>
<td>Review Questions</td>
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<tr>
<td>9:00am</td>
<td>Outline - Asset Unit</td>
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<td>Codename &amp; Codeword</td>
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<tr>
<td>10:00am</td>
<td>Discuss the Conversion</td>
<td>Hands-on</td>
<td>Hands-on</td>
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<tr>
<td>11:00am</td>
<td>Overview</td>
<td>Teletype</td>
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<tr>
<td>12noon</td>
<td>LUNCH</td>
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<tr>
<td>1:00pm</td>
<td>Case File Exercise</td>
<td>Asset</td>
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<tr>
<td>2:00pm</td>
<td></td>
<td>Hands-on</td>
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<tr>
<td>3:00pm</td>
<td>Group exercise</td>
<td>Group exercise</td>
<td>Questions &amp; Concerns</td>
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<tr>
<td>4:30pm</td>
<td>&quot; &quot; &quot;</td>
<td>&quot; &quot; &quot; &quot;</td>
<td>Critiques</td>
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**ENJOY!**
The Assistant class is a multi-facet course. This class will give an overview/explanation as to why this class will focus on:

☑ Information from case files and

☑ Discuss the showing the time saving factor.

☑ Retrieving information for the

☑ Policy/Procedures for handling information.

* Define the

☑ Attendees will be exposed to codename and codeword information eliminating unnecessary paperwork.
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<td>III. ASSET INFORMATION</td>
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<td>VII. ASSET</td>
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<td>IX.</td>
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<td>Pages 44-54</td>
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<td>XI. THE ASSET</td>
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<td>XV. REFERENCE MATERIAL</td>
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WHAT IS AN ASSET?

An Asset is a human source. A person is able to provide the FBI with information which is pertinent to a legitimate FBI investigative interest.

ASSET CATEGORIES
TYPES OF ASSETS

UC = Undercover Special Agent. An FBI Special Agent operation in an undercover capacity in connection with a

is required.
No, there is more thorough analysis can be performed.
CASE FILE OVERVIEW

OVERVIEW
In this section we will learn case definitions, case policy and procedures.

OBJECTIVE
Students will be able to
They will also gain knowledge of case policy and procedures.
Information Resources Division (IRD) has
The is used to pertaining to the case. Before instead of having to all gas to do is To find out

Hey did you hear about the Yea I everyday!
A sample list of information:

This day. The information from If your office does not have any.

When in doubt ask!
It is mandatory to indicate that the case is closed. Once the case is closed, the user can only have access to an Asset. When an Asset is reflect the instructions on the next few pages.

Refer to the step-by-step
The has changed.

will then be given a choice to make...

The has changed.
We remember...

10% of what we read;
20% of what we hear;
30% of what we see;
50% of what we see and hear;
80% of what we say;
90% of what we say and do.
CHANGING

I then receive

"I don't need instructions, I already know how to do it"

"I'm reading up on how to change the

will then receive the new information.

(S)
NOTES

know what has been

with the

and the
The open date is the date the case was opened. The close date is the date the case was closed. These dates are also

SECRET

DATE INFORMATION

The open date is the date the case was opened. The close date is the date the case was closed. These dates are also

SECRET

21

ACLURM007171
UCFN VERSUS NON-UCFN

but different file numbers, as an UCFN. If the mother case (pre-ucfn), a

See below:

The pre-ucfn case

Please wait for your

the new UCFN case.
WE ARE FINALLY FINISHED WITH THE CASE FILE!

"Mr. Buck, may I be excused? My brain is full."
Name 2 things that are wrong with [ ]

1- ______________________________ 

2- ______________________________
## Case Puzzle

<table>
<thead>
<tr>
<th>Letter</th>
<th>Case word answer</th>
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</table>

(2 words)
1. 

2. 

3. Every document has one.

4. 

5. It used to be called ____________________.

6. Universal case file number is also known as ____________________.

7. 

8. Automated case support is also known as ____________________.

9. A FBI agent operating in an undercover capacity is known as this type of asset.

10. ____________________ is also known as ____________________.

11. 

12. 

13. 

14. 

15. What we have to ____________________.

16. When a to date is ____________________.

17. 

18. Pending or closed are the values for the attribute we call case ____________.
OBJECTIVE

Students will be able to distinguish between the policy/procedures and learn the.

OVERVIEW

In this section, attendees will learn policy/procedures and learn the.
The [ ] is used to [ ] pertaining to an ASSET.
This information is very valuable to the FBI. An asset can report on

The following are examples of:

1. 

2. 

3. 

The following is the

This information is

ACLURM007186
OVERVIEW

In this section attendees will learn the definition of policy and procedures.

OBJECTIVE

Students will be able to identify and determine where to find information.
OVERVIEW

In this section, attendees will _______

Teletype. They will accomplish this

starting from the _______

OBJECTIVE

Students will be able to _______

Teletype.
TELETYPET/ ELEUTRONIC COMMUNICATION (EC)
Policy:
The following information is contained within the ICE:

(a) Asset

(b) Examples of

(c) (d) (e) (f) (g) (h)

(i) Steps that
ON THE LOOKOUT FOR THE TELETYPE!!!
YOU HAVE SUCCESSFULLY TELETYPE!!!
A TIME TABLE ON THE
ASSETS
When an asset should be disposed of, the asset should be disposed of.

If the asset is
the asset is
From the Asset
• • • • • • •

• • • • • • •
This is where you
that the asset receives would be
On occasions the Asset: Below shows you how to:

From the Asset:

If any items are:
CODENAME/CODEWORD OVERVIEW

OVERVIEW
In this section, attendees will gain an understanding of the codename/codeword and learn CNCW policy.

OBJECTIVE
Students will be able to distinguish between a codename and codeword.
The Codename/Codeword are codenames and codewords. This codewords and codenames which are This procedure does not codenames and codewords, the security of assets.

The Codename/Codewords are Codenames and Codewords are...
The "CODENAME/CODEWORD codenames."
The codename of the "CODENAMES" are assigned to persons and are reserved.
Once the codename was a codename was

This will

Codename/Codeword
Remember codewords. The "CODENAME/CODEWORD" is "ACLURM007221". A CODEWORD.
Codewords are assigned as the codeword.

The "Codewords"
The Codewords are used in the event an Agent comes to a Codeword. Remember: Codewords are used as The codeword codeword option Codeword

The Codewords are

SECRET

SECRET

ACLURM007225
• a codeword

The agent "Codename/Codeword" codeword which enables the codeword to be assigned.

This will take
CODENAME/CODEWORD

codenames available
codewords available

codenames

codename. Notice the
codename/codeword

codewords

codenames/codewords

codenames and codewords

codenames

codewords

the codename/codeword

codename/codeword

SECRET

ACLURM007229
all codenames that are found on the document must be treated as secret.
EXAMPLE

> When are

SECRET
all information pertaining to an ASSET.
pertaining to an Asset.
unavailable at this time
5. REMEMBER to where applicable for your assistance.

4. Options

3. ASSET

2. ASSET

1. Here
1) 
   a) 
   b) with the names of the date the brief description of

2) 

3) a brief description about the the description but not

4) the description of the

5) the entire from the the entire

6) this will the entire in addition to the description.

7) 

8) will be
Here are a list of which can be very helpful when

1.

2.

3.

4.

5.

6.
BE VERY CAREFUL WITH THIS
MAKE SURE YOU DON'T
TWO OPTIONS:

1. Below is example of the

2. 

SECRET
This is very important that you must EXAMPLE.

(1) Example:

Ex.

(2)

Below is a list of

ACLURM007260
Below are list of Helpfu~
B. FILE

A file is a group of related information. Example: all of the information about is stored in the file. Every file begins with the letters to identify the file location.
The information may have information attached to it that is

Example of a person

Example:

Is this what they mean by
Example of how

are attributes

as follows:

(S)
Q. A is an in the in as follows:

R. There can be which are will always they will be as follows:
- Notice the ______________________ of the
  No __________________________
  as can be seen in the __________________ with a ______________________
  actually have ______________________
- The reason for ___________________ is to ______________________

EXAMPLE:
S. GROUPS

- Groups are a list of which are related.

- Notice the Group. Other than the fact a group is
there is no difference between a group and a

- Group are used of the attribute.