FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE Date: 08/24/2004
To: All Field Offices Attn: Asset Coordinators

From: Criminal Investigative
Criminal Intelligence Section Asset/Informant Unit
Contact: SSA

Approved By: [Signature] [Date: 05-31-2011]
Drafted By: [Signature] [Date: 05-31-2011]
Case ID #: [8] 66F-HQ-A1334577-Z-2 (Pending)

Title: [X] ASSET PROGRAM MAIN FILE:

Synopsis: [X] To notify all Field Office Asset Coordinators of a change in the procedure to conduct

[X] Derived From: G-1
Declassify On: X1

Details: [X] The Asset/Informant Unit (A/IV) in coordination

[X] Therefore, effective immediately the form
is no longer required to conduct on the
aforementioned types of Assets. When the A/IV is notified of an
Asset opening through the Initial Communication and a request is

SECRET

ACLURM007279
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Re: 66F-HQ-A1334577-Z, 08/24/2004

made to conduct FBI indices checks, an additional lead should be set to the A/IU to conduct.  

This information includes the Date of Birth, Place of Birth, nationality, and family members. Field offices are to ensure that the Initial Communication includes as much information as possible to assist A/IU Program Analysts in requesting a name trace.

[Signature]

[Signature]

will notify field offices of the results by electronic communication.
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LEAD(s):
Set Lead 1: (Action)

ALL RECEIVING OFFICES

(U) All Asset Coordinators are requested to inform agents handling assets of the change in procedure regarding

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