Precedence: ROUTINE
Date: 07/17/2006

To: San Francisco
From: San Francisco

Contact: SSA

Case ID #: 800A-SF-136738-SAR

Title: GOALS AND OBJECTIVES

Synopsis: Progress report on the goals and objectives for the

Details: The purpose of this communication is to provide a progress report on the specific, measurable, and attainable goals and objectives set forth for the period 4/1/2006 through 9/30/2006. The goals and objectives are outlined below with an update for each:

Goal #1
Improve Efficiency and Effectiveness of Operations

Objective #1:
Obtain office space for Agents and Analysts on the main

As of 07/01/2006, the remodeling of the Oakland RA to accommodate the was completed.
At this time all SAs, IAs, and SSA were co-located. This set-up has improved cross-program communication between Agents and Analysts. The SSA has been able to interact with and monitor the performance of personnel.

Objective #2:
Designate Principal and Secondary Relief Supervisors

ACLURM008275
To: San Francisco  
From: San Francisco  
Re: 800A-SF-136738-SAR, 07/17/2006  

On 05/31/2006, SA was designated as Principal Relief Supervisor and TA was designated as Secondary Relief Supervisor.

Objective #3: Establish

Each consists of All Source Analysts (ASAs), Agents, and the OSs. The OSs work with ASAs, the FBI, and other ASAs to prepare products. These products are reviewed and approved by the ASAs before they are sent to FBIHQ for final review and dissemination. The ASAs also work closely with both the ASAs and the OSs to focus their collection efforts.

Objective #4:
Conduct and document monthly squad meetings

meetings were held on 04/03/2006, 05/01/2006, 06/07/2006, and 07/10/2006 and have been documented to 800C-SF-137173. Squad meetings have been valuable for passing on information to the squad personnel. The meet after the meeting to discuss on-going investigations within their respective programs.

Objective #5:
Assign an Operations Specialist to each investigative squad

The assignment of an OS to each investigative squad is a high priority for the SSA; however, due to attrition, the number of OSs is less than the number of investigative squads.

ACLURM008276
To: San Francisco  From: San Francisco
Re: 800A-SF-136738-SAR, 07/17/2006

The IA TSI is IA TSI is IA are on-board. Currently are and are IA.

IA.

IAs in the near future. In July 2006, San Francisco is interviewing candidates to fill these positions. It is hoped that an OS can be assigned to each squad by December 2006.

Objective #6:
Open sub-files for each investigative squad

The following files have been opened and assigned:

Objective #7:
Modify control files to appropriately reflect FBI priorities

The sub-files of the following Criminal Intelligence control files have been modified to reflect the FBI Priorities:
To: San Francisco  
From: San Francisco  
Re: 800A-SF-136738-SAR, 07/17/2006

Objective #8:  
Conduct quarterly file reviews for Intelligence Analysts

Intelligence Analysts had their first file reviews in April 2006. Another round of file reviews will be completed in July 2006. The reviews will recur on a 90-day interval.

Objective #8:  
Establish mission statement

The created an overall mission statement which was used to craft the statement below:

"The Mission of the San Francisco is to optimally position the FBI to meet current and emerging National Security and Criminal threats by managing the collection, processing, analysis, and dissemination of intelligence across all investigative programs within the San Francisco Division. The in coordination with San Francisco management and investigative squads, strategically assesses the division's intelligence capabilities in order to prioritize investigative efforts and direct resources accordingly. The proactively supports the Division's investigative efforts and produces value-added intelligence products that benefit the FBI and the larger intelligence and law enforcement communities. is responsible for overseeing the

Objective #9:  
Design and implement the website

The website stood up in March 2006. Since that time, has placed the mission statement, squad personnel list and various links on the page. The links are useful for SF personnel, especially IAs, to locate intelligence requirements, products, and policies. In the next few months, San Francisco will implement the SharePoint feature on the website to post information in a timely manner.

Objective #10:
To: San Francisco  From: San Francisco
Re: 800A-SF-136738-SAR, 07/17/2006

Excel spreadsheet

The Excel spreadsheet is maintained on the shared drive and accessible to all IAs and SSAs. It is updated frequently and allows management to monitor performance.

Goal #2: Increase the

Objective #1: Establish a schedule for annual and SAC Briefings

A schedule for specific has been completed. This led to the

A matrix was built so that

Objective #2: Provide to investigative squads on a quarterly basis and document that activity

Operations Specialists (OSs) have provided the investigative squads with FBI in April and July of 2006. This will recur on a 90-day cycle. OSs document this activity to their respective

Objective #3: Train Operations Specialists to

All Operations Specialists (OSs) have received basic from 04/01/2006 to 06/30/2006. Having OSs
To: San Francisco  From: San Francisco  
Re: 800A-SF-136738-SAR, 07/17/2006

Objective #4:  
Train all Analysts to utilize the ___________________________.  
Two San Francisco Intelligence Analysts provided a two day training on during 03/28/2006-03/29/2006. Many analysts who had not taken the training before were afforded this opportunity. Newly hired analysts are receiving training on ___________________________.

Objective #5:  
Train all Analysts to utilize the ___________________________.  
Several Intelligence Analysts are now utilizing ___________________________. For example, ___________________________.  
Training analysts on both ___________________________.  

Objective #6:  
Train all Analysts with ___________________________.  
This training has not been offered to date.

Objective #7:  
Institute ___________________________.  
San Francisco realizes that the Pittsburgh Division ___________________________. The SSA has asked to ___________________________. The SSA has ___________________________.

Objective #8:  
In a three month period from 04/01/2006 to 06/30/2006, IAs have ___________________________.  
In the next three months, personnel will have to ___________________________.  
In a six month period, although this may be difficult to accomplish, ___________________________. The IAs are becoming adept at ___________________________.  
Recognized San ___________________________.

6
Francisco as during the last quarter.

Objective #9:

Since 04/01/2006 by FBIHQ:

Objective #10:

Since 04/01/2006 A

The SSA is working with The primary customers of

The Each division can prepare a FBIHQ can then take the

Objective #11: will produce

The name of the has been altered

This document is the first
To: San Francisco  
From: San Francisco
Re: 800A-SF-136738-SAR, 07/17/2006

To investigative squads

Each week, All Source Analysts (ASAs), ASACs, SSAs, and Operations Specialists (OSs) in their respective programs. The OSs then forward the email to all the investigative squad Agents. ASAs

Goal #3:
Enhance the

Objective #1:
Each Agent
Since 01/09/2006, Agents

Objective #2:
Each Agent
Since 04/19/2006, has With the transfer of SA
In order to encourage the

Objective #3:
Open a in Oakland
Objective #1:
Meet with each investigative squad to discuss

Since February 2006, the SSA has met with each squad in the division to explain the various types of agents and analysts on the squads. The most important aspects of the training was demonstrating to investigative squads that they are a critical part of the FBI's...
To: San Francisco
From: San Francisco
Re: 800A-SF-136738-SAR, 07/17/2006

Objective #3:
Post

During the next three months, the SSA will look into expanding the type of products disseminated by to include relevant and timely by San Francisco.

Objective #4:

SA is working extensively with TFO (92D-SF-139567). It is anticipated that SA will work with TFO to include relevant and timely

TFO and TFO

Both

SA has been coordinating her efforts with Officer of the San Francisco Police Department. SA and Officer are in frequent contact and

Although

Objective #5:

Develop an

Program

This has not been completed.

Objective #6:

Create and utilize a Customer Survey for

This has not been completed.

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