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FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY

Date: 12/17/2010

To: All Field Offices
All FBIHQ Divisions

Attn: SAC/ASAC/CDC/AO
Attn: Administrative Unit Chief

From: Resource Planning Office
Internal Advisory Group/6256

Contact: [redacted] b6 -1
b7C -1

Approved By: Murphy Timothy P
Harrington T J
Schlendorf David W
Thomas Marcus C
Caproni Valerie

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Drafted By: [redacted]

Case ID #: 3190-HQ-A1487636 Serial 856

Title: New process and training requirements for reviewing
National Security Letter (NSL) returns from select [redacted] b7E -1

Synopsis: All employees who, by virtue of their position working
on national security, cyber, or other matters, are or may be
required to review NSL returns from [redacted]

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[redacted] for analytic or investigative purposes or to review for
[redacted] by
[redacted] Employees who currently have access to [redacted]
[redacted] require no further action.

Details: (U//FOUO)

In order to reduce administrative workload, a new process has
been developed through which electronic processes will be used to
serve NSLs and to receive NSL returns. This electronic process
will eliminate the need to physically handle these NSLs and their
returns. Further, the NSLs returns [redacted]

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The initial pilot of this process will cover [redacted] b7E -1
[redacted] Effective [redacted]

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[redacted] all NSLs to those [redacted] companies will be served and returns will be received into [redacted] [redacted] electronically. Accordingly, it is imperative that any employee who may need access to NSL data from these companies (either for analytic or investigative purposes or [redacted]

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[redacted] prior to [redacted]

New Process

The process for obtaining an NSL will continue to be controlled through the NSL subsystem to FISAMS and will not change except that FISAMS will, for these [redacted] companies, cut a lead to the [redacted] Unit, rather than to the [redacted] [redacted] (as is the current practice), for service of the NSL and receipt of the returns.

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The new process will alter the process for receiving and

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reviewing NSL returns from these [redacted] companies.¹ Effective [redacted] as to these [redacted] companies the process will be:

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1. After an NSL has been approved by the approving authority (SAC) in FISAMS, the case agent or his/her designee will receive an email notification that the NSL will be delivered electronically through [redacted]. After the NSL has been signed by the approving authority (SAC), the field office should scan and email it to [redacted]. The original NSL should be placed in the NSL sub-file.
2. When the NSL returns have been received from the provider, the case agent or his/her designee will receive [redacted] [redacted] that the return has been received.

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[redacted]

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- 3. The case agent or his/her designee must access the [redacted]
- 4. [redacted]
- 5. [redacted]

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Access Request Process

As noted above, any employees who may require access to NSL returns from [redacted] whether to review for overproduction or for analytic or investigative reasons will be required to do so via [redacted] effective [redacted]. Accordingly, prior to that date, all such employees must request access to [redacted] by doing the following:

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1. Complete on Virtual Academy two courses: 1) 2008 FISA Standard Minimization Procedures (SMP) Overview and 2) Foreign Intelligence Surveillance Act (FISA) Section 702 Retention.³
2. Review the following Forms and Policies, which are available on the Intranet
[redacted] 1) SMP Implementation Policy (0137D) and related SMP Policy Implementation Guide (link available through 0137D), 2) Access Policy for [redacted] and any Successor Systems (0285D), and 3) STAO's Rules of Behavior (link available through 0285D).

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² Per DIOG 11.9.3.G, the case agent has responsibility for [redacted]

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³ These courses are required because [redacted] is available in [redacted]

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3. After completing the Virtual Academy courses and reviewing the above-referenced documents, request access to [redacted]. Access must be requested by EC and uploaded into ACS. The request must be approved by the employee's supervisor. A sample EC for requesting [redacted] access can be found on the [redacted] webpage. (See link below)

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To get more information on [redacted] including the [redacted] [redacted] available in that system, and to find easy access links and a step-by-step guide to requesting access, please visit the STAO webpage from the FBI Intranet Site or the [redacted] webpage by entering this link into your FBI Intranet Browser:

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Questions regarding this new process, including which employees should or must gain access to [redacted] and how [redacted] [redacted] will occur in that system, should be directed to STAO Unit Chief [redacted] or ITS [redacted]

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LEAD(s) :

Set Lead 1: (Action)

ALL RECEIVING OFFICES

(U//FOUO) Please disseminate to all employees responsible for reviewing and analyzing NSL returns. All employees who, by virtue of their position working on national security, cyber, or other matters, are or may be required to access NSL results from [REDACTED] for purposes of [REDACTED]

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by [REDACTED]

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