

Semi-Monthly Team Leaders' Reports

Deliver Draft to TJG on the First and Third Wednesday of Every Month

Deliver Final to DGM on First and Third Friday of Every Month

Analysis of Team Members' work:

- estimated time reviewing postponements in principal agency documents
- estimated time reviewing postponements in other agency documents
- estimated percentage of time on other activities
- brief description of other team member activities (research projects, etc.)
- recommendations for better use of team members' time

Review of Postponements in Principal Agency (FBI / CIA/Military) Records

- estimate of number of records remaining to be reviewed
- estimate of number of records reviewed since last report
- estimate of percentage completion of total postponement review
- recommendations for improvement of review process
- recommendations for immediate requests/communications with principal agency
- recommendations for long-term requests/communications with principal agency

Review of Other Agency Records

- important developments in other agency records since last report
- recommendations for immediate requests/communications with agencies
- recommendations for long-term requests/communications with agencies

Resource Needs

-- anticipated needs for additional analysts

-- other anticipated resource needs

Principal agency = FBI, CIA

FBI Team

CIA Team

Military Team

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