

Chets Notes:

Handout handout 1,

Welcome and describe process starting with one staff member and building on a team approach to the database.

Now I would like to step quickly thru the review process for a staff member...

Make one review....

Send to supervisor.....

Supervisor Review....

Send to Board....

One key component is inclusion of all key information in the database needed for reporting.

It produces the evidence request form at the beginning of the process and after your meeting and decisions it will produce the federal register notice and the letter to the president at a click of a button. (SHOW MEETING GUIDE)

Today the FBI team will be using the documents produced by the system in their presentation to you.... in your briefing guide is a description of all the components of this Board Review Form.

Also included is a guide to the various questions the reviews have responded to... in the future (tomorrow.) We will be rewriting these to make them clearer on this form so a guide will not be as necessary.

Good luck... and have a nice day....