

From: "ExecSec \(\DO\) \(\FBI\)\" [REDACTED]

To: "HO-DIV00-CCRSB-COMMUNICATIONS" [REDACTED]

Cc: [REDACTED]

Subject: TRIM Document : 19/DO/3059 : Congressional from Congresswoman Nydia M. Velazquez, urging the FBI to expand the scope of their inquiry to investigate the culture of the Metropolitan Correctional Center (MCC) where Jeffrey Epstein was found d --- UNCLASSIFI

Date: Wed, 14 Aug 2019 20:15:05 +0000

Importance: Normal

Priority: normal

Attachments: Congressional_from_Congresswoman_Nydia_M._~_the_culture_of_the_Metropolitan_Correctional_Center_(MCC)_where_Jeffrey_Epstein_was_found_dead_in_his_cell.pdf

Classification: UNCLASSIFIED

(U) ACTION OFFICE: CID

(U) The above division, designated as the action office, is assigned the attached correspondence for preparation of a final response over the signature of YOUR AD or DEPUTY AD by the due date shown below. The original will be forwarded to your division's point of contact. An information only copy is also being sent to the Office of Congressional Affairs (OCA).Chief of Staff (COS); Associate Deputy Director; Deputy Chief of Staff (DCOS); Deputy Director (DO); Special Counsel to the Director; EAD-Criminal, Cyber, Response and Services; AD-Office of Public Affairs (OPA); Victim Services Division (VSD); ██████████ (NY) (FBI) ██████████ SAC/MM, ADIC/NY.

(U) IMPORTANT NOTE: If you represent an FBI Field Division and are receiving this e-mail, you are being provided a copy of correspondence which has come to the attention of the Director, or other FBI executive. You are not being tasked with any action in this regard by the FBI's Office of the Executive Secretariat. You are being provided a courtesy copy only.

(U) If this matter needs to be reassigned to another entity, the FBI ExecSec should be advised immediately (within 2 days of e-mail receipt). The ExecSec will need to know to whom the request should be reassigned, together with a point of contact (if known), and the original correspondence will need to be returned to ExecSec, Room 6147.

(U) ACTION OFFICE INSTRUCTIONS: (Failure to comply with the following instructions will delay the closing of pending action and will result in the correspondence appearing on the overdue report)

(U) A. Preparation of Response:

(U) 1. Prepare the following:

- Two UNDATED letterhead copies,
- An envelope or mailing label,
- A blocked yellow UNDATED file copy, attaching the original incoming correspondence to the yellow file copy, and a copy of the incoming to each designated "courtesy copy" (cc), as appropriate. The yellow copy mail room block must be checked and initialed, and the TRIM number noted on the yellow (can be handwritten).

(U) 2. At a minimum, the copy count must include the following copy designations:

Trim XX/DO/XXXX

1 - (Your confirmation white copy, if desired)

(U) B. Routing of the Final Response Package:

(U) 1. Route your final response package to the FBI ExecSec, Room 6147, who will ensure that the package is delivered to the OCA, Room 7240, for review/approval. FBI policy requires that all Congressional responses be approved by the OCA prior to mailing.

(U) 2. Upon approval by OCA, the FBI ExecSec will forward the completed package to the FBI mailroom for delivery.

-----< HPE Records Manager record Information >-----

Record Number : 19/DO/3059

Addressee : AD-Criminal Investigative Division (Addressee)

All contacts : AD-Criminal Investigative Division (Addressee)

Office of Congressional Affairs (Other)

Deputy Director (Other)

Associate Deputy Director (Other)

Special Counsel to the Director (Other)
Chief of Staff (Other)
Deputy Chief of Staff (Other)
EAD-Criminal, Cyber, Response, and Services (Other)
Office of General Counsel (Other)
Office of Public Affairs (OPA) (Other)
AD-Victim Services Division (Other) Business Phone: [REDACTED]
SAC-Miami (Other) Business Phone: [REDACTED]
[REDACTED] (Other)

ADIC-New York (Other)

Current action : PREPARE RESPONSE PER INSTRUCTIONS (Responsibility of: Executive Secretariat, Due 09/05/2019 at 3:16 PM (15 days, 14 hours, 37 minutes))

Mail Type : FBI CONGRESSIONAL

Date Due : Thursday, September 05, 2019

Type of Communication : CONGRESSIONAL CONSTITUENT

Access DB or Workflow :

Notes :

Classification: UNCLASSIFIED