

Acting SAC MM; [REDACTED]

Link to Document [REDACTED]

(U) IMPORTANT NOTE: 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).

(U) **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) ACTION OFFICE INSTRUCTIONS:

(U) Preparation of Response For Uploading into Sentinel:

(U) 1. Prepare the following:

- One signed letterhead copy,
- An envelope or mailing label if the original will be mailed from your office.

(U) 2. **Responses handled through other means, i.e., UNET e-mail, should be uplifted and uploaded directly into Sentinel.**

(U) 3. **Any coordination and/or review of a draft response should be sent to the FBI ExecSec email box at [REDACTED]**

(U) 4. Upon approval, upload the response into Sentinel and cover the lead set to your office.

(U) 5. Mail out the signed response letter (if appropriate).

[REDACTED]
**Management and Program Analyst
Office of the Executive Secretariat
FBIHQ Room [REDACTED]**

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Classification: UNCLASSIFIED