

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1181969-0

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[redacted] (CD) (FBI)

From: [redacted] (CD) (FBI)
Sent: Thursday, January 21, 2010 8:33 AM
To: [redacted] (FD) (FBI)
Subject: RE: Requisition form for the Grand Hyatt hotel Feb. 3 - Feb. 5

UNCLASSIFIED
NON-RECORD

b6
b7C

Hello, [redacted]

Can you reach out to [redacted] at the Grand Hyatt today regarding the payment for my Feb 3-4 hotel reservation. Her number is [redacted] and the fax number is [redacted]

Thank You

[redacted]
Management and Program Analyst
Counterintelligence Division

[redacted]
[redacted] (desk) b6
[redacted] (bb) b7C
[redacted] (fax) b7E
office hours: 7:00 am - 4:30 pm
[redacted]@ic.fbi.gov

From: [redacted] (FD) (FBI)
Sent: Tuesday, January 19, 2010 11:38 AM
To: [redacted] (CD) (FBI)
Subject: RE: Requisition form for the Grand Hyatt hotel Feb. 3 - Feb. 5

UNCLASSIFIED
NON-RECORD

[redacted]

Done. I had to use my credit card.

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[redacted]
From: [redacted] (CD) (FBI)
Sent: Friday, January 15, 2010 8:55 AM
To: [redacted] M. (FD) (FBI)
Subject: FW: Requisition form for the Grand Hyatt hotel Feb. 3 - Feb. 5

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NON-RECORD

[redacted]

Did you have a chance to contact the Grand Hyatt regarding the billing. I received an email at 6:46pm last night from [redacted] stated that they still need the billing information from me. Please send me a status update email regarding the billing today.

Thank You

[redacted]
From: [redacted] (CD) (FBI)
Sent: Thursday, January 14, 2010 8:04 AM
To: [redacted] (FD) (FBI)
Subject: Requisition form for the Grand Hyatt hotel Feb. 3 - Feb. 5
Importance: High

UNCLASSIFIED
NON-RECORD

Good Morning [redacted]

I left you a voice mail this morning regarding, my requisition form for Grand Hyatt Hotel. The Grand Hyatt [redacted] [redacted] needs to be contacted by you to discuss payment options before that can email my room confirmation numbers. The POC on the requisition has since change and the new POC is [redacted] [redacted] Phone # [redacted] Fax # [redacted] and her email address is [redacted]@hyatt.com. Please email or call me if you have any questions.

Thank You

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[redacted]
Management and Program Analyst
Counterintelligence Division

[redacted]
(desk)
(bb)
(fax)
office hours: 7:00 am - 4:30 pm
[redacted]@ic.fbi.gov

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[redacted] (CD) (FBI)

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From: [redacted] (SL) (CON)
Sent: Thursday, March 15, 2012 10:33 AM
To: [redacted] (CD) (FBI); [redacted] (SL) (FBI)
Subject: Time & Attendance for [redacted] St. Louis Division for March 1-15, 2012

Classification: UNCLASSIFIED

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Attached is the Time and Attendance for [redacted] St. Louis Division for the period of March 1 – 15, 2012.



MarR2012-1.
xls

Thanks

[redacted]

[redacted]
Federal Bureau of Investigation
St. Louis Division
2222 Market St.,
St. Louis, Missouri 63103

[redacted] (Office)
[redacted] (Blackberry)
[redacted]@ic.fbi.gov

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Classification: UNCLASSIFIED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-16-2012 BY 60324 UCBAM/SAB/SBS

Contractor Name:

3/15/2012

SSAN: Purchase Order #: b6
b7c

Starting Date: 09/14/2009

Invoice #: Mar-2012-1

Date	Start Time (NA if Off)	End Time	Total Hours/Mintues Worked	Personal Time	Net Decimal Hours Worked	Day
3/1/12	8:00 AM	4:00PM	8:00		8	THU
3/2/12	NA	NA	0:00		0	FRI
3/3/12	NA	NA	0:00		0	SAT
3/4/12	NA	NA	0:00		0	SUN
3/5/12	6:15 AM	2:15 PM	8:00		8	MON
3/6/12	6:15 AM	2:15 PM	8:00		8	TUE
3/7/12	6:15 AM	2:15 PM	8:00		8	WED
3/8/12	6:15 AM	2:15 PM	8:00		8	THU
3/9/12	9:00 AM	12:00 PM	3:00		3	FRI
3/10/12	NA	NA	0:00		0	SAT
3/11/12	NA	NA	0:00		0	SUN
3/12/12	8:00 AM	4:00 PM	8:00		8	MON
3/13/12	12:30 PM	8:30 PM	8:00		8	TUE
3/14/12	6:15 AM	2:15 PM	8:00		8	WED
3/15/12	6:15 AM	2:15 PM	8:00		8.00	THU
			0:00			
			0:00		0	
			0:00		0	
			0:00		0	
			0:00		0	
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			0:00		0	
			0:00		0	

Contractor Name:

3/15/2012

SSAN:

Purchase Order #:

b6
b7C

Starting Date: 09/14/2009

Invoice #: Mar-2012-1

			0:00		0	
			0:00		0	
			0:00		0	
					0	
MONTHLY HOURS TOTAL					75	

[redacted] (CD) (FBI)

From: [redacted] (CD) (FBI)
Sent: Tuesday, March 16, 2010 2:11 PM
To: [redacted] (CD) (FBI)
Subject: FW: DOJ REPORTING - February - [redacted] ***DEADLINE, COB Tuesday, March 16, 2010 ****

Importance: High

UNCLASSIFIED
NON-RECORD

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Hello [redacted]

Here's the information you requested.

Thanks,

[redacted]
Management and Program Analyst
Counterintelligence Division

[redacted] (desk)
[redacted] (bb)
[redacted] (fax)
office hours: 7:00 am - 4:30 pm
[redacted] @ic.fbi.gov

From: [redacted] (CD) (FBI)
Sent: Thursday, March 11, 2010 11:47 AM
To: [redacted] (CD) (FBI)
Subject: DOJ REPORTING - February - [redacted] ***DEADLINE, COB Tuesday, March 16, 2010 ****
Importance: High

UNCLASSIFIED
NON-RECORD

Here is the DOJ Reporting form for **R National Security Higher Education Advisory Board Meeting -**

[redacted] Please, complete the attached form and return **Tuesday, March 16, 2010**. ***Receipts for non-travel related items must be marked with the associated TR#, and faxed to my attention at [redacted] Call me [redacted] if you have any question about filling out this form.




CD-DOJ-FEB-0537.
xls

Thank You!

[redacted]
Counterintelligence Division
FBIHQ [redacted]



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Please take a moment to visit the CD  Customer Service Satisfaction survey. We appreciate you letting us know how we are doing.
<http://hq-eswebs-001.fbinet.fbi:8180/Survey/showSurvey.htm?surveyId=360>

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ACTUAL COSTS

DIVISION NAME

CD

MONTH BEING REPORTED

February

EVENT NAME:	National Security Higher Education Advisory Board Meeting
	2/4/2010
TR#	
Cost-reporting Categories (non-travel)	Cost
AV Equipment and Services	
Conference Facilitator	
Conference/Meeting Space	
Conference Planner	
Gov't Provided Meals	
Instructors/Guest Speakers	
Local Transportation	
Other Equipment Costs	
Printing & Distribution	
Refreshments	\$1,146.25
Supplies	
Other Misc. Costs	
Total non-travel costs for event:	
If there were only travel expenses, indicate "travel only"	
Please fax or scan/email invoice copies of all related (non-travel) expenses to the [redacted] at the fax number listed below.	
Program Manager:	[redacted]
Tel:	
Fax:	

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- * **Provide Receipts for all not Travel Related Expenses (Fax to: [redacted])**
- * **For Variances, please give explanation if actual exceeds estimates.**
- * **If there are no estimates, please type Travel Only in the additional comments section..**

NSHEAB Meeting February 4, 2010 at FBIHQ				
Names/Universities	Attendance	Transportation	Clearances	Hotel
1). President Molly Corbett Broad/ American Council on Education WFO SAC Clayt Quintal Lemme	NO/ Tour only	NO	Clearance info. received HQ Processing I requested a one day pass.	NO
2). President Michael Crow /Arizona State University Phoenix Field Office SAC Nathan Thomas Gray	NO		Yes/Valid	
3). President Robert Berdahl /Association of American Universities WFO SAC Clayt Quintal Lemme	YES	NO	Yes/valid	NO
4). President Jared L. Cohon/ Carnegie Mellon University	NO		Expired	
5). President David Skorton/ Cornell University Albany Field Office SAC John F. Pikus	NO		Yes/Valid	
6). President Richard Brodhead/ Duke University Charlotte Field Office SAC Owen Harris	NO		Yes/Valid	
7). G. P. Peterson/ Georgia Tech University Atlanta Field Office SAC Gregory Jones	NSHEAB/not sure Yes/Tour	NO	Yes/valid	Yes 3rd h

NSHEAB Meeting February 4, 2010 at FBIHQ				
8). President Gregory L. Geoffroy/ Iowa State University	NO		Yes/Valid	
9). President Lou Anna K. Simon/Michigan State University	YES	NO	Yes/Valid	NO
10). President John Sexton/New York University	YES	NO	Yes/Valid	NO
11). President David Leebron/ Rice University	YES	NO	Yes/Valid	Yes 3rd
12). Chancellor Nancy L. Zimpher/ The State University of New York	NO			
13). President Graham B. Spanier/ The Pennsylvania State University Philadelphia Field Office SAC Janice K. Fedarcyk	YES	NO	Yes/Valid	Yes rd
14). President William C. Powers, Jr./ The University of Texas of Austin San Antonio Field Office SAC Ralph G. Diaz	NO		Yes/Valid	
15). Chancellor Gene Block/ University of California-Los Angeles Los Angeles Field Office Acting SAC 	YES	NO	Yes/Valid	NO

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NSHEAB Meeting February 4, 2010 at FBIHQ

16). President J. Bernard Machen/ University of Florida Jacksonville Field Office SAC James Casey	YES	NO	YES/Valid	He will pay for the 2nd We will pay for the 3rd
18). President C.D. Mote Jr/ University of Maryland-College Park Baltimore Field Office SAC Richard McFeely	YES	NO	Yes/Valid	NO
19). President Mark Allen Emmert/ University of Washington Seattle Field Office SAC Laura M. Laughlin	NO		Yes/Valid	
<div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> University of Rochester	NO			
Morton Schapiro Northwestern University	NO			
Phil DiStefano University of Colorado	NO			
Jack Wilson University of Massachusetts	Yes	NO	NO	Yes 3rd & 4th

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[redacted] (CD) (FBI)

From: [redacted] (CD) (FBI)
Sent: Tuesday, January 12, 2010 11:02 AM
To: HQ DIV21 BOC
Cc: [redacted] (FLSD) (CON); [redacted] (FLSD)(CON)
Subject: Set-up service for the Webster room/ Reservation Confirmation

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NON-RECORD

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[redacted]
Management and Program Analyst
Counterintelligence Division

[redacted]
(desk)
(bb)
(fax)

office hours: 7:00 am - 4:30 pm

[redacted]@ic.fbi.gov

From: [redacted] (CD) (FBI)
Sent: Tuesday, January 12, 2010 10:59 AM
To: HQ DIV21 BOC
Cc: [redacted] (FLSD) (CON); [redacted] (FLSD)(CON)
Subject: FW: Bonaparte Reservation- Reservation Confirmation

UNCLASSIFIED
NON-RECORD

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Good Morning Everyone,

I am requesting a set-up service for tables and chairs in the William Webster room on **Wednesday 2-3-2010 at 3:00 pm** for a meeting on **Thursday Morning 2-4-2010**. This meeting will start promptly at 8a.m. on Thursday and end at approximately 2:00p.m. I have enclosed a diagram for the room set-up. I will have linen service provided for the tables from Sodexo.

I will need approximately **25 small tables (on Wednesday 2-3-2010)**, that can accommodation the clips for the linens, the last time the smaller tables worked best.

I will also need **2 coat racks on Wednesday 2-3-2010**.

I will need **1 smaller table for the drinks in the lobby on Wednesday 2-3-2010**.

I will need one 6ft table to accommodation name tags and sign in sheets in the lobby on **Wednesday 2-3-2010**, I will also need chairs .

I will need two large 8ft tables in the lobby area around 10:15 or 10:30 on **Thursday 2-4-2010**, this will accommodation the lunch services.

Please have the movers call me on Wednesday, I will meet them in the Webster room when they are ready to started setting the tables and chairs up. If you have any questions please contact me.



seatingNSHEAB.ppt

[redacted]
Management and Program Analyst
Counterintelligence Division

(desk)
(bb)
(fax)

office hours: 7:00 am - 4:30 pm

[redacted]@ic.fbi.gov

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From: [redacted] (FLSD)(CON)
Sent: Tuesday, September 22, 2009 10:53 AM
To: [redacted] (CD) (FBI); HQ_DIV21_BOC
Cc: [redacted] (FLSD) (CON)
Subject: RE: Bonaparte Reservation- Reservation Confirmation

UNCLASSIFIED
NON-RECORD

Good Morning,
Attached you will find your confirmation for [redacted] on 2/4/2010.



Email
Confirmation.xls

Thank you,

[redacted]
Work Control Specialist
BOC: [redacted]

b6
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From: [redacted] (CD) (FBI)
Sent: Tuesday, September 22, 2009 7:32 AM
To: HQ_DIV21_BOC
Cc: [redacted] (FLSD)(CON); [redacted] (FLSD) (CON)
Subject: FW: Bonaparte Reservations
Importance: High

UNCLASSIFIED
NON-RECORD

Good Morning,

I received the email from Mr. [redacted] yesterday cancelling the Webster room, I didn't email you yesterday because I was out on my RDO. But I would like to go ahead today and request reservation for the William H.

Webster Conference Room. I need reservations for **February 4, 2010** the time of event will be from 8:00am to 2:30pm. I will need access the evening before my meeting to prepare the room. The Counterintelligence Assistant Director Daniel Lee Cloyd and [redacted] will hosted the National Security Higher Education Advisory Board meetings at FBIHQ. Reservations are requested to be held under AD Daniel Lee Cloyd name, the POC for this event is SSA [redacted] or MAPA [redacted]

Thank You

[redacted]
Management and Program Analyst
Counterintelligence Division
[redacted]
[redacted] (desk)
[redacted] (bb)
[redacted] (fax)
office hours: 7:00 am - 4:30 pm
[redacted] @ic.fbi.gov

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From: [redacted] (FLSD)(CON)
Sent: Monday, September 21, 2009 10:08 AM
To: [redacted] (FD) (FBI); [redacted] (FLSD) (CON); HQ_DIV21_BOC
Cc: [redacted] (CD) (FBI)
Subject: RE: Bonaparte Reservations

UNCLASSIFIED
NON-RECORD

Good Morning,
Thank you for the notification.

Our records will be updated accordingly.

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Thank you,
[redacted]
Work Control Specialist
BOC: [redacted]

From: [redacted] (FD) (FBI)
Sent: Monday, September 21, 2009 10:05 AM
To: [redacted] (FLSD) (CON); HQ_DIV21_BOC
Cc: [redacted] (FLSD)(CON); [redacted] (CD) (FBI)
Subject: RE: Bonaparte Reservations

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Goodmorning [redacted]

Thank you for the room confirmation, as well as confirmation of the rooms that I requested be canceled. In addition to the previous request; I also need to release the Webster Room for 2/4/10, I thought I had released it as well, but I must not have.

[redacted]
Management and Program Analyst
[redacted] Finance Division
(P) [redacted]
(F) [redacted]

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