

From: [REDACTED] >
To: [REDACTED]
[REDACTED]

Subject: RE: Epstein Briefing Follow-up

Date: Tue, 20 Oct 2020 13:41:53 +0000

Importance: Normal

I have 1pm. I'll send out the conference line.

From: [REDACTED] >
Sent: Tuesday, October 20, 2020 9:41 AM
To: [REDACTED] >; [REDACTED] >;
[REDACTED], [REDACTED] >
Subject: [EXTERNAL EMAIL] - RE: Epstein Briefing Follow-up

Hi all,

I am sorry I cannot recall if we settled a time but I am free most of the day, except for 10-10:30 and 12-1.

Thank you,

[REDACTED]

[REDACTED]
[REDACTED]

From: [REDACTED])
Sent: Monday, October 19, 2020 5:39 PM
To: [REDACTED] >; [REDACTED]) <[REDACTED]>; [REDACTED]
[REDACTED] >
Subject: RE: Epstein Briefing Follow-up

Good afternoon,

I am awaiting clearance from other DOJ components on the November 12 date. I have attached a draft of the invitation/RSVP with preliminary comments. We can discuss these tomorrow.

Thanks

From: [REDACTED] >
Sent: Monday, October 19, 2020 3:14 PM
To: [REDACTED]) <[REDACTED]>; [REDACTED]) <[REDACTED]>; [REDACTED], [REDACTED]
[REDACTED] >
Subject: Re: Epstein Briefing Follow-up

Hello,

EFTA00038022

Hope everyone is doing well. Checking in to see if there are any updates regarding the November 12 date as well as a draft for the invitation?

Thanks!

[REDACTED]
Program Manager
FBI Victim Services Division
[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: Friday, October 16, 2020 2:45 PM
To: [REDACTED]>; [REDACTED]>; [REDACTED]
[REDACTED]>
Subject: Epstein Briefing Follow-up

Hello,

Following up on today's phone call on a few things:

- The Miami FO has the All-Employee Conference Room is available for November 5 and 12 (November 11 is Veteran's Day).
- Suggestions for invitation:
 - Clear identification of the briefing purpose;
 - Date, location of briefing (Time TBD);
 - Inclusion of support person language;
 - COVID precautions (see below);
 - RSVD deadline; and
 - Request any questions from victims in advance and have them send by a certain date.
- Please find attached a few documents from our briefing last fall:
 - RSVP Questionnaire Blank
 - Template Letter for 2019 briefings
 - Name tag key
- Miami COVID procedures to enter the building (see attached documents)
 - Temperature checks
 - CDC screening questions
 - Social distancing
 - Mandatory face masks

Please let me know the confirmed date ASAP so I can begin my canvass of the field for Victim Specialists to assist in Miami. I look forward to seeing your DRAFT invitation letter.

Thanks,

EFTA00038023

