

U.S. Citizenship and Immigration Services

Office of Refugee Resettlement (ORR)

Training Presentation

March 11, 2020

WARNING: This training presentation is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer.



Objective

To be able to identify and properly process ORR documents.



Processing Legend



Processing Acronym Legend

WIF = Withhold in Full RIF = Refer in Full OOS = Out of Scope

Organizational Hierarchy

- Health and Human Services (HHS)
- The Administration for Children and Families (ACF)
- Office of Refugee Resettlement (ORR)

ORR Mission

- The Office of Refugee
 Resettlement (ORR) provides
 new populations with the
 opportunity to achieve their
 full potential in the United
 States.
- The programs provide people in need with critical resources to assist them in becoming integrated members of American society.



Administration for Children & Families
Office of Refugee Resettlement

Background

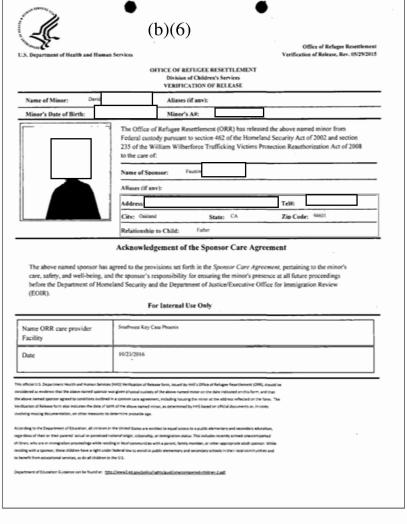
- On March 1, 2003, the Homeland Security Act of 2002, Section 462, transferred responsibilities for the care and placement of unaccompanied alien children from the Commissioner of the Immigration and Naturalization Service to the Director of the Office of Refugee Resettlement (ORR).
- Since then, ORR has cared for more than 175,000 children, incorporating child welfare values as well as the principles and provisions established by the Flores Agreement in 1997, the Trafficking Victims Protection Act of 2000 and its reauthorization acts, the William Wilberforce Trafficking Victims Protection Reauthorization Act (TVPRA) of 2005 and 2008.
- Unaccompanied alien children apprehended by the Department of Homeland Security(DHS) immigration officials are transferred to the care and custody of ORR. ORR promptly places an unaccompanied child in the least restrictive setting that is in the best interests of the child, taking into consideration danger to self, danger to the community, and risk of flight. ORR takes into consideration the unique nature of each child's situation and incorporates child welfare principles when making placement, clinical, case management, and release decisions that are in the best interest of the child.

Tracking ORR Documents

- For tracking purposes when you process (release, redact, or WIF) any ORR documents, place the ORR bookmark on one of the ORR pages.
- Do not bookmark if all ORR pages are marked OOS or are misfiled documents.

Division of Unaccompanied Children's Services Verification of Release

- Review for third party PII and redact (b)(6) unless it has been released elsewhere.
- If processing under the PA, release in full.



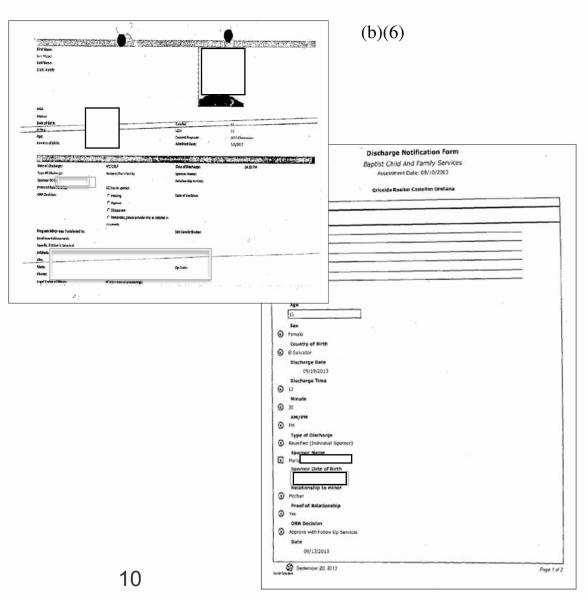


UAC Basic Information/Discharge

Notification

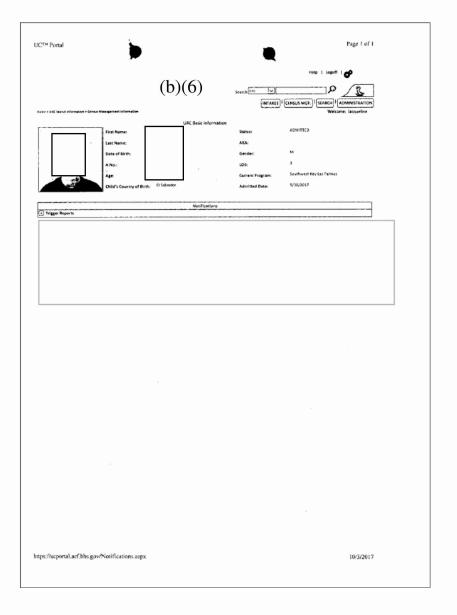
- Review for third party PII and redact (b)(6) unless it has been released elsewhere.
- If processing under the PA, release in full.

Note: You may also see a minor's record requested by a parent or guardian. * See the processing Guide for more information regarding these situations.



UC Portal

Review the Notifications for possible information to redact.





ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor/Request to Change Address

ORR Release Notification

11/28/2015

- Review for third party PII and redact (b)(6) unless it has been released elsewhere.
- If processing under the PA, release in full.

Note: This is a change of address /change of venue. It shows the Juvenile (most likely subject of record) giving their old address and providing their new address.

Name:	Areador		A#1		
Allases (if any):			DOB:		
Country of Origin:	Honduras				26 .
luvenile Respondent's pri Program Name (if Applica		New York TFC		THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAM	15 OEC 2
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				-57	> om
					F 5
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Bronx	NY	10463	Bronx	NY	10463 PS
Telephone Number			Alternate Telephone #		
	State		Mailing Address (if differen		
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City	State FL	Zip 33312	Mailing Address (if differen	State	Zip
City Fart Lauderdale					Zip
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City Fort Lauderdale Telephone Number Custodion Information:		33312	City Alternate Telephone #	State	
City Fort Laudendale Telephone Number Custodion Information:			City Alternate Telephone #		
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(b)(6)

ORR has determined that the below Javenile Respondent should be released to a spansor. The Director of the Office of Refuges

Resetlement, Department of Health and Human Services requests that the Chief Counsel, Immigration and Customs Enforcement, Department of Homeland Security notify the Executive Office of Immigration Review of the change of address

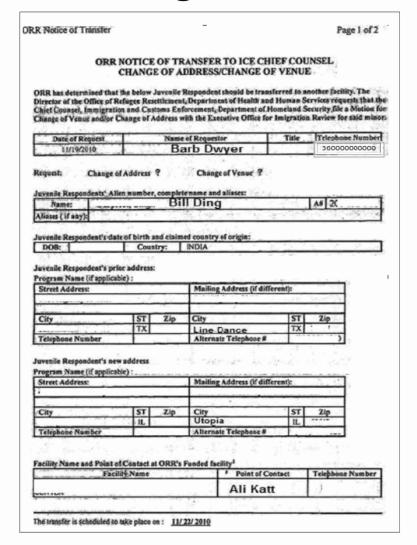
Name of Requestor

Vicarlia Ottropaldes



ORR Notice of Transfer to ICE Chief Counsel Change of Address/Change of Venue

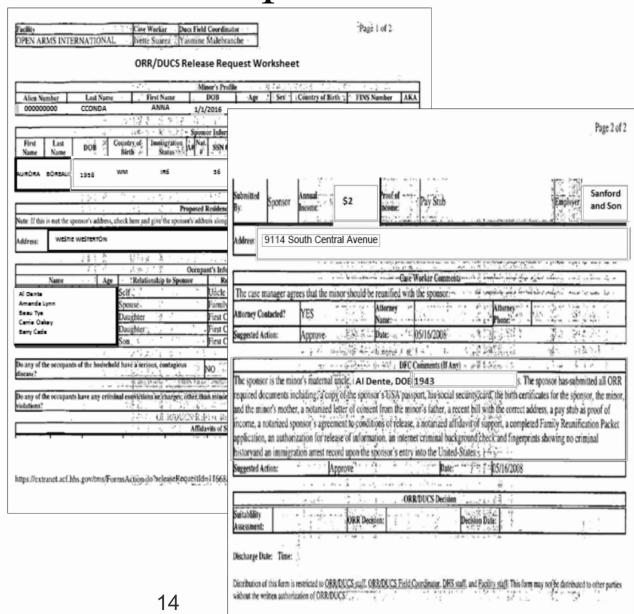
- Review for third party PII and redact (b)(6) unless it has been released elsewhere.
- If processing under the PA, release in full.



ORR/DUCS Release Request Worksheet

- Review for third party PII and redact (b)(6) unless it has been released elsewhere.
- If processing under the PA, release in full.

Note: The narrative may contain deliberative comments, LE officer PII or other information you should redact.



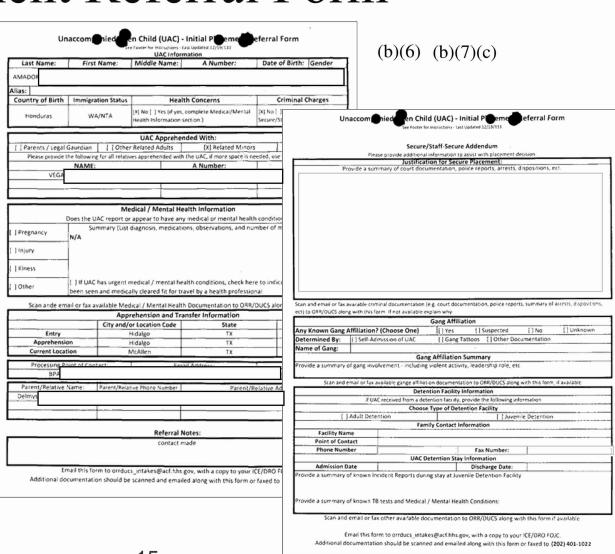


Unaccompanied Alien Child (UAC) Initial Placement Referral Form

- Review for third party information in sections: UAC Apprehended With, Medical, Parent, and Referral.
 - Redact citing (b)(7)(C).
 - Release under the PA.
- Watch for Agent's PII under Processing Point of Contact. Redact citing (b)(7)(C), add (k)(2) if a PA case.

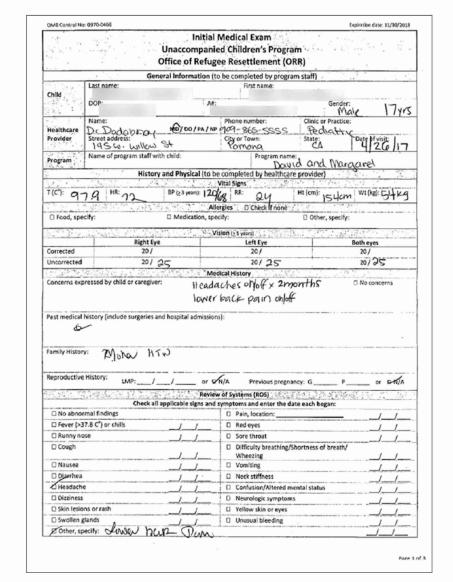
Note: Evaluate the entire form. There may be deliberative comments, agent's PII and other redactable information.





Initial Medical Exam

- Release in Full if it is your subject.
- WIF (b)(6) if it is a third party.





Questions?





U.S. Citizenship and Immigration Services

Federal Bureau of Prisons (BOP)

Training Presentation

March 11, 2020

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Objective

To be able to identify and properly process BOP documents.

Processing Legend



Processing Acronym Legend

WIF = Withhold in Full RIF = Refer in Full OOS = Out of Scope

Background

- Per our Memorandum of Understanding (MOU) with BOP we will either: release, redact, WIF or RIF their documents per their instruction.
- Some slides may contain information that is released elsewhere in the file, but per BOP directions, the information will still be held on their documents.

Tracking BOP Documents

- For tracking purposes when you process (release, redact, or WIF) any BOP document, place the BOP bookmark on one of the BOP pages.
- Do not bookmark if all BOP pages are marked OOS or are misfiled documents.

Commonly Seen BOP Documents

- Public Information Data on Inmates (PPPI)
- Inmate Central Files Records
- Disciplinary Records
- Detainer Action Letters (DAL)
- Supervision Release Plan
- Progress Reports
- Inmate Load and Designation Data
- Release Authorizations
- In-Transit Data Forms



BOP Titles

Public Facing Employees (releasable)

- Director
- Regional Director
- Wardens
- Associate Wardens
- Member of the SES
- Public Affairs
- Public Information Officers
- Trial Attorneys
- Public Facing Staff Member

BOP Staff Titles (redacted)

Officers

Lieutenants / Captains

Case Managers

Counselors

Medical Staff

Secretaries

Note: unless they have decision making authority; they will be redacted (b)(7)(C), add (k)(2) if a PA case.

Key Items to Redact

- Gang Related Information (b)(7)(F), add (k)(2) if a PA case
- Material Witness Information (b)(7)(C) and (b)(7)(F), add (k)(2) if a PA case
- Separatee Data, (b)(7)(C) and (b)(7)(F), add (k)(2) if a PA case
- Third Party PII, (b)(7)(C), add (k)(2) if a PA case
- Security Threat Group Assignments (b)(7)(C) and (b)(7)(F), add
 (k)(2) if a PA case
- Lists of BOP Inmates (b)(7)(C), add (k)(2) if a PA case
- Law Enforcement Techniques and Procedures (b)(7)(E), add (k)(2) if a PA case



Exemption (b)(7) Subparts

- (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (similar to (b)(6)), used for law enforcement.
- (E) would disclose techniques and procedures for law enforcement investigations or prosecution, or would disclose guidelines for law enforcement investigations or prosecutions, if such disclosure could reasonably be expected to risk circumvention of the law.

Note: This exempts the techniques and procedures in total; there is no obligation to segregate.

 (F) could reasonably be expected to endanger the life or physical safety of any individual. •This protection continues as long as necessary.

BOP Vs. State/County Facilities

- As a rule, BOP screen prints will have a Registration Number in the upper left hand side. See example 1.
- State and County facilities will not. See examples 2.
- If in doubt if a facility is part of the BOP network, refer to https://www.bop.gov



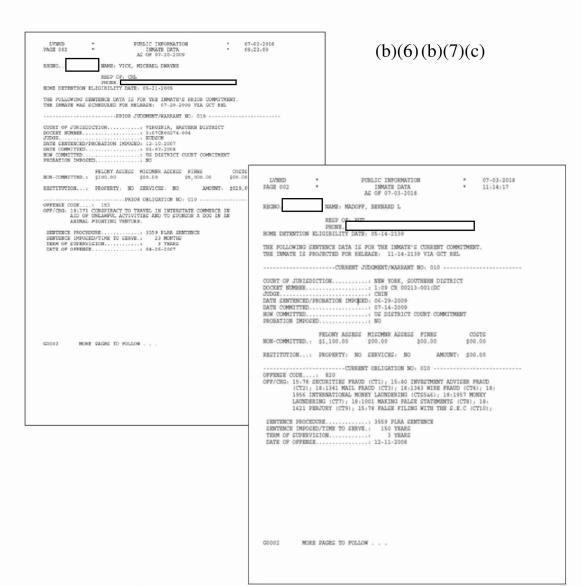
```
OAKAI 540.23 *
                           SENTENCE MONITORING
                                                               12-07-1995
                             COMPUTATION DATA
                                                               07:54:23
                             AS OF 12-07-1995
REGNO.
                  NAME: REID
                 ALL CURR COMPS (Y/N): Y
COMP NO: 010
                                         ALL PRIOR COMPS(Y/N): Y
FUNC...: DIS
                 -----CURRENT OBLIGATION NO: 010 -----
OFF/CHG: T18:922(J) SALE OF STOLEN FIREARMS SHIPPED IN INTERSTATE
SENTENCE PROCEDURE..... 3559 SRA SENTENCE
SENTENCE IMPOSED/TIME TO SERVE.:
                                  18 MONTHS
TERM OF SUPERVISION....:
DATE OF OFFENSE..... 02-11-1994
G0002
           MORE PAGES TO FOLLOW . . .
```

Example 1

```
DNONDAGA COUNTY INMATE INFORMATION SYSTEM
01/11/99
6/M NA
                            CHARGE INQUIRY
    HAME: PETH
CHARGE SEQ #
             LAW/SECTION SUB CLS CAT DEG ATT FPRINT? OFFENSE NAME
                          00 0
             LOC 99985
                                                     MARSHAL DETAINE 01
                                     0 C
                                                DAYS HELD: 000
                                    CLOSED DATE:
                                                       DETAINER?! N
ENTERED: 10279B
DR +. HG NG
                DD A.
ARREST ORI: NYUSMOOOO U.S. MARSHALS
ARRATONED BY: JUDGE:
RET JUDGE:
               /COURT:
                              REASON:
                TIME:
CASH BAIL:
                            BAIL BOND:
BUTE KEDAKKE: NO DUTE LEDEKUE LKIRONEK
FUNCTION: CHI
01/11/99
                       INNATE DISCHARGE INQUIRY
                                                                 MI23
                        EVEROD R
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                     AGE..... 029
                                           WEIGHT.... 150
                                                            COPPECTIVE
                                           HATR..... BLK
                     SEX..... H
      DATE BOOKED: 10/27/98 TIME: 18:08
                                          NUMBER OF DAYS HELD: 077
DATE DIRCUARGED.
                          TINE .
                                           HARRANT CHECK COMOLETERS
DISCHARGED BY: AGY/IU:
DETAINERS: N
DISCHARGE EXPLANATION:
FUNCTION: DII
ADMIT HAS NO DISCHARGE
```

Public Information Inmate Data

- If it is your subject you will release in full.
- If third party you will WIF (b)(7)(C), add (k)(2) if a PA case.

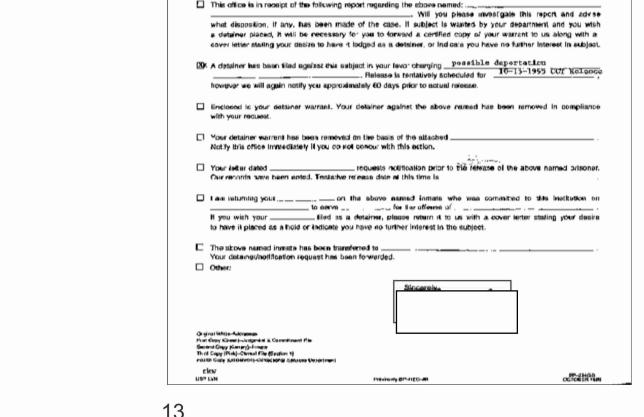




Detainer Action Letter

(b)(6)(b)(7)(c)

Redact all LE officer names and phone numbers (b)(7)(C), add (k)(2) if a PA case.



U.S. DEPARTMENT OF JUSTICE

O: U.S. DEPARTMENT OF JUSTICE

2130 FEDERAL BUILDING 1.000 LIBERTY AVERUE

PITTSBURGH PA 15222

DEMIGRATION AND NATURALIZATION SERVICE

The below checked paragraph relates to the above named immate:

Foleral Berealt of Prisons

Dear Sir:

DETAINER ACT

inmate's Name GARCIA, Armando

EOB:

LETTER

PO BOX 1000

1.CRETTO PA 15940

March 17, 1993

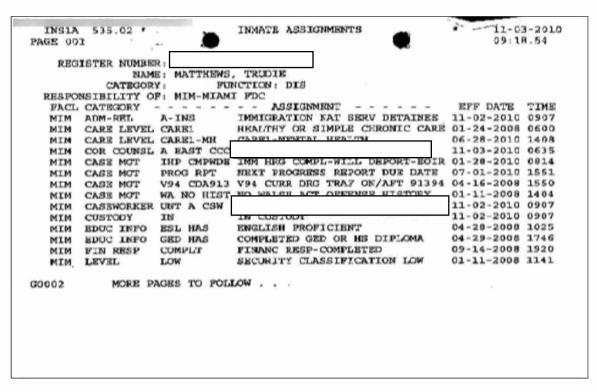
Institution PROFRAM. CORRECTIONAL INSTITUTION

Inmate Assignments

(b)(6)(b)(7)(c)

Redact all BOP staff names (b)(7)(C), add (k)(2) if a PA case.

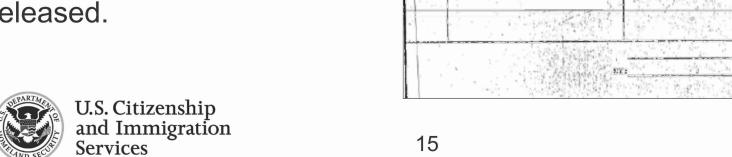
Note: The counsel listed here is not an attorney. This is a correctional facility counselor.

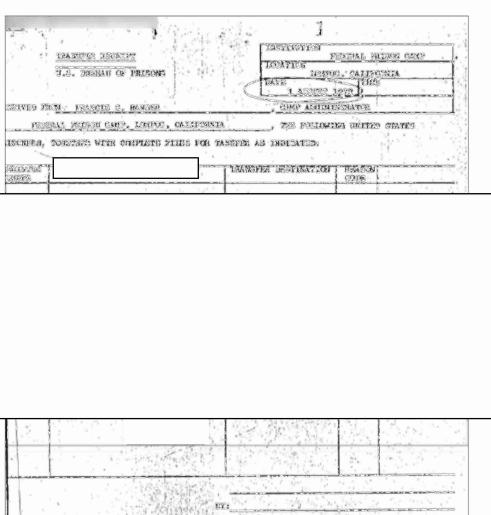


Transfer Receipt

Redact all names; including your subject, and their (b)(6)(b)(7)(c) alien number/inmate number(b)(7)(C), add (k)(2) if a PA case.

Note: The name in the "Received From" line is a high level employee (public facing) so it will be released.





Inmate Load with an Inmate Intake Receipt (b)(6) (b)(7)(c)

- Redact any LE officer names or third party PII (b)(7)(C), add (k)(2) if a PA case.
- Redact all LE officer names on the Inmate Intake Receipt with (b)(7)(C), add (k)(2) if a PA case.
- Redact any gang information (b)(7)(F), add (k)(2) if a PA case.

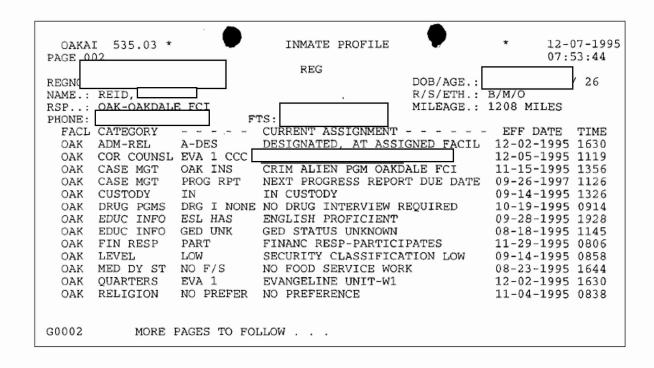


OAKAI 535.01 PAGE 001 OF 001 * INMATE LOAD DATA	12-07-1995 * 07:53:31
REG NO: NAME: REID,	DOB(AGE):
	RACE: BLACK
FBI NO:	SEX: MALE ETHNIC: OTHER THAN HISP
SSN:	HEIGHT: 5 08 WEIGHT: 150
	HAIR: BLACK
CITIZENSHIP: JAMAICA	EYES: BROWN CMC: NO
BIRTH PLACE: TAMATCA	MILEAGE.: 1208 MILES
LEGAL RESIDENCE:	
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M W 33 570 763 42 62	FORDISH CHINENCY
TENTE BE STEASS STORE employee	LAUNDRY BAG NO.
MEX. POLARS, TATTOOR, SENTETTING MARKS HEALTH DOOD	OUY2- WHITE - A 8
MX NOVE NORTH DOOR SERVICE WARREN THE SERVICE WITH THE SE	DISTRIBUTION UAG
AND SOUTH OLUBION # 230 CONT OF PRODE WISHOUTH TOURISE WISH	MINITEGENTAL PILE WISCORDING SHEET
AND MORNE OLUBION # 330 CONTO PROME HOMETA TONOTHE MODERNE MO.	MINITECENTRAL FILE WIRDOWN SHEET
AND THE OLUBION #230 COULD HOME HOME HOLD THE STATE OF TH	DISTRIBUTION WHITE-GENTRAL FILE WISOCHING SHEET GARDIN-PROPERTY ENVILOPE CANARY-PROPERTY ENVILOPE

Inmate Profile

(b)(6)(b)(7)(c)

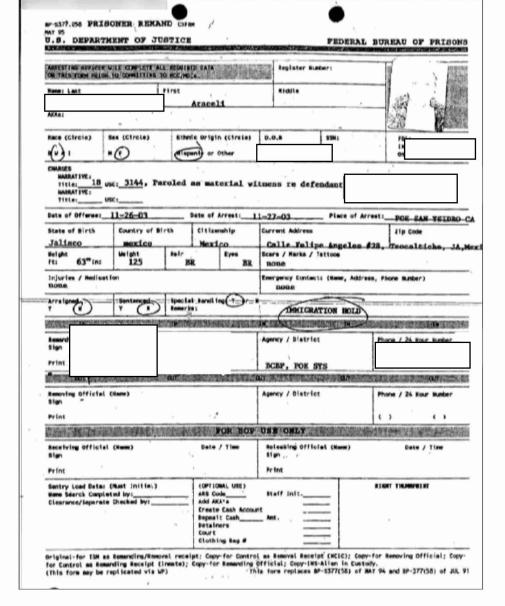
Redact all BOP staff names (b)(7)(C), add (k)(2) if a PA case.



Inmate Profile

(b)(6)(b)(7)(c)

Redact all BOP staff names and phone numbers (b)(7)(C), add (k)(2) if a PA case.



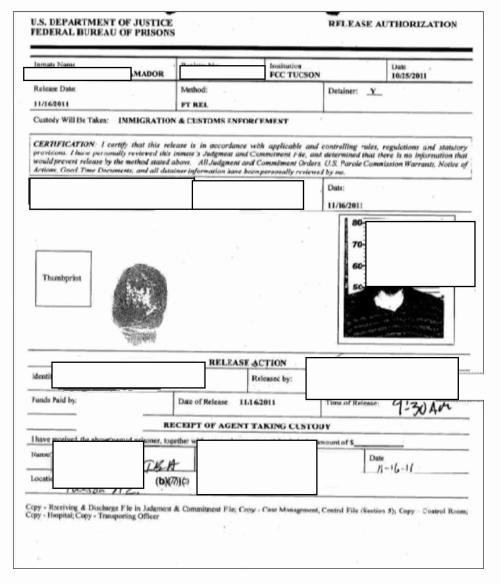


Release Authorization

(b)(6)(b)(7)(c)

Redact all LE officer names and any phone numbers (b)(7)(C), add (k)(2) if a PA case.

Note: This document was signed by ICE, but originated with BOP, therefore it belongs to BOP.

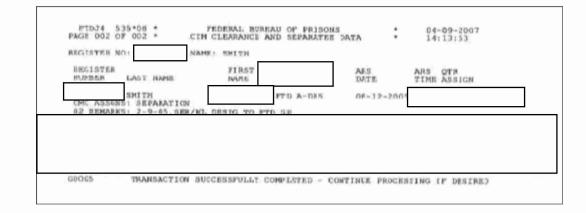


CIM Clearance and Separatee Data

Redact all separatee data (b)(7)(C), add (k)(2) if a PA case.

Note: Separatee data reflects Inmates that need to be kept separate in the housing facility for safety issues.

(b)(6)(b)(7)(c)



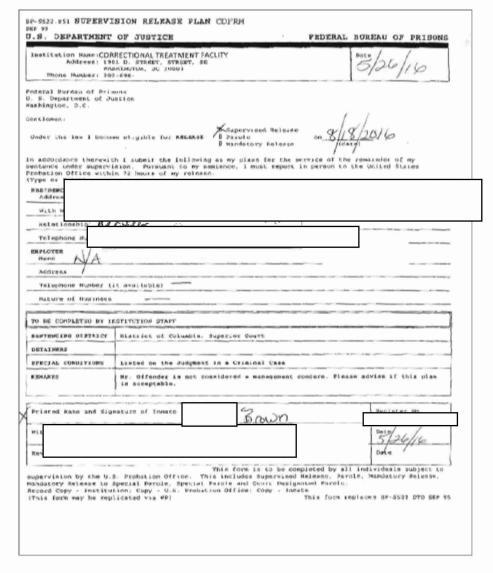


Supervision Release Plan

(b)(6) (b)(7)(c)

Redact all LE officer names and third party PII (b)(7)(C), add (k)(2) if a PA case.

Note: Hold all PII even if released elsewhere in the file per BOP guidance.



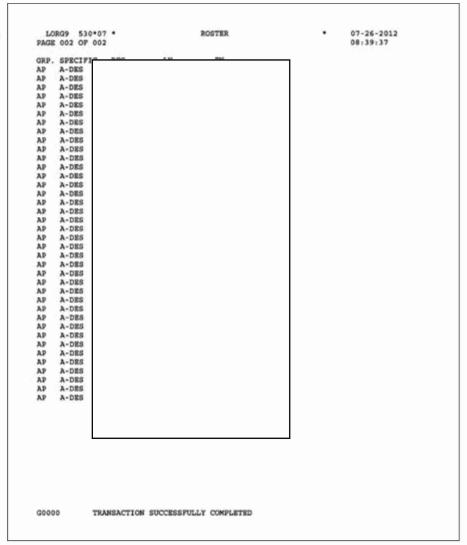


Inmate Roster

Redact all inmate names and register numbers (b)(7)(C), add (k)(2) if a PA case.

Note: This includes your subject's name.

(b)(6)(b)(7)(c)





Security/Designation Data

(b)(6)(b)(7)(c)

- Redact all LE officer names, BOP staff and phone numbers (b)(7)(C), add (k)(2) if a PA case.
- Redact the RMKS area if there is gang, material witness or security threat related information (b)(7)(F), add (k)(2) if a PA case.
- Redact law enforcement techniques (b)(7)(E), add (k)(2) if a PA case.

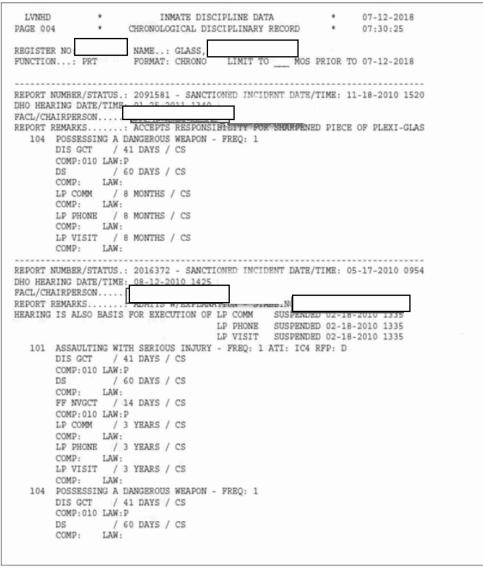


LVNHD 600.00 #	SECURITY/DESIGNATION	4	07-12-2018
PAGE 001 #	DATA	42	07:27:37
REGNO:	NAME: GLASS,		ORG: DSC
RC/SEX/AGE:	FORM D/T: 03-23-2006/1027 R	ES: LA HABRA	CA 90631
OFFN/CHG: 2:05-CR-	00750-001 18:922(G)(1) POSSESS	ION OF F/A BY	¢1
CONVICTE	D FELON - 120 MOS, 36 MOS SRT		
CUSTODY: IN	BIL: CR HX PT:	18 CAR:	SCRN2
CITIZENSHP: UNITED S	TATES OF AMERICA PUB SAFETY:	NONE	
CIM CONSID: SEPARATI	NC	USM:	UTAH
JUDGE: STEWART	REC FACL: LVN/THA/ALW	REC PROG:	RDAP/MENTL
DETAINER: GREATEST		MOS REL.:	097
PRIOR: SERIOUS	ESCAPES.: NONE	VIOLENCE:	10-15 YR SERIOUS
PRECOMMT: N/A	V/S DATE:	V/S LOC.:	
OMDT REF: NO	SEC TOTL: 17	SCORED LEV:	
CCM RMKS: POSSESSED SAWED-OFF SHOTGUN, PRIOR: THEFT, AG ASSAULT (1994).			
AN ANDRES OF SALES	NTROLLED		WPN IN
	MS ADVISE	II.	TRODUCED
	COUNTY JAIL DURING PRE-TRIAL		
DESIG: ALLENWOOD USP	DSC REK 03-23-200	6 RSN: LEVEL	MSL:
MGTV/MVED.:			
DESIG RMKS: JUD REC FOLLOWED ALW/ REVIEW RDAP AND MH/ OMDT CLEARED/			
NOTE: ESCORTING COMMENTS USMS			
LVNHD 600.00 *	SECURITY/DESIGNATION	÷	07-12-2018
PAGE 001 **	ATA	**	07:25:32
REGNO:	NAME: CATES.		ORG: BOP
	ORM D/T: 02-23-2010/0719 RE5:	DALLAS, TX 7	
OFFN/CHG.: 3:09-CR-015-F(01) 18:922&924 POSSESSION OF A FIREARM BY A			
PROHIBITED PERSON. 120 WOS, 3Y SRT			
CUSTODY:	- Standard Control of the Control of	: UNITED STAT	ES DE AVERTOA
CIN CONS.: SEPARATION		USM: FT	
			VOLSUR: NO
and the state of t			
VS DT/LOC: MOS REL: 083 SEVERITY: MODERATE CHP/CHS/S: 008/06/PSI VIOLENCE: SERIOUS 5-10 YRS ESCAPES:: NDNE			
DETAINER .: MODERATE			HGC: 12
DRUG/ALC.: < 5YRS AGO	TOTAL: 23 SEC LVL: MEDIU	M	
PUB SAFTY: NONE	CAR: SCRN3	?	OMDT REF: NO
CCM RMKS.: K/RGG.ARST FOR BURG WRNT-POSS F/A.PCS:UUMV,BURG X4,POSS CNTR			
SUB X2,PDSS MJ.PR5:01 DWLS/00 R08B(ASLT/R08B ELDERLY LADY)/00			
BURG MACHINE/00 BURG BUILD X2/GCT=09 FIGHT.MED:HEP C,HBP,MULTI			
SUICIDE ATTS. HX SUBS ABUSE.			
DESIG: BEAUMONT USP DSC CC 02-24-2010 RSN: LEVEL MSL:			
MGTV/MVED.:			
DESIG RMKS: CONSIDER FOR RDAP TRF WHEN/IF ELIG.			
7. T. C.			

Inmate Discipline Data

(b)(6)(b)(7)(c)

Redact all LE officer names, third party name and any other identifies (b)(7)(C), add (k)(2) if a PA case.

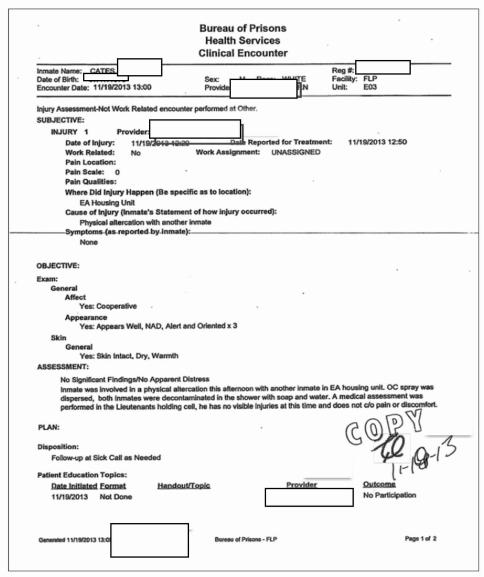


Health Services Clinical Encounter

(b)(6)(b)(7)(c)

- Redact LE officer and BOP staff names (b)(7)(C), add (k)(2) if a PA case.
- Redact third party PII, (b)(7)(C), add (k)(2) if a PA case.

Note: Be sure to read the entire body of the report.





Pre-Sentence Report

(b)(6)(b)(7)(c)(b)(7)(e)

 This report is drafted by and originates with the United States Probation Office.

Note: BOP does not release this document to the subject.

 WIF (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA case.

Note: This includes the appeal.



Information Referred to BOP

- Witness Security Program (WITSEC).
 - BOPs primary responsibility under this program is to provide safety of witnesses in the program during incarceration.
- Communications Management Unit (CMU).
 - Provides for an inmate housing unit environment that enables staff to monitor communications between inmates and persons in the community. This is to ensure safety in the correctional facility and public.
- Special Administrative Measures (SAM).
 - Special confinement of an inmate who may create a substantial risk of death or serious injury through communications or contact with others.

Email RE: ADX & SAM Inmates Related to CMU

(b)(6)(b)(7)(c)(b)(7)(e)

- Review all documents for key words; SAM, CMU,WITSEC.
- These documents will be RIF to BOP



Questions?





U.S. Citizenship and Immigration Services