U.S. Citizenship
and Immigration
Services

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Freedom of Information Act and Privacy Act
Case Processing Guide

Foreword

The United States Citizenship and Immigration Services (USCIS) Freedom of Information Act (FOIA) and Privacy Act (PA) Case Processing (CP) guide is a ready reference to assist with the processing of FOIA and PA requests.

Rulemaking process for the Guide

The FOIA Officer, the Chief of FOIA Operations and your Supervisors direct how Government Information Specialists (GIS) and Office Automation (OA) personnel accomplish their missions. Through the Chief of Operations, Supervisors submit a new rule or procedure to the Knowledge Management Group. At the direction of the FOIA Officer the Knowledge Management Group may immediately amend the guide, or they may seek clarification from Office of Chief Counsel (OCC). After consultation, Knowledge Management Group will either amend the Guide or propose a modified rule to FOIA/PA Supervisors, the Chief of FOIA Operations and the FOIA Officer. Re-writes or revisions of the guide are subject to the final approval of the FOIA Officer.

- If you notice something in the guide that is; awkwardly worded, contains a typographical error, is out of date guidance, contact your supervisor and they in turn will contact the Knowledge Management Group.
- Before we amend the guide, we may first publish a FOIA Information Bulletin
  - The exception being; a misspelled word, a missing punctuation mark or a grammatical error.

(b)(6)

FOIA Time Limit

Under the law, all federal agencies are required to respond to a **FOIA** request within 20 business days, unless there are "unusual circumstances." This **time period** generally begins when the request is received by the **FOIA** office of the **Department of Justice** component that maintains the records sought.

Processing Legend

In this guide, the following acronyms will be used throughout:

WIF (withhold in full)
RIF (refer in full)
OOS (out of scope)

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Certification of Agreement (Consent)

Certification of Agreement for the purposes of FOIA/PA is a written agreement, i.e., consent, signed by the subject of the record (SOR), giving permission for the information in the record to be given to another person. To read the regulation: 6 CFR § 5.21
- The case processor must review the request and supporting documents to determine if proper consent is present.
- **Certification of Agreement will be referred to as consent for the remainder of the guide.**

A person does not need to provide consent to request his or her own file.

Consent could be:
- Block 3 on Form G-639, or
- A properly executed Form G-28, or
- A separate declaration by the subject, such as: Pursuant to the Privacy Act of 1974 and DHS policy, I hereby agree to the disclosure to _____ of any Record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE.

Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, has been revised (09/17/2018). **Beginning November 19, 2018**, we will only accept a Form G-28 with edition date 09/17/18 or 05/23/18.
A G-28 within the responsive records does not determine how you process an Alien File.
- If consent is provided no other place except Form G-28, then the attorney must use a *properly executed current* Form G-28 (revision of 09/17/2018 or 05/23/18).

As a Processor, this may affect your decision on consent in the following instances:
- If consent is provided on no other place except Form G-28, the attorney must use a *properly executed* new Form G-28 (revision of date 09/17/18 or 05/23/18).
- If the Form G-28 is an older version than the revision of 09/17/2018 or 05/23/18*, then you will close the case Failure to Comply (FC), not Total Denial (TD).
- If the new Form G-28 (revision of 09/17/2018 or 05/23/18) is not properly executed, then you will close the case TD (inadequate consent).

Not everyone can sign a document. However, if they make their mark (i.e. an X) and it is either notarized or made under penalty of perjury that fulfills this requirement as well.

Unless a document has an explicit expiration date, we will accept the document and signature as proper Verification of Identity (VOI).

The G-28 might not matter if there is adequate consent someplace else in the request, such as on Form G-639 or on a separate statement. The version of Form G-28 or if it was properly executed does not matter.

Digital Requests

All requirements for Verification of Identity and Certification of Agreement (consent) also apply to digital requests.

A valid self-request:
- Verification of Identity:
  - o DOB and COB provided
  - o Proper Signature:
    - ▪ Penalty of perjury:
      - In Part 4, 'Yes' will be next to 'Subject Agrees to Statement' and 'No' or a blank space should be next to 'Notarized Affidavit' if the Subject has signed under penalty of perjury.
      - In part 4, the name typed next to 'Signature of Subject' should be your Subject's name.
    - ▪ Notarized:
      - In Part 4, 'No' or a blank space should be next to 'Subject Agrees to Statement' and 'Yes' will be next to 'Notarized Affidavit' if the Subject has included a notarized signature.
      - The notarized statement or statement under penalty of perjury should be included as a Case Supporting Document under the Documents tab. The processor will need to review this document to ensure it is completed properly. If it is completed properly, the request is valid. If it is not completed properly, follow the guidance in the Verification of Identity section.
- Certification of Agreement (Consent):
  - o Not required for self-requests

A valid third-party request:
- Verification of Identity:
  - o DOB and COB provided
  - o Penalty of perjury:
    - ▪ Can be completed the same as a self-request.
  - o Notarized:
    - ▪ Can be completed the same as a self-request. Review the case supporting documents for valid Verification of Identity. If it is not completed properly, follow the guidance in the Verification of Identity section.

- Certification of Agreement (Consent):
  - o If the Subject completed Part 4 under Penalty of Perjury, no additional documents are required for consent. The Subject is consenting to release of their information if completed in this manner.
  - o If the Subject responded 'No' in Part 4 and chose to upload a notarized statement or statement under penalty of perjury, they will also need to include a certification of Agreement (Consent). Review the case supporting documents for valid Certification of Agreement. If it is not completed properly, follow the guidance in the Certification of Agreement section.

*Always review any Case Supporting Documents for Verification of Identity and Certification of Agreement (consent).

Verification of Identity (VOI)

When someone submits a FOIA request they must "prove" that they are the rightful owner of that record. This is called providing "VOI." These types of records contain Personally Identifiable Information (PII) and require this extra layer of protection. Providing VOI is met by providing certain pieces of information unique to them and attesting, to the fact, that it is the truth. To read the regulation: 6 CFR § 5.21

For VOI the Requestor must provide:
- Full Name
- Current address
  - In a digital request, an e-mail address is considered a valid address.
- Date of Birth
- Place of Birth

This information **must be signed and notarized or signed under penalty of perjury by the subject of the record**. The notarized signature of the subject or the signature under penalty of perjury does not need to be on the G-639. If a Requestor has inserted the **penalty of perjury statement on __ANY__ document**, and the subject of the file has signed the document, it fulfills the requirement to verify identity.

*Unless a document has an explicit expiration date, we will accept the document and signature as proper VOI.

If the Requestor is asking for records concerning *(a living)* individual, and if there is only one signature, and the request does not fall under one of the categories above for consent and/or VOI, leave a Case Note stating the problem and either close the case as a TD or a FC based on the decision matrix shown below.

Consent and VOI Chart

Requestor	Consent	Verification of Identity	Action
Self	N/A	Adequate	Process records
Self	N/A	Not adequate	Close FC
Third Party (Atty/Rep/Other)	Adequate	Adequate	Process records
Third Party (Atty/Rep/Other)	Not adequate	N/A	Close TD
Third Party (Atty/Rep/Other)	Adequate	Not adequate	Close FC
Third Party (Atty/Rep/Other) – Deceased SOR	Adequate – provided proof of death	Adequate – provided VOI of SOR	Process records
Third Party (Atty/Rep/Other) – Deceased SOR	Not adequate – proof of death not provided	N/A	Close TD
Third Party (Atty/Rep/Other) – SOR over 100 yrs old	N/A	Adequate – provided VOI of the SOR	Process records
Third Party (Atty/Rep/Other) – SOR over 100 yrs old	N/A	Not adequate – VOI of SOR not provided	Close FC
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or birth certificate	Adequate – provided VOI of SOR **AND** VOI of the parent/guardian	Process records
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or birth certificate	Not Adequate – VOI of parent/guardian not provided	Close TD
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or birth certificate	Not Adequate – VOI of SOR not provided	Close FC
Third Party (Parent/Guardian)	Not adequate – did not provide proof of guardianship or birth certificate	N/A	Close TD

Failure to Comply (FC)

Failure to Comply is when the Subject has a hand in obtaining their records; self-request, attorney/client request, parent/child request, and court appointed guardian/subject request, and the like, yet we are missing a part of VOI (name, DOB, COB, current address and/or proper signature).

- Leave a Case Note explaining why you are closing the case as FC
- Select Actions button
- Select Close, choose FC
- Select Send for (Upfront) Approval

If you are closing a digital request FC due to missing Verification of Identity (VOI), add the 'Third party digital request, VOI not present' insert to the Final Action Letter.

If the case is being closed as failure to comply, do not make any redactions. If you have already made redactions, please go back and delete them all.

Total Denial

Total Denial-when the Subject may not have a clue their records are being requested; bail bonds, attorney representing an ex-spouse, someone trying to request your records without your permission (exception Routine Use), and so on.

- Ensure Category selection is "Third Party No Consent".
- Select Actions button
- Select Close
- Select "TD"
- If applicable, select an insert
- Leave a Case Note explaining why you are closing the case as TD
- Send for (Upfront) Approval

If the case is being closed as a total denial, __do not make any redactions__. If you have already made redactions, please go back and delete them all.

No Record (NR)

If the Requestor provided the required information and we do not find a match, possible match, or the responsive records do not match the information provided in the request and the subject would have entered the United States after 1975, we do not send out for additional information.

Request for Specific documents (Track 1): If you cannot locate the specific document or any like document, close the case as NR.

Leave a Case Note i.e. "Closing the case as a NR":
- Either saying the specific documents requested were not located within the file.
- Or you could not verify the information against the request.
- Click the Action Button
- Select Upfront Close
- Choose NR
- Check the appropriate box
- Then select Update Letter

Note: If you do not check the appropriate box, only the first sentence of the letter and the appeals information will appear in the letter and the letter will not address the case being closed as a No Record.

If the Requestor believes we have records, he or she may provide additional information in order to open a new request and have us conduct a second search.

Deceased Subject (100 year rule)

If the subject is deceased and they are less than 100 years old the requestor must provide proof of death, e.g. a copy of the death certificate, obituary, a copy of the Social Security Death Index, or a photograph of the tombstone. If the subject is over 100 years old USCIS assumes the subject is deceased and does not require proof of death. This USCIS rule carries over from the Department of Justice (DOJ), Immigration and Naturalization Service (INS), which used Social Security Administration actuarial studies.

The studies showed that a male who was 30 years old in 1950 has a 0.01% chance of living to be 100 years old, while a female who was 30 in 1950 has a 2% chance of living to 100. For more information, see Schrecker v. US Dept. of Justice, 349 F. 3d 657.

Guardianship

If a court appointed guardian is requesting the records, we require;
- The court order establishing guardianship, along with name, date of birth, and country of birth of the subject, and VOI from the guardian.
- This includes court appointed guardian organizations such as Miami Dade County and others.

Note: If VOI of the guardian is missing, close TD.

Minors

A minor can request their own record. There is not any law which states that a Requestor must be a certain age to file a FOIA/PA request.

If a parent requests a minor child's records they must submit the minor's name, date of birth and country of birth, the parent's VOI, and proof of parentage, e.g. birth certificate, adoption decree or similar document, naming the Requestor as the legal parent.

*Attorneys may represent minors also.

Note: If VOI of the parent is missing, close TD

Power of Attorney

A power of attorney is a document in which one person appoints another person to act as an agent on his or her behalf. A Requestor may submit a power of attorney with a request, and we may consider it.

The Requestor may have provided adequate consent on the Form G-639 or elsewhere in the request. If so, we do not need to evaluate the validity of the power of attorney.
- Code of Federal Regulation (CFR)

A power of attorney cannot override either the requirement for verification of identity in 6 CFR § 5.21(d) or the requirement for consent in 6 CFR § 5.21(f).

The subject must have signed the POA. In order to meet the 6 CFR § 5.21(d) requirement, the power of attorney must list the subject's name, date of birth (DOB), place of birth (POB) and address, and the subject's signature must be notarized or made under penalty of perjury.

If the Requestor did not provide consent on the G-639 or on some other document, only then we should look for consent on a power of attorney. The wording on the power of attorney must meet the 6 CFR § 5.21(f) requirement, for example:
- "By this Power of Attorney, I agree to the disclosure to (the named person) of any record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE."

If you are unsure if the wording is sufficient to meet the requirement, contact a supervisor.
- If the subject is not alive, a power of attorney is irrelevant.
- If the Requestor states that the subject is deceased, refer to **"Deceased subjects and the 100 year rule."**

We cannot consider a power of attorney describing blanket authority without specific mention of delegated authority to request USCIS records. We also cannot consider a power of attorney, with no expiration date, or a power of attorney with an indefinite expiration date.
- If it is expired, the power of attorney is invalid, even if it met all the § 5.21 requirements. We are not legally covered if we honor an expired power of attorney.
- If the Requestor provided adequate consent and VOI elsewhere in the request, such as on Form G-639 or on a separate document, any attached power of attorney is irrelevant, whether or not it is valid.

PRIOR TO PROCESSING

Before you begin processing the responsive records read the entire request, all case supporting documents, Case Notes and additional notes. This is crucial.

Case Supporting Documents (CSD)

If the information in Case Supporting Documents (CSDs) require a change to the information located on the Left Side of FIRST, you are responsible for the following:
- Make any necessary changes
- Ensure a Case Note is entered to describe what was changed (e.g. First Name, Last Name, and Address etc.).

Category

Review the Category field in FIRST and ensure it is correct.
- If the case is a Track 2, the Category more than likely will be Alien File.
- If the case is a Track 1, the Category more than likely will be Alien File, Other or Specific Documents.

If during review of the request and/or file you:
- Determine you do not have proper consent, change the Category to Third Party No Consent.
- Come across Deferred Action for Childhood Arrivals (DACA) application(s) in the file, change the Category to DACA.

Duplicate (DUP), Similar and Related Case
- Duplicate requests are from the same subject, with the same requestor and the same info, 6 or fewer months apart from the closing date, or an open request for the same information for the same requestor and same information, even if it was created over 6 months prior. The older case is still being worked so it will be a duplicate.
- Similar requests are for the same subject but from a different Requestor.
- Related cases are separate requests from spouses, adult children, parents, and other instances, which use the same attorney and have been submitted 6 or fewer months apart. In Related cases you can use the consent from each subject to process the relating cases.

FIRST populates with the ability to run a DUP search to see if another case has come in since your case was created or if your case should have been marked as a DUP to an earlier case.

* If Case Creators find similar or related cases, they will make sure to follow the procedures for identifying similar and related cases and then select Connect Case. This makes sure the same processor handles all connected cases, whenever possible.

- When you pull the case up, you will always have to perform a DUP search.
- After your DUP search is complete, use the Actions Button and select Process.

*When FIRST gives you a list of similar cases and the limited information provided doesn't give you a clear picture, you can click the Control Number and it will open a side-by-side view. You can also view the similar/related request in Search.

FOIA or PA

You determine a subject's status by what records are scanned into FIRST. If the Subject is a Naturalized Citizen, Legal Permanent Resident (LPR) or has a current conditional status you will process under the PA. If there are multiple documents that affect status look for the one with the most current date.

- All other requests are processed under FOIA.
- You DO NOT determine a subject's status by what is in CIS2 or any other system or format.
- If PA status is found (verified) add a Bookmark to the related page.
- A Class of Admission (COA) Appendix is available for reference purposes only. This SHOULD NOT be used to make the final decision whether to process a case under FOIA or PA.

*ELIS is considered part of the Alien File and can be used to determine status. If ELIS does not contain an approved copy of one of the below forms, refer to the Case Decision for the form in determining status (i.e. if the Case Decision in ELIS for the I-485 is Approved, the subject has LPR Status).

Documents that Grant LPR/USC Status
Certificate of Naturalization
Approved form I-90 (Application to Replace Alien Registration Card)
Approved form I-181 (Memorandum of Creation of Record of Lawful Permanent Residence)
Approved form I-698 (Application to Adjust Status from Temporary to Permanent Resident)
Approved form N-400 (Application for Naturalization)
Approved form I-485 (Application to Register Permanent Residence)

- Is the admission granted a as CR1 or CR6 (conditional)?
  - o If no, you have LPR status.
  - o If yes:
    - Look at the date granted. It needs to be within the last 2 years from the date that the FOIA request was received. If it is, the subject has LPR status.
    - If past 2 years look for the form I-751. It must be filed within 90 days of the 2nd anniversary of the granting of their conditional status.

Approved form N-600 (Application for Certification of Citizenship)
Approved form I-829 (Petition by Entrepreneur to Remove Conditions)
Approved N565 (Application for Replacement Naturalization/Citizenship Document
Order of Immigration Judge granting status (See COA appendix for more information)
Immigrant Visa and Alien Registration with DOE and COA stamped
Immigrant Data Summary with DOE and COA stamped

Documents that Remove LPR/USC Status

Order of Immigration Judge taking away status (order of removal or deportation)
Executed I-407 (Abandonment of Lawful Permanent Resident Status)
Notice of Termination or Notice of Rescission
Executed I-205 (Verification of Removal/Departure)
Approved Form FS-348 (Certificate of Loss of Nationality of the United States)
Denied I-751 (CR Status)

Documents That Do Not Grant or Remove LPR/USC Status

Approved petitions:
- I-129 (Petition for Non-Immigrant Worker)
- I-129-F (Petition for Alien Fiancé)
- I-130 (Petition for Alien Relative)
- I-140 (Petition for Immigrant Worker)
- I-360 (Petition for Amerasian, Widow(er), or Special Immigrant)
- I-918 (Petition for U Nonimmigrant Status)

Permanent Resident Card
Temporary Resident Card
Notice of Intent to Deny
Denied N-400
Denied I-90
Denied N565
I-914 Application for T Non-immigrant Status

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

No Last Page

If the last page coversheet has not been scanned into the responsive records, e-mail
[   ] who will request the file again and make sure the entire file has been scanned in.

- Send the case to Admin.

Only the alien file will have last page. RAFACS, ELIS and Service Center (NSC, WSC, YSC, VSC, and SSC) documents may not have last page.

FOIA SAFE PROCEDURE

If you encounter a case that has been staffed to FOIA SAFE follow these steps.
- Leave a case note stating that the case is staffed to FOIA SAFE.
- Send the case to Admin and e-mail the NRC, FOIASafe mailbox [   ] with the name of the subject and control number.
- **Copy your supervisor on the e-mail**.

__Do not process the case__. Even though it is sanitized and does not require a clearance to review the documents, special care is taken in the processing of these cases.

FOIA SAFE staffing example:

| 11 | 04/15/10 | Responsive Records | FOIA SAFE | 42 | Scanned |
| 10 | 04/15/10 | Staffing Response | FOIA SAFE | 1 | Scanned |

Classified Records
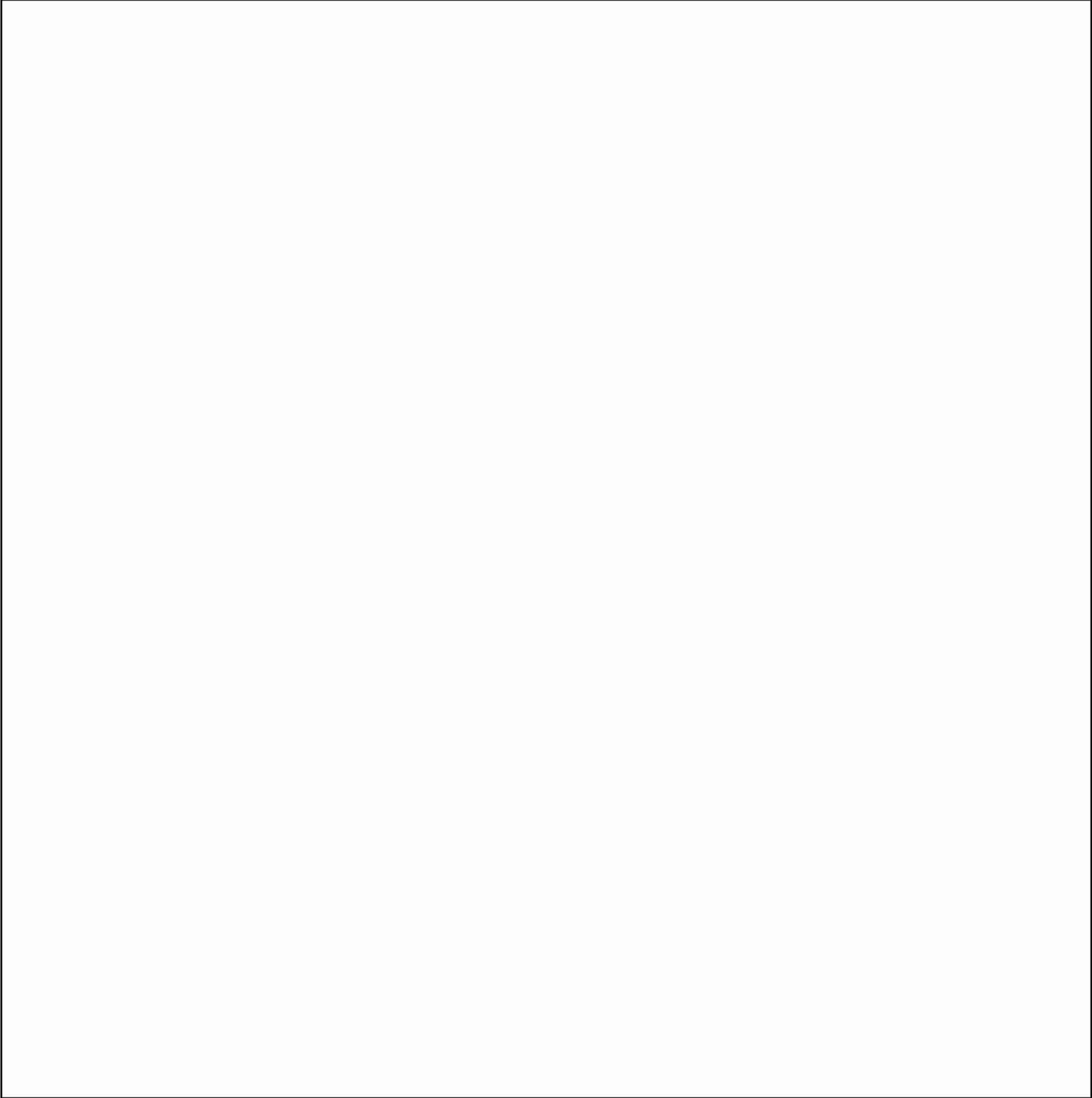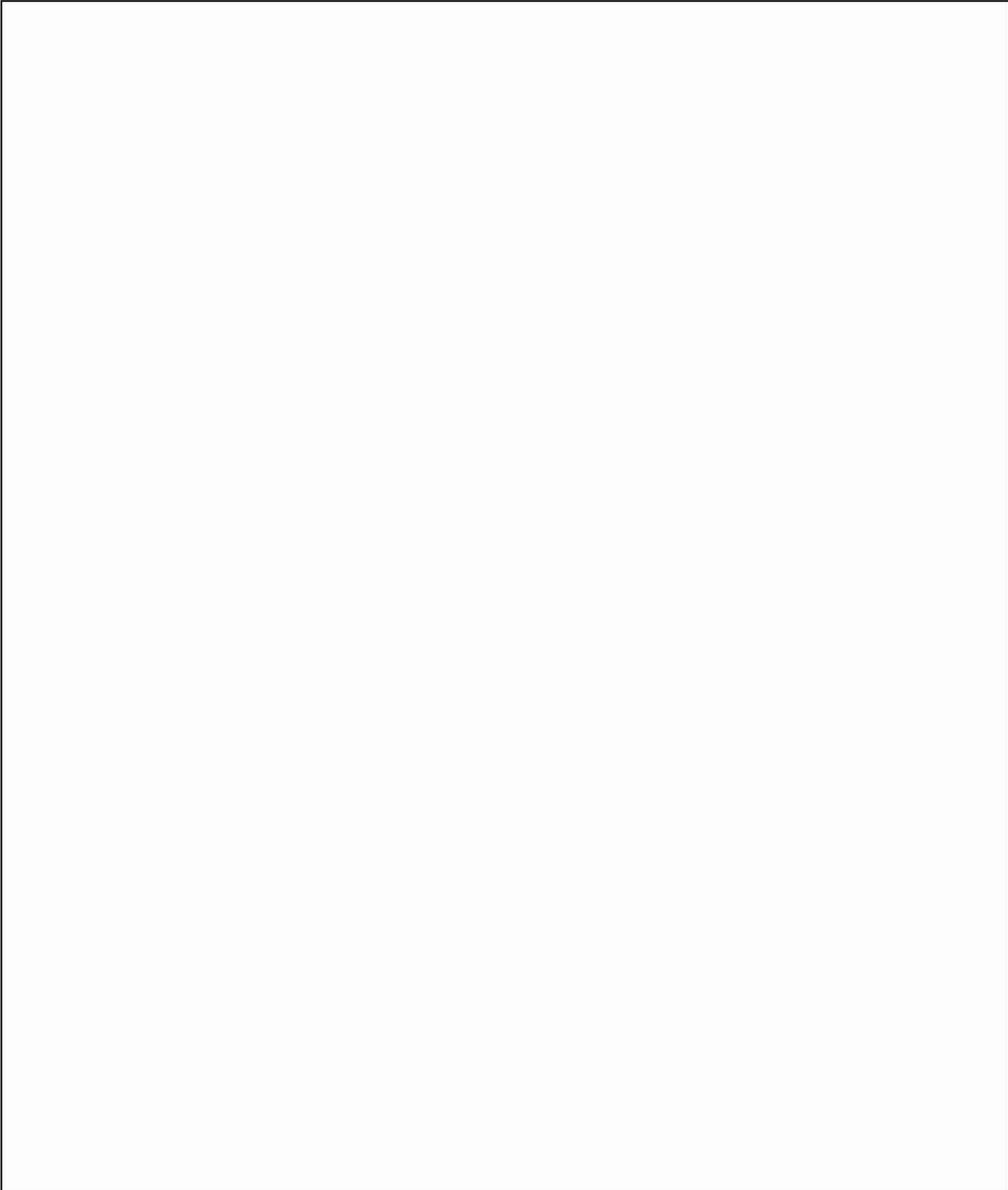
FOIA EXEMPTIONS (5 U.S.C. § 552)

There are nine exemptions under the FOIA that allow us to exclude information from release either in whole or in part. Congress and the courts influence our interpretation of FOIA from time to time. If we need clarification, our source is the DOJ Guide to the FOIA, which is updated on the internet only at http://www.justice.gov/oip/foia-guide.html.

Historically, our agency most often uses Exemptions (b)(3), (b)(5), (b)(6), (b)(7)(C) and (b)(7)(E) when processing alien files. We have provided guidance on these exemptions. Information regarding the other exemptions of the FOIA is located in the DOJ Guide (link above).

Exemptions (b)(3)

Exemption (b)(3) protects from mandatory disclosure items specifically withheld in conjunction with other statutes. The information most often withheld pursuant to Exemption (b)(3) are taxpayer identification numbers, which we cite in conjunction with 26 U.S.C. § 6103.
We also withhold Department of State (DOS) documents pursuant to Exemption (b)(3), which we cite in conjunction with 8 U.S.C. 1202(f).

We may occasionally protect Grand Jury deliberative material which is exempted by Rule 6(e) of the Federal Rules of Criminal Procedure.
- There is no corresponding Privacy Act exemption for (b)(3) 26 U.S.C. § 6103 or (b)(3) Rule 6(e).
- Therefore, under the PA we will release this information, unless it is exempt under another statute(s).
- Exemption (b)(3) 8 U.S.C. 1202(f) may stand alone whether under the FOIA or PA.

Exemptions (b)(5)

Exemption (b)(5) protects privileged communications within or between agencies, including:
- Deliberative Process Privilege, minus the 25 year Sunset provision
- Attorney-Work Product Privilege
- Attorney-Client Privilege

The protection of the Deliberative Process Privilege goes away if the records were produced 25 years or more before the date of the request. Click to read about the FOIA Improvement Act of 2016.

In plain English, if the agency wouldn't have to give you the documents if you were embroiled in a court case with them, you're not going to get them under the FOIA. This includes documents that the disclosure of which would have an inhibitive effect upon the development of policy and administrative direction, represent **the work product of an attorney**, or reflect **confidential communications between a client and an attorney** (i.e., this agency and its attorneys). This may also include documents of a pre-decisional nature used in the process of adjudicating applications for benefits (**deliberative process, minus the 25 year Sunset provision**). This does not apply to communications between the alien and his or her attorney or representative.

The President and Attorney General have issued memoranda to all agencies emphasizing that the FOIA reflects a "profound national commitment to ensuring an open Government" and directing agencies to "adopt a presumption in favor of disclosure." If USCIS reasonably foresees that disclosure would cause harm to *deliberative process*, we may withhold the information under Exemption (b)(5).

Specifically, three types of harm have consistently been held to constitute a basis for withholding under the deliberative process privilege, if release would:
- Cast a **chilling effect** upon open, frank and honest discussion on matters of policy between subordinates and superiors; or
- Cause premature disclosure of proposed policies before they are actually adopted (**Cat out of the bag**); or
- Cause public **confusion** that might result from disclosure of reasons and rationales that were not in fact ultimately the grounds for an agency's action.

After you have determined that Exemption (b)(5) applies because of deliberative process, you should evaluate the need to protect the information based on one of the three factors listed above.

The 25 year Sunset provision and reasonably foreseeable harm only apply to the deliberative process privilege and do not apply to attorney work product or attorney-client communication.

Some documents we routinely withhold pursuant to Exemption (b)(5) include adjudicator's notes, internal e-mail messages, memoranda and other internal documents. We also withhold Westlaw case printouts, including the web address, as long as those printouts were prepared by a United States attorney (that is, an attorney working for DOJ or USCIS, and NOT the alien's attorney). This also excludes attorney work product prepared by Immigration and Customs Enforcement (ICE) attorneys, as we now RIF those pages to ICE.

The corresponding exemption under the PA for this type of information is Exemption (d)(5), which exempts information compiled in reasonable anticipation of a civil action or proceeding. Most immigration issues are administrative in nature.

Documents with instructional legends (e.g., "For Official Use Only," "Adjudicative Work Product," "Do Not Release Outside the Agency.") **are not** automatically exempt from disclosure under the FOIA or PA. A processor must review these types of documents for content. As a rule, any document marked "Attorney Work Product" is fully exempt under (b)(5) or (d)(5)/(b)(5) if PA, unless the document is blank. If the attorney work product has to do with deportation, removal or detention, RIF it to ICE.

Handwritten Notes:

The deliberative process prong of Exemption (b)(5) does not apply to notes that are trivial in nature, state facts, or were produced 25 years or more before the request. Read and analyze the notes found in the record. Review and carefully apply Exemption (b)(5) only when appropriate.

Examples:
- If an adjudicator's handwritten note from 4 years ago states, "In my opinion, the I-485 should be denied due to these charges", Exemption (b)(5) would apply to the handwritten notes.
- If the Adjudicator writes, "return this file to me after a decision has been reached", Exemption (b)(5) does not apply.

Notes written by an attorney require a separate analysis of whether the note is a protected communication as attorney work product or falls under an attorney-client privilege.

Exemption (b)(6)

Exemption (b)(6) allows the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy.

- Exemption (b)(6) is the third most used exemption at USCIS. You will use it in most of your FOIA cases you process.

The types of documents and/or information that we withhold may consist of, but is not limited to birth certificates, naturalization certificates, driver's licenses, social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal.

PII is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person. This includes but is not limited to social security numbers, alien registration numbers, biometric identifiers, photographic facial images, addresses, and phone numbers.

- We must also protect PII of family members of a deceased individual when working a third party request.
- There is no corresponding PA exemption; therefore, under the PA we will release information normally withheld pursuant to Exemption (b)(6) under FOIA, unless that information is exempt under another statute(s).

Exemption (b)(7)

Exemption (b)(7) protects records or information compiled for law enforcement purposes from disclosure. It has six subparts that specify the different types of harm.

- The corresponding PA exemptions for (b)(7) are exemptions (k)(2) and in some cases (j)(2).

While law enforcement may not be the primary mission of a Federal agency like USCIS, a sub-unit or section of that agency may perform law enforcement activities that generate records compiled for law enforcement purposes. Therefore, exemption (b)(7) may apply.

The Office of Fraud Detection and National Security (FDNS), part of USCIS, is a good example.

Exemption (b)(7)(C)

Exemption (b)(7)(C) provides protection for personal information in law enforcement records that could reasonably be expected to constitute an unwarranted invasion of personal privacy.

- This is the law enforcement counterpart of Exemption (b)(6).
- Various types of information relating to third-party individuals may be withheld.

The types of documents and/or information that we withhold could consist of names, addresses, identification numbers, telephone numbers, fax numbers, and various other documents that are considered personal.

- This exemption is primarily used to protect the identities of law enforcement officers, adjudicators and other Department of Homeland Security (DHS) employees on a law enforcement document; however, it may also sometimes apply to information relating to other third-party individuals.

Individuals identified in an investigation file or record not normally considered law enforcement personnel.

Anytime an immigration officer takes part in a law enforcement activity (making an arrest; patrolling the border; carrying a firearm; serving and executing a search or arrest warrant; conducting a records or systems search for law enforcement purposes), or is identified in some manner in a law enforcement record, withhold the identity of the immigration officer citing Exemption (b)(7)(C).

- You will also use Exemption (b)(7)(C) when redacting user identifications (ID) and initials involving the same scenarios as stated above.

Refer to 8 C.F.R. § 287.5 for more detailed examples of when immigration officers, including Adjudication Officers (AO), are considered to be performing duties in a law enforcement capacity.

- Likewise, when an AO runs an investigatory check on a subject using a law enforcement system such as Interagency Border Inspection System (IBIS), the identity of the AO shown anywhere on the IBIS print out is properly withheld citing Exemption (b)(7)(C).

Note: Do not withhold the names of public facing government officials. For example: District Directors, Service Center Directors, Port Directors, Immigration Judges (IJ) and Trial Attorneys

Exemption (b)(7)(E)

Exemption (b)(7)(E) affords protection to law enforcement information that would disclose; techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.

The types of documents and/or information that we may withhold could consist of; law enforcement systems checks, manuals, checkpoint locations, surveillance techniques, and various other documents.

Exemption (b)(7)(F)

Exemption (b)(7)(F) permits the government to redact all information about any individual when disclosure of information about him or her could reasonably be expected to endanger his or her life or physical safety. Its protection has evolved from law enforcement personnel only, now applying to any person, and has no limitations. By doing so, Congress authorized agencies to exercise their sound judgment in protecting any person whose life or safety is at risk in sensitive law enforcement records.

The types of documents and/or information we redact to not endanger the life or physical safety if an individual could consist of names, addresses, telephone numbers, testimonies/statements, reports, investigations, and audio/video tapes.

This exemption is not often invoked at the NRC with the exception of Bureau of Prison (BOP) documents.

Other (b)(7) Exemptions

- (b)(7)(A) – to interfere with enforcement proceedings
- (b)(7)(B) – would deprive a person of a right to a fair trial or an impartial adjudication
- (b)(7)(D) – to disclose the identity/identities of confidential sources

PRIVACY ACT EXEMPTIONS (5 U.S.C. § 552A)

Congressional and court decisions do not influence our interpretation of the Privacy Act nearly as often as they influence FOIA.

- The purpose of the PA is primarily to protect an individual's privacy.

Access to records is a secondary part of that protection. If we need clarification of a PA question, our source is the DOJ's overview of the PA, which is updated on the internet now at: <u>DOJ Privacy Act overview</u>.

There are 10 exemptions under the PA. Of these 10 exemptions, we use (d)(5), (j)(2) and (k)(2) exemptions at USCIS.

Exemption (d)(5)

Exemption (d)(5) permits the government to withhold all documents or information that has been compiled in reasonable anticipation of a civil action or proceeding, and Exemption (b)(5) is its companion FOIA exemption.

- Exemption (d)(5) may not always apply, even if FOIA exemption (b)(5) does.

The courts have refined the definition of "reasonable anticipation" by saying the anticipation must be real and may not be theoretical or tentative.

- There is no requirement that the document must be prepared by an attorney.

Exemption (j)(2)

Protects documents maintained by an agency or component thereof which performs as its principal function any activity pertaining to the enforcement of; criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities.

- Exemption (b)(7) is the companion FOIA exemption.

Exemption (k)(2)

Provides protection for investigatory material compiled for law enforcement purposes, other than material that falls within the scope of (j)(2).

- Exemption (b)(7) is the companion FOIA exemption.

PROCESSING AND REVIEWING RECORDS

Processing a document means you will release in full, redact in part, WIF, or RIF the document.

While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file.

Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or hand written note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form.

Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

Determining to release in full, WIF or release in part depends upon the type of document, the information on the document, the Requestor, and whether or not consent is present.

As you process, consider the following:
- If this document/information is released, whom will it harm?
- How did we obtain the document/information?
- Was it from the subject of the file, another individual, or the result of an investigation?
- Is this document/information factual, or is an attorney, investigator, or agent analyzing the information and making notes or writing down a plan of action or steps to be taken?

Alias

Listing Alias information, whether found in the request or responsive records, is required on the Left Side of FIRST.
- If the alias name found is required to process any documents in the records, the alias must be listed on the left side of FIRST.
- When the referral letter is generated, these aliases will be included in the list of Subject Names.

Applying Exemptions

Apply any and all relevant exemptions.

For example:
- The Processing Tables may say to WIF a certain document pursuant to Exemptions (b)(7)(C) and (b)(7)(E), but you determine that (b)(7)(C) does not apply, therefore do not cite it.
- The Processing Tables may say to redact law enforcement names, fax and phone numbers on a certain document pursuant to Exemption (b)(7)(C), yet you see an IBIS stamp with a result, you would then also cite (b)(7)(E).

Without a Letter of Instruction (LOI) or Memorandum of Understanding (MOU), we do not ordinarily redact another agency's information. Refer or consult with the originating component or agency and redact only if advised. See section 9, Referrals/Consultations.

Asylum

Asylum status can be granted to someone who has fled to the United States and submitted an application (I-589) asserting they fear persecution if forced to return to their home country.
- An asylee is a person who meets the definition of a refugee but who is already in the United States.

Asylees get their status (AS1-AS5) after arriving in the U.S and can apply for permanent residence (AS6-AS9) one year after their asylum approval.

Automated Targeting System (ATS)

ATS is a decision support tool operated by CBP that compares traveler, cargo, and conveyance information against law enforcement, intelligence, and other enforcement data using risk-based scenarios and assessments.

ATS contains 5 modules:

- ATS-
- ATS-
- ATS-
- ATS-
- ATS-P (Passenger)

(b)(3)   (b)(7)(e)

Note: ATS-P has been replaced with UPAX (Unified Passenger) as of January 2019.

General processing rules:
- WIF ATS⬜ documents (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA case.
- Review ATS-P and ATS-L for protected system results, sensitive words. Redact (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- ATS-⬜ WIF (b)(3)1202(f).

Bond Obligor Request

NRC FOIA processes bond obligor requests.
- Criminal bonds are bonds posted by individuals or bail bondsmen relating to non-immigration violations of the law.
- Immigration bond obligors are surety companies who have posted an immigration bond (Form I-352) for an alien who has been taken into custody by the Service.
- If the alien fails to attend his or her hearing, then he or she forfeits the bond.

If you do not have Consent, close the case as a TD.

Border Crossing Cards (BCC)

80,000,000 through 86,899,999 series Alien numbers are Border Crossing Card/Border Apprehension numbers.
- A Border Crossing Card is an electronic record and no physical file exists. The FCO will be blank in CIS2.

If a BCC was the only record located for an alien, the case should be closed as NR. Select the applicable letter insert: CBP Deportation Records.

Certified Copies/Certificate of Non-Existence of Record

If it was not addressed by the Case Creator leave a Case Note "certified documents requested."
If you process any records select the applicable letter insert for your Final Action Letter: **Certified Copies, Certification of Non-Existence, Certified Copy for Italian Dual Citizenship, Certified Copy for Certification of Naturalization** or **Certified Copy for Name Change.**

Controlled Application Review and Resolution Program (CARRP)

Fraud Detection and National Security (FDNS) personnel use CARRP for subjects who may be a national security concern.

The CARRP Process includes:
- Reviewing the A file

Counterfeit and Fraudulent Documents

If you come across documents such as birth certificates, LPR cards, BCC cards, Naturalization certificates, Social Security cards, driver's licenses, etc. that the subject used to try to gain entry or receive a benefit, WIF these documents based on their counterfeit or fraudulent status.

Counterfeit: Documents that contain all of the subject's PII but are not valid documents. WIF (b)(7)(E), add (k)(2) if a PA case.

Fraudulent: Documents that actually belong to a third party or that has PII information that is not the subjects. WIF (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA case.

Customer Profile Management Service (CPMS)

The United States Citizenship and Immigration Services (USCIS) developed the Customer Profile Management Service (CPMS) to replace the Biometric Storage System (BSS), the Image Storage and Retrieval System (ISRS), and aspects of the Benefits Biometrics Support System (BBSS).

CPMS supports USCIS's mission to administer immigration benefits by serving as a person-centric repository of biometric and biographic information provided by petitioners and applicants (hereafter collectively referred to as benefit Requestors) that have been issued a USCIS card evidencing the granting of an immigration related benefit (e.g. permanent residency, work authorization, travel documents, etc.).

General processing rules:
- If the screenprint belongs to the subject of record, review for protected system results that we normally withhold; FBI results, US-Visit results, TECS records, etc.
- Redact protected results (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Redact (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Redact agent's names (b)(7)(C), add (k)(2) if a PA case.

Note: See CPMS, IDENT, and US-Visit Codes to Redact Appendix for additional items to redact.

Deceased Person

Death extinguishes the right to privacy.

- Sensitive or graphic personal details relating to an individual's death may be withheld to protect family members. Examples of this could be; photographs of a death scene or results of an autopsy.

We always process the file of a deceased person under the FOIA, regardless of the subject's status at time of death.

PII rules generally apply to living persons requesting copies of their own files. Third-party documents and PII rules are very different when you are processing the file of a deceased person, and that is because you are protecting the identities of every person except the deceased person or another person in the file from whom you have VOI and/or Consent to release information.

A Requestor is not required to establish his or her own identity to request the file of a deceased person.

Deceased Person - Quick Reference Guide				
Topic	Story	Requirement	Example	Note
100 Year Rule	If the subject of record is deceased, and they are less than 100 years old.	The Requestor must provide proof of death.	e.g., a copy of the death certificate, obituary, a copy of the Social Security Death Index, or a photograph of the tombstone.	
100 Year Rule	If the subject of record is over 100 years old, USCIS assumes the subject is deceased.	The Requestor does not require proof of death.		
Requestor	If the Requestor requests the file of a deceased person, the Requestor is not required to establish his or her own identity.	Redact the Requestor's own PII that may be within the deceased person's file.		
Case Notes & Bookmarks	If the subject is deceased.	Case Note	e.g., SOR is deceased, death cert included w/request.	
The Right to Privacy	Sensitive or graphic personal details, relating to an individual's death.	Redact to protect family members.	e.g., photographs of a death scene or results of an autopsy.	Although death extinguishes the right to privacy, sensitive information may be redacted.
Third-Party Docs & PII	Identities of every person except the deceased subject. This does not apply to individuals acting in an official job capacity (e.g. officiant on a marriage certificate, medical personnel on a physical exam)	Redact names along with PII of any individual who could still be alive.		If we have both consent and VOI from a third party individual, we can release their information.
Status	The subject's status at time of death.	Regardless, always process the file under the FOIA.		
Release of Other Names & PII on the Deceased Subject's Records	Reasoning for Releasing other names and identifying information.	Case Note the reasoning why releasing information such as the individual meets the 100 Year Rule, VOI/Consent provided, or the source if news media or SSDI	e.g.: The Requestor is identified in the file and the Requestor provided signed consent and verification of identity with the request. The Requestor also provided proof of death of other party(ies) potentially named in the file. You know that other parties named in the file are more than 100 years old. You know from some other source, such as news media or SSDI that other parties named in the file are deceased.	Normally we only release the subject of record's name and PII on documents such as a birth certificate, marriage certificates, and divorce decrees, however there are exceptions.
Release	If they requested a copy of their own file, you would normally release documents of a living person.	However, for deceased, redact documents.	e.g., marriage certificates, joint tax returns and even documents originally provided by the subject of record.	Additionally, you must review death certificates and possibly protect PII of the person reporting the death.

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Automated Biometric Identification System (ABIS)

- WIF [redacted] (b)(7)(E) , add (k)(2) if a PA.
- If the document does not relate solely to the subject add (b)(7)(C).
- Redact [redacted] on other documents (b)(7)(E) , add (k)(2) if a PA.

Documents Filed in Immigration Court

Exhibits submitted in Executive Office for Immigration Review (EOIR) court by the subject or their representative will be released in full to the subject.

- These exhibits should have a certificate of service, received stamp or some other marking indicating they were filed with the court.
- You will need to add a CNote and cite the pages being released along with the proof of service page in your Case Notes.

This release excludes ICE documents, you will RIF those to ICE.

All exhibits filed by ICE will be RIF to ICE (This is only in regard to documents listed on the exhibits).

- If the document appears multiple times in the file; you will process those documents per current guidance.

Example: If ICE listed an I-213 on their exhibit list it will be RIF to ICE (no matter who authored it) with the rest of the exhibit "packet". If that same I-213 is also found in other parts of the A-file it will be processed as usual.

- An exception to this rule is if there is information in a pleading or exhibit clearly showing it was filed for in camera or ex parte review or filed under seal. In that situation even though it was filed with the court you WIF (b)(5) , add (j)(2) if a PA. If you are unsure, contact a supervisor.

If exhibits are filed or served with a state or local court (not EOIR) process each document accordingly.

Duplicate Pages

We must mark duplicate pages when the case is over 240 pages and the requestor is receiving a paper copy. If the case is being printed to a CD or is a digital request, you do not have to mark duplicate pages.

A duplicate page is an identical document, i.e., an exact replica of another document, that has been redacted or WIF (precisely the same markings, stamps, dates, et al). The exception is RDF and NRC digitized records, which will have a sequential marking at the top and/or bottom of the page. If this is the only difference you may mark the page as a duplicate.

Do not mark the following as duplicates:

- Blank pages
- Cover sheets
- Referrals

Electronic Immigration System (ELIS)

U.S. Citizenship and Immigration Services (USCIS) operates the Electronic Immigration System (It was originally developed to serve as a public-facing electronic filing system supporting the submission of benefit request forms. ELIS also served as the internal case management system for USCIS adjudicators to efficiently process benefit request forms.

ELIS was recently redesigned to exclusively serve as an electronic case management system for electronically filed benefit request forms and certain paper forms. Through ELIS individuals can:
- Electronically submit applications, petitions, requests, and supporting documents.
- Receive and respond to notices and decisions electronically.
- Make payments online (such as filing fees, biometric services fees, or the USCIS Immigrant Fee).
- Access real-time information about the status of cases.

General processing rules:
- If the screenprints belong to the subject of record you will be looking for system results that we normally redact; FBI results, US-Visit results, TECS records, etc.
- Redact the Risk and Fraud section (b)(7)(E), add (k)(2) and (j)(2) (if FBI results are present) if a PA case.
- Review the Case Flags section for anything derogatory, such as protected system results, discussions of fraud or the like and redact (b)(7)(E), add (k)(2) and (j)(2) (if FBI results are present) if a PA case.
- Redact third party PII (b)(6).

Employment Authorization Document (EAD) Alien Numbers

If the alien number id 100,000,000 through 199,999,999, it is an EAD (Employment Authorization Document) card number. There is no physical A-file associated with EAD numbers, even though they can be researched in CIS2. Only EADs (I-765) are staffed for if the Requestor specifically requested for the receipt/form.

Exemption Placement

You should try to place the exemption stamp as close as possible to the exempt information in the nearest clear area of the document.
- Do not obscure information that is not being withheld with the exemption stamp.

If you have a group of several pieces of exempt information all withheld under one exemption, you may place that exemption close to the center of the group or in a clear area, so that it is obvious that all redactions are held under one exemption.

If you are only citing one exemption on an entire page, you may either place the exemption stamp as close as possible to the information redacted or once at the top and bottom of the page.
- Do not overlap exemption stamps with other information (Pages print in black and white)

Fraud Detection and National Security Directorate (FDNS)

As a result of the September 11, 2001 terror attacks, Congress realigned multiple agencies into the Department of Homeland Security. INS was abolished and the immigration portfolio was split. Customs & Border Protection (CBP) and Immigration & Customs Enforcement (ICE) took over border protection, criminal investigations and enforcement. USCIS was in charge of immigration benefit adjudications.

The Office of Fraud Detection and National Security (FDNS) was formed and developed to fight abuse of the immigration system and bridge the gap between USCIS (benefit adjudications), law enforcement, and intelligence. It is the investigation office of USCIS.

Its mission is to enhance the integrity of the legal immigration system by identifying threats to national security and public safety, detecting and combating immigration benefit fraud, and removing systemic and other vulnerabilities.

FDNS conducts investigations and targeted site visits, going to the homes and businesses of people suspected of fraudulently filing for benefits.

(b)(7)(e)

WIF the following documents (b)(7)(E) and (b)(7)(C), add (k)(2) if a PA.:

Review all processing sheets/worksheets and redact references to FDNS, fraud, and fraud referrals using (b)(7)(E), add (k)(2) if a PA..

Redact officer's name/ID/initials using Exemption (b)(7)(C), add (k)(2) if a PA.

IDENT System

IDENT is the Office of Biometric Identity Management's (OBIM) biometric identification system. The type of data collected within IDENT includes fingerprints, photographs, biographical and case related data.

It supports the missions of:
- U.S. Customs and Border Protection (CBP)
- U.S. Immigration and Customs Enforcement (ICE)
- U.S. Citizenship and Immigration Services (USCIS)
- U.S. Coast Guard (USCG)
- Department of Defense (DOD)
- Department of the State (DOS)
- Department of Justice (DOJ)
- Transportation Security Administration (TSA)
- The intelligence community

IDENT is not a protected system and neither is IDENT negative or positive. However, we do redact protected information found within the IDENT screenprints (b)(7)(E), add (j)(2) and/or (k)(2) if a PA.
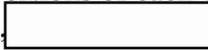
Redact the following information:

(b)(7)(e)
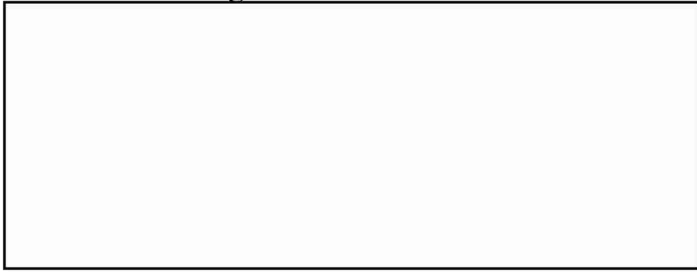
Redact law enforcement officer names/initials/IDs using Exemption (b)(7)(C), add (k)(2) if a PA..

It has been mandated that IDENT and IAFIS share information. Since they use portions of each other's databases, when you see IDENT/IAFIS together you must redact the results field. (b)(7)(E), add (j)(2) if a PA.. Because we do not know which system the result came from.

Note: See CPMS, IDENT, and US-Visit Codes to Redact for additional items to redact.

Index Cards and Final Action Letters (Genealogy/Records Index.)

If the index card is the only record that relates to the subject, close as G1 and select the applicable letter insert for your Final Action Letter: **Index Cards**.

Index Cards with A and C-Numbers (Genealogy/Records Index)

If the index card bears an A or C number, search it in CIS2 and RAILS to see if there is a file location.
- If there is file location information staff for the records.
- If there is not, review the index card for a possible file location and staff accordingly.
- If the Index card does not bear an A or C number, perform a name search.
- If you find matching A and C numbers (for example A456789123 or C456789123) they will belong to different individuals.
- Search them in the CIS2 9101 screen to find a match.

Index Cards with Accession Data (Genealogy/Records Index.)

If the index card bears accession data (e.g. 59A2038) and the PII on the card relates to the subject:
- You will close it as a G1.

These cards do not contain file location information.

Inmate Request

If you pull up a request that was submitted by an inmate, you need to verify that the Requestor is still incarcerated at the same facility. Use the following resources:

- The website for the ICE detainer locator system is: www.ice.gov/odls
- The website for the Federal Bureau of Prisons is: https://www.bop.gov/inmateloc/

States typically also have locator systems. A quick Google search will provide those websites.

If the alien does not show as still being detained:

- Create a Case Note, on the right side, requesting an Interim Interest letter be sent.
- Send the case to Records Locate
- **Do not process the records.**
- If the letter is not returned, the case will close automatically.

Check to make sure the "Print to Paper" button is selected if the Requestor specified paper or the mailing address is a correctional facility.

Interagency Border Inspection System (IBIS)

IBIS is not a protected system, yet we redact certain results [   ] (b)(7)(E), add (k)(2) if a PA.

Record of IBIS Query (ROIQ) and Record of Inquiry TECS (ROIT) come in many different forms:
- Redact results using (b)(7)(E), add (k)(2) if a PA.
- Redact; initials, user IDs, and third party PII using (b)(7)(C), add (k)(2) if a PA.

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

Italian and German Dual Citizenship (Genealogy/Records Index)

If Italian or German Dual Citizenship is mentioned in the request letter, select the applicable letter insert for your Final Action Letter.

Joint Automated Booking System (JABS)

JABS is owned by the United States Marshals Service (USMS), yet many Federal, State and local agencies input information in the system.
- Look for the JABS numbers, e.g [   ] which will let you know who the information belongs to.
- Process or RIF accordingly.

Lost/Missing Files

Once the reviewer has determined that the file is indeed missing, they will Case Note the file and send it on to processor. If your case happens to have additional responsive records, such as a second Alien Number or receipt file, process those records.

- If there are redactions, close as PD and select the applicable letter insert for your final action letter: Missing File with Screen Prints or Missing File with Temporary File.
- If there are not redactions, close the case as G1, select the applicable letter insert for your final action letter: Missing File with Screenprints or Missing File with Temporary File and Appeals

If there are no additional records, or the only record is a screenprint, then the case will be closed as a UT.

- Select the applicable letter insert for your Final Action Letter: **Missing File with Screenprints** or **Missing File with Temporary File**.

Legacy INS

The Homeland Security Act of 2002 disbanded INS on March 1, 2003. Its constituent parts contributed to 3 new federal agencies serving under the newly formed Department of Homeland Security (DHS):
- Customs and Border Protection (CBP),
- Immigration and Customs Enforcement (ICE), and
- U.S. Citizenship and Immigration Services (USCIS).

Documents in the alien file dated prior to March 1, 2003 is what we refer to as Legacy INS.
When processing these documents, you must review and determine which agency would oversee that document today and process accordingly.

For example, prior to March 1, 2003 the same District Director may sign a Warrant for Deportation and a denial letter for an I-130.

Today, a Warrant for Deportation would be an ICE function and the I-130 would be a USCIS function. You would RIF the Warrant for Deportation to ICE and process the I-130 denial letter.

Mariel Cuban Files

By 1979, Cuba's economy worsened and the Soviet Union did not send foreign aid due to involvement in Afghanistan. People crashed through the gates at the Peruvian embassy and requested asylum.

By April 6, 1980 more than 10,000 Cubans were on the grounds of the Peruvian Embassy requesting asylum. The Cuban government issued Safe-Conduct certificates allowing exit from Cuba through the Embassy of Peru, or from any country that would offer a visa.
- Castro issued an edict that anybody who wanted to leave Cuba could leave from the port of Mariel.
- Between April 21 & September 30, 1980, more than 125,000 Cubans without papers entered the United States.
- Castro gave people in prison and insane asylums the opportunity of a commuted sentence and a fresh start if they agreed to go to the United States.
- An estimated 2,746 accepted the invitation and left from the port of Mariel.

* *Cuban natives and citizens are treated differently than most arrivals at U.S. ports-of-entry.*

The Immigration and Nationality Act (INA) provides that Cubans arriving by aircraft are exempt from expedited removal proceedings. INS, and later DHS, extended that protection to include land and sea arrivals. (Although now they have to have their feet on land or we return them to Cuba.)

Media

For files containing media (including Track 1 cases):
- Out of Scope (OOS) the Media File insert page.
- Process all Responsive Records.
- Bookmark (using CNote) the page where Media is found.

- Send an e-mail to [REDACTED] with the subject: Media.
  - o Include the control number, Alien Number, and page number(s) in the body.
  - o Indicate if the Media is responsive or not.
- Leave a Case Note on the right side that you have notified the media department.

For those cases in which the media is responsive:
- Select the applicable letter insert for your Final Action Letter: **Media**.

Do not OOS the actual photo of the media unless it is not responsive to the request. The Media team will respond to each Requestor.

The Exception is ICE media: RIF the image and e-mail [REDACTED] DO NOT include the Media option in the Final Action Letter.

Misfiled Documents

If you encounter a document that clearly has no relationship to the subject take the following actions:
- Out of Scope the misfiled pages
- Send an e-mail to [REDACTED] and Cc your supervisor
  - o E-mail Subject: Misfiled Documents
  - o E-mail Body:

         Control Number: _____
         Alien Number of the file you are processing: _____
         Page Numbers and Brief Description of Pages: _____

Example:
Control Number: NRC2019022222
Alien Number of the file you are processing: A999999999
Page Numbers and Brief Description of Pages:
       Pgs. 3-6 Fingerprint Card
       Pgs. 101-150 Court Motion and Exhibits
       Pgs. 202-207 I-130
       Pgs. 215-218, 224-227 G28s (group like documents together)

- Leave a Case Note: Misfiled Documents, pages #-#, notified NRC FOIA Approver
- Send case to Admin
- Once the documents are reviewed, the case will be returned to the processor to send to Approver

If the documents have been determined by NRC FOIA Approver to be misfiled:
- NRC FOIA Approver will forward e-mail to [REDACTED] and Cc your supervisor
- NRC FOIA Approver will send case back to the processor to finish processing
- Send case to approver queue

If the documents have been determined not to be misfiled, process the pages and send to the Approver queue.

Documents that are not considered Misfiled:
- Documents gathered as part of a background investigation (e.g., TECS screenprints, CIS screenprints, PCQS screenprints, US-Visit screenprints and other similar documents).

- Documents sent in by the subject or their representative (e.g., an attorney would like to postpone Mr. Reyes court date, due to the fact she will be in court at that time, concerning Ms. Dalia's case, and the attorney includes a copy of Ms. Dalia's court documents).

An e-mail is not sent to _____ if the file is ELIS or a receipt file. Documents are still OOS and e-mail sent to NRC FOIA Approver.

Note: RIF all ICE documents to ICE, to include third party and whether it relates to the file or not.

Mosaic Approach

A theory which holds that individual items of unclassified information have the potential to produce useable intelligence information, when compiled. All intelligence gathering activity involves a mosaic approach.

The Mosaic Theory must be applied to consistently protect excluded information including pending cases, confidential sources, and intelligence sources and methods.

Out of Scope (OOS)

Out of Scope pertains to documents that do not relate to the Requestor and/or the information being requested. Pages marked Out of Scope do not print. FIRST takes this into account as it generates the Final Action Letter.

Examples of documents requiring Out of Scope:
- Cover sheets scanned in by contractors; Left Side, Right Side, Last Page, Begin and End Visa Packet, Media File, Best Image Available and possibly others.
- Misfiled documents that have no relationship to the subject of the file.
- Documents not related to the specific receipt file or document requested.
- The current FOIA request including the file request and/or staffing response
- File Request documents, Archives and Records Centers Information System (ARCIS) and National Archives and Records Administration (NARA) Reference Requests.

Note: Do Not OOS an entire sequence. See Records Not Responsive section.

Petitioner FOIA Requests

If the petitioner of an I-130 is requesting their unconsolidated petition and they provided proper VOI you may release all the documents they submitted in full with the exception of IBIS stamps and the like.
- You will still redact screenprints and other documents that USCIS added to the receipt file, where appropriate.

If the I-130 has been consolidated into the beneficiary's A-file and you do not have consent and VOI from the beneficiary you will close the case as a TD and check the "receipt is consolidated into the beneficiary's file" insert box.

Note: Process unconsolidated receipt files as a FOIA.

Refugee Asylum and International Operations (RAIO) Alien Numbers

RAIO cases are cases with a 200 million number and aren't in RAILS. They are individuals who have filed a Refugee application overseas and it is being processed. DOS/RAIO will create an Alien Number for them, but there is no physical file for them until the application has been processed and vetted.

Reasonably Segregable

A processor should segregate information that is exempt (cannot be released) from information that is non-exempt (can be released).

- If a document contains one piece of information that is not releasable, but the rest of the document is releasable, it is usually improper to WIF the entire page.
- If you are able to give the Requestor part of a page, you should.

You should not WIF a page solely because it is more convenient.

The principle in 5 U.S.C. § 552 is that the court may assess reasonable attorney fees and other litigation costs against the agency when the court determines that agency personnel acted arbitrarily or capriciously with respect to redacting information.

- When we process documents that contain information that can be released, we are required to separate or isolate this information from information that cannot be released.
- One exception to this rule is where the non-exempt material is inextricably intertwined with the exempt material and the only information being released are words and/or phrases that do not make sense.

"*Inextricably intertwined*" is a term used by the courts to describe material which, if redacted, would make no sense at all. That is to say, a person reading it would not be able to gather any idea of the purpose of the document, the possible subject of the document or any other meaningful piece of information.

Recent court decisions involving FOIA processing have continued to stress the requirement of an agency to provide to a Requestor all reasonably segregable portions of a record that are not subject to any FOIA exemption.

Records Not Responsive

When an entire sequence of records is not responsive to the request, select Deactivate Document for that sequence. This will prevent the sequence from printing.

Do not OOS the sequence.

Refugee

A refugee is any person who lives outside their country of nationality and who is unable or unwilling to return to their country because of past persecution or well-founded fear of persecution.

- The 5 grounds of persecution are race, religion, nationality, political opinion or membership in a particular social group.

Refugees get their status (RE1-RE5) before coming to the U.S. They are allowed to live in the United States indefinitely and can apply for permanent residence (RE6-RE9) one year after their initial entry into the U.S.

Refugee Officers/Other Government Employees working outside of the U.S.

If a Refugee, Asylum, or Adjudications Officer is working overseas, especially in a sensitive region, and/or if you feel that person could potentially be a target for extortion, kidnapping or interference in performance of duty, you should protect:

- The Refugee Officer's name.
- Direct line phone number and e-mail address.
- Any other identifying information citing (b)(6).

* If you have any questions contact a supervisor.

Refused to Sign

When the subject refuses to sign a document, an officer places a stamp on the document and witnesses the refusal with their initials or signature.

Scenario 1:
- If the document would normally be released in full to the subject, release the officers' initials/signature acknowledging the refusal to sign. (e.g. Record of Sworn Statement in Affidavit, I-214 Warning as to Rights in an Administrative Proceeding, Interview Log, etc.)

Scenario 2:
- If the document would not normally be released in full to the subject, redact the officers initials/signature acknowledging the refusal to sign. (e.g. Fingerprint Card, I-213, etc.) They still receive the document.

*A document with a refusal to sign stamp in the certificate of service area has still been served on the subject.

Robert Schofield [   ] Cases   (b)(7)(e)

[   ] Investigation determined that more than 200 people received benefits (LPR or Citizenship status) illegally through a former DHS official, Robert Schofield. Schofield, who falsified immigration documents, admitted to approximately 700 people who received benefits.

*This does not include countless others who have received derivative benefits.

If you believe you have a Schofield case:
- Send an e-mail to your supervisor
- Leave a good Case Note and send the case to Admin.
- The case will be forwarded to the designated [   ] processor.

Significant Interest Group

Generally speaking, SIG processes all non-A-File FOIA requests with a few exceptions. If you find the request may need to be processed by SIG stop processing immediately.

- Leave a Case Note explaining why the case may need to be processed by SIG and send the case to Admin.
- Send an e-mail to [   ] with the case number and Cc your supervisor.

A SIG processor will review the case and move it to their queue if it is truly a SIG case.

Request items that should be processed by SIG (This is not an all-inclusive list):
- Requests seeking both A-File/Receipt file material AND non-A-File material (for example: "My child's A-file, all USCIS adjudication policies for Vietnam adoptions and e-mails on my child's case").
- Requests involving A-files/receipt file belonging to high-profile individuals such as US or foreign government officials
- The subject has been in the news
- Requestor is a member of the media
- Requestor is a member of an activist group, watchdog organization, special interest group, etc. such as AILA, ACLU, CAIR, CREW, EFF
- The FOIA request is asking for correction to their records (PA Amendment)
- The FOIA request mentions "EB-5" or "Regional Center" records
- File contains Forms I-526 or I-829 which are petitions filed by an Alien Entrepreneur

If you have any questions e-mail [   ]

Special Legends

Do not automatically withhold documents that are marked; "For Official Use Only", "Adjudicative Work Product", "Attorney Work Product", "Do Not Release Outside the Agency", and others.
- A processor must review these types of documents for content.

Treasury Enforcement Communications System (TECS)

TECS contains information from a variety of federal, state, and local sources.
- Such records pertain to known violators, wanted persons, lookouts, (temporary and permanent) reference information, regulatory and compliance data.
- Information about individuals includes, but is not limited to: name, alias, date of birth, address, physical description, various identification numbers, details and circumstances of search, arrest or seizures.

This means the information on the TECS screen can vary greatly in terms of the information on the page and what agency created the information. As a result you will have to be flexible as a processor when dealing with TECS screens.

In general, TECS screens will be processed by the case processor.
First party:
- If the screenprint is about the subject, the case processor will typically release most of the information on the page.
- Generally, the only things that should be redacted are law enforcement names and law enforcement results. [   ]   (b)(7)(e)

- Release "No SQVS Results Found" (Subject Query Visa) and "No SQ94 Results Found" (Subject Query I-94).

Note: If the TECS Print lists "SQVS Results" review the result narrative and redact any information related to the issuance or refusal of a visa or permit to enter the United States, (b)(3), 8 U.S.C. 1202(f).

Third Party:
- If the TECS screens are about a third party, then WIF the page.
- The exception is if an agency other than FBI or CBP created the record, then RIF the page to the agency that created it. However, most TECS screens will have been created by FBI or CBP.

Terrorist Identities Datamart Environment (TIDE)

Terrorism-Related Inadmissibility Grounds (TRIG)
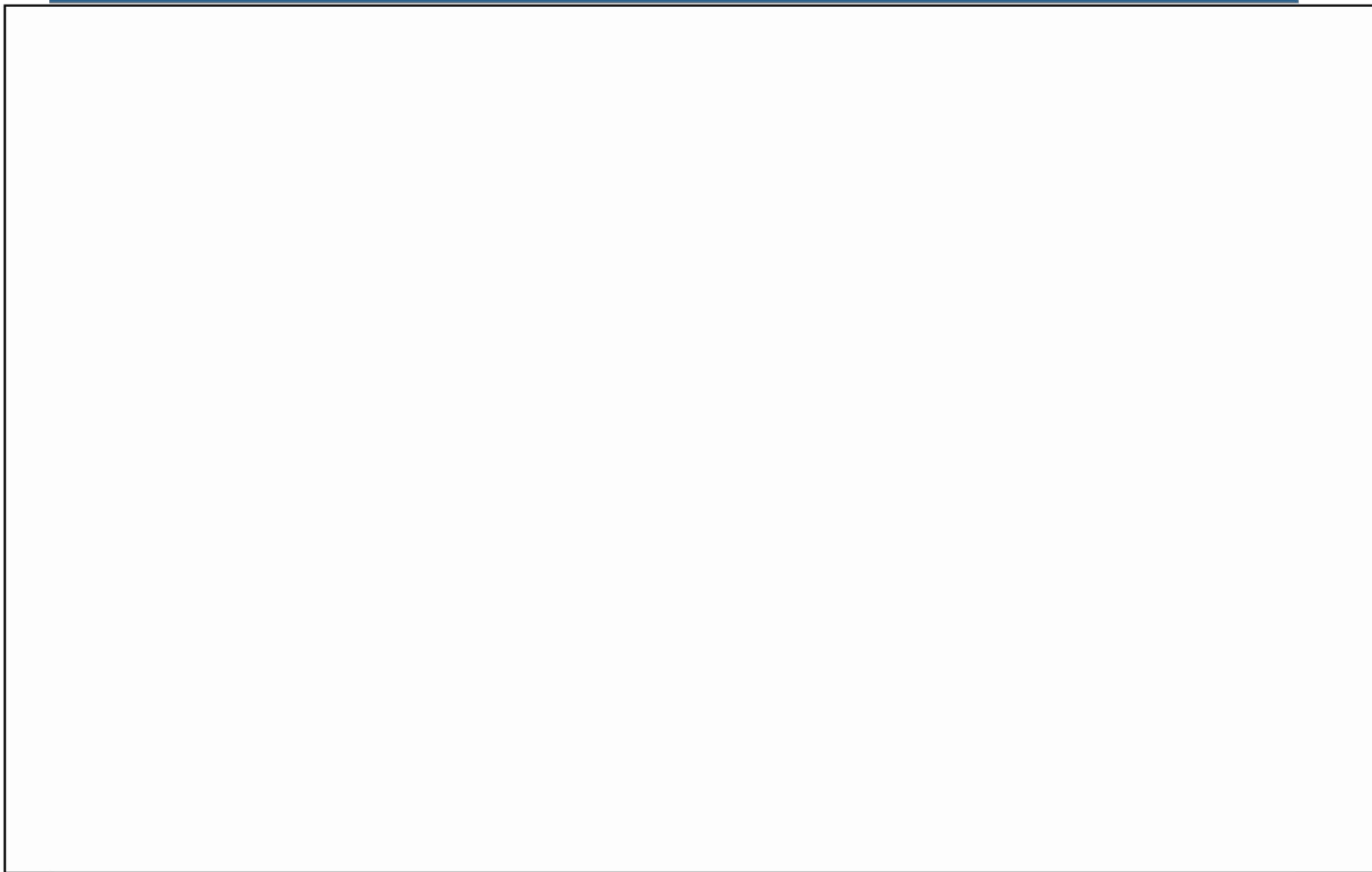
Third Party Documents

If USCIS has an agreement to process another agency's documents, process (release, redact, WIF) those documents citing all applicable FOIA/PA exemptions.

Example:
- A TECS II screenprint for the subject's spouse that belongs to CBP. WIF using all applicable FOIA/PA exemptions.

If USCIS does not have an agreement to process another agency's documents, RIF the Third Party Documents to the appropriate agency and select the applicable letter insert for your Referral Letter: **Referral includes a third Party.**
- If the third party document does not relate to the file, see guidance for Misfiled Documents.

* Exception(s):
- *RIF all ICE documents to ICE, to include third party and whether it relates to the file or not.*

Track 1

Read entire request
- G-639 and all supporting documents
- Any CSDs scanned into FIRST
- Case Notes
  - Acknowledgement Letter: If information requested is not specified in letter, process entire record.

Verify left side of FIRST
- Category
  - Specific Doc: Only requesting specific document(s)
  - Other: Requesting all records, only located receipt file
  - Alien File: If Acknowledgement Letter was not sent out correctly
  - DACA: If DACA (I-821) application found in Responsive Records

- Section 3: Request Information
  - Correct document selected
  - Related and/or Supporting Documents checked (open in Edit mode to view)
  - Other item or document requested that is not on Record Requested drop down
  - If A-file requested and only receipt/ELIS file located, select No under "Is this request for the Full Alien File" and under Records Requested Alien File should be selected (this is done so the FAL will print with the appropriate information).

Verify Responsive Records and locate requested document(s)
- If requested complete A-file and only record located was an unconsolidated receipt file, process all pages.
- If multiple sequences are scanned in and requested document(s) are not located in one or more, do not OOS complete sequences. Deactive sequence(s) that are not responsive.   (see Records Not Responsive section).

- If requested document(s) are not located, try to find an appropriate substitution (see Track 1 Document & Substitution Table below), if nothing found close NR.

Closing Codes: G1 vs PD
- G1
  - When everything requested was provided with no redactions: If A-file requested and only a receipt/ELIS file located, also select "Track 1- Alien File Requested – Found Receipt" options on the Final Action Letter section.
  - When providing something other than what was requested with no redactions: Select the "Providing Something Different" and "Appeals" options on the Final Action Letter section.
- PD
  - When everything requested was provided with redactions.
  - When providing something other than what was requested with redactions.
    - Select the "Providing Something Different" option on the Final Action letter section
    - If A-file requested and only a receipt/ELIS file located, also select "Track 1- Alien File Requested – Found Receipt" options on the Final Action Letter section.

Case Note/Summary
- List what was requested
- List what pages are being processed/released

Bookmarks
- For tracking purposes when you process (release, redact, or WIF) any DOS, ORR, BOP, or US-Visit (OBIM) documents, place the appropriate Bookmark on one of the pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all DOS, ORR, BOP, or US-Visit (OBIM) documents are marked OOS, unresponsive or are misfiled documents.
-
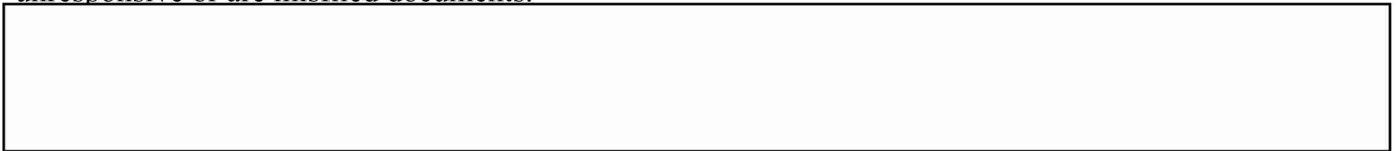
(b)(7)(e)

Track 1 Document Substitution Table

Requested Information	Documents to Provide	Substitutions (Add Providing Something Different paragraph in Final Action Letter)	Notes
I-130, I-129F, I-589, N400 (or other petition not listed below)	The Petition	Other petitions, affidavit of support, any I-797 referencing the petition	Review for possible NVC paragraph in Final Action Letter
I-130, I-129F, I-589 (or other petition not listed below) Approval/Denial Notice	Approval/Denial Letter	Petition and any I-797 referencing the petition	
Related Documents	The petition and any correspondence sent to the petitioner regarding the petition, e.g. Request for Evidence (RFE), Receipt Notice, Approval or Denial Letters etc.	None	
Supporting Documents	The petition and all documents the petitioner submitted with the petition.	None	
I-140	I-140, Decision letter, labor certificate and ETA-9089	I-129	
I-140 Approval Notice	Approval Notice	I-140 stamped approved and labor certificate	
I-824	I-824 and underlying receipt	None	
Alien Card, Green Card, LPR, Permanent Resident Card or I-551	Permanent Resident Card	Other proof of LPR Status (Immigrant Visa, approved I-485, I-181, etc.)	
Credible Fear	Credible Fear Interview and determination	None	
Denial letter N400/I-485	Letter of denial--include N-336 for N-400, include RFE for I-485	Denied application	
Entry/Exit	I-94, passports, Immigrant Visa, or Immigrant Data Summary	Applications listing entries (usually completed by the SOR)	Add CBP paragraph to Final Action Letter
First entry	I-94, Immigrant Visa, Immigrant Data Summary, or Passport stamp	Applications listing entries (usually completed by the SOR)	Add CBP paragraph to Final Action Letter
Naturalization Certificate	Naturalization Certificate	Approved N-400 or N-600, If neither is found, give proof of LPR status (Immigrant Visa, approved I-485, I-181, etc.)	
Petition for Name Change	Petition for Name Change	Naturalization Certificate, N-400, N-600 and original proof of LPR status	
Proof of Legal Status	Approved N-400, N-600, I-485, I-181, Immigrant Visa, Immigrant Data Summary, Stamp in PP		
I-864 Affidavit of Support	I-864 or I-864EZ (include I-864A if submitted)	I-134	

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Translation of Documents

- Untranslated docs "only" refer to those foreign documents found within responsive records, including a-files, t-files, receipt files, etc.
- Untranslated docs "do not" refer to those foreign documents that are found within requests or CSDs.

> Per 6 C.F.R. 5.3(b). §5.3 Requirements for making requests.

  - (b) Description of records sought: Requesters must describe the records sought in sufficient detail to enable DHS personnel to locate them with a reasonable amount of effort.
  - Therefore, Requestors are obligated to send translated versions of supporting documents.

Note: Requests "without" certified translations will be closed as FC at the CC level (*we should not go out for translation of a request or CSDs*).

Step 1

If you find an untranslated, foreign language document in your responsive records, and you are unable to determine what the information is, do your due diligence to decipher the untranslated document(s) via:
- Analyzing untranslated documents to comparable translated documents.
  - Look for correlating information; DOB, COB, Signature(s), Serial Number(s), Names; SOR, Spouse, Parent(s), Siblings, Officials etc.
  - Utilize Google Translate @ https://translate.google.com/
    - It allows you to toggle back and forth with select languages.
    - Selecting the keyboard option will/may also assist in deciphering docs.
  - LEXILOGOS @ https://www.lexilogos.com/english/index.htm

Step 2

If you are still unable to determine what the information is after doing your due diligence, as listed in Step 1, follow this procedure:
- Insert a Case Note titled "Untranslated Documents" and include the page numbers.
- Send an e-mail to [   ]   (b)(6)
  - Subject line: Untranslated Documents
  - **Carbon Copy – Cc: your supervisor,**
  - Body of e-mail: the Control Number and specific pages/page range.
  - Send the case to the Admin queue.

The Knowledge Management Group will respond to your requests on a first-in, first-out basis (FIFO).
- The translated information will be provided via return e-mail, uploaded as a CSD or added as a Case Note and the case returned to you for completion.

If the alien has multiple unconsolidated Alien Numbers add them to the spreadsheet that the Information Management Liaison Section (IMLS) maintains at:

Make sure the Alien Numbers you found are not already on the spreadsheet.
- Place a CNote (Bookmark) on the page where Alien number was found.
- Create a Case Note on the right side.

REFERRALS/CONSULTATIONS/OTHER AGENCY DOCUMENTS

General Considerations for Referrals and Consultations

A referral is a document that originates with another component of DHS or another Federal agency. If USCIS does not have an agreement to process another agency's documents, RIF the documents to the appropriate agency.
- Generally speaking, you will release the name of the agency. If the document comes from one of the agencies to be hidden, FIRST will automatically hide the name of the referred agency. There is no "Hide" function in FIRST.

If you RIF a cover letter, you should not RIF all attachments just because they are attachments. Instead, you should process those documents according to guidance we have given.

Example:
If an attorney addresses a letter to ICE and says Exhibit A attached is the subject's birth certificate, we should RIF the letter addressed to ICE, but not the birth certificate. We know how to process the birth certificate, and ICE does not need that birth certificate in order to know how to redact or release the cover letter.

Notes:
I.   If USCIS does not have an agreement to process another agency's documents, RIF the Third Party Documents to the appropriate agency and select the applicable letter insert for your Referral Letter: **Referral includes a third Party.**
II.   If USCIS has an agreement to process another agency's documents, make appropriate redactions on the documents originating from other DHS components and other Federal Agencies
III.   If the document is addressed/issued to the subject, DO NOT RIF (e.g. letters to the subject, DD-214s, military orders). If the document is addressed/issued to a third party, WIF the document (b)(6). Exception: If the document is to, from, authored by ICE (including third party documents); RIF to ICE.

Referrals- Agency Not Listed

If you are processing a case that requires a referral to an agency not listed in the drop-down list, DO NOT select "OTHER".

- This was a FIPS option used for referrals to agencies not listed in the menu.
- FIRST gives us the capability to add agencies to the drop-down list as the need occurs.

E-mail [   ]
if you have an agency that needs to be added.

This process will ensure that referrals are sent to the correct POC and mailing address.

Referrals with USCIS Redactions

If you are referring a page and there is information you would normally redact, you must redact it.
- Place the redaction and exemption preferably before selecting the referral agency.

Example: If you are referring a document to U.S. Marshals Service (USM) and there is a signature from an FBI agent, you will redact the FBI agent's name.
- FIRST will recognize these actions and insert the appropriate information, i.e. the exemption paragraph to include the appeals, liaison and OGIS language, within the Referral Letter.

Exception:
- *The exception is ICE, they will handle all of their redactions.*

Bureau of Prisons (BOP)   (b)(7)(e)

Per our Memorandum of Understanding (MOU) with BOP we will either release, redact, WIF or RIF their documents per their instruction.
- Some documents that we will release, redact or WIF: Inmate Assignments, Inmate Data and Inmate Load screenprints, Detainer Action Letter, the Pre-Sentence Investigation Report (PSIR) et.al.
- The PSIR does not originate with BOP; however, they do not release it to the subject. Therefore, we will WIF (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA.
- Information we redact:

- All BOP personnel names and contact information (b)(7)(C), add (k)(2) if a PA.We will RIF [   ]
  [   ] documents to BOP.

See Acronyms Appendix for a list of common BOP officer titles.

- For tracking purposes when you process (release, redact, or WIF) any BOP documents, place the BOP Bookmark on one of the BOP pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all BOP pages are marked OOS or are misfiled documents.
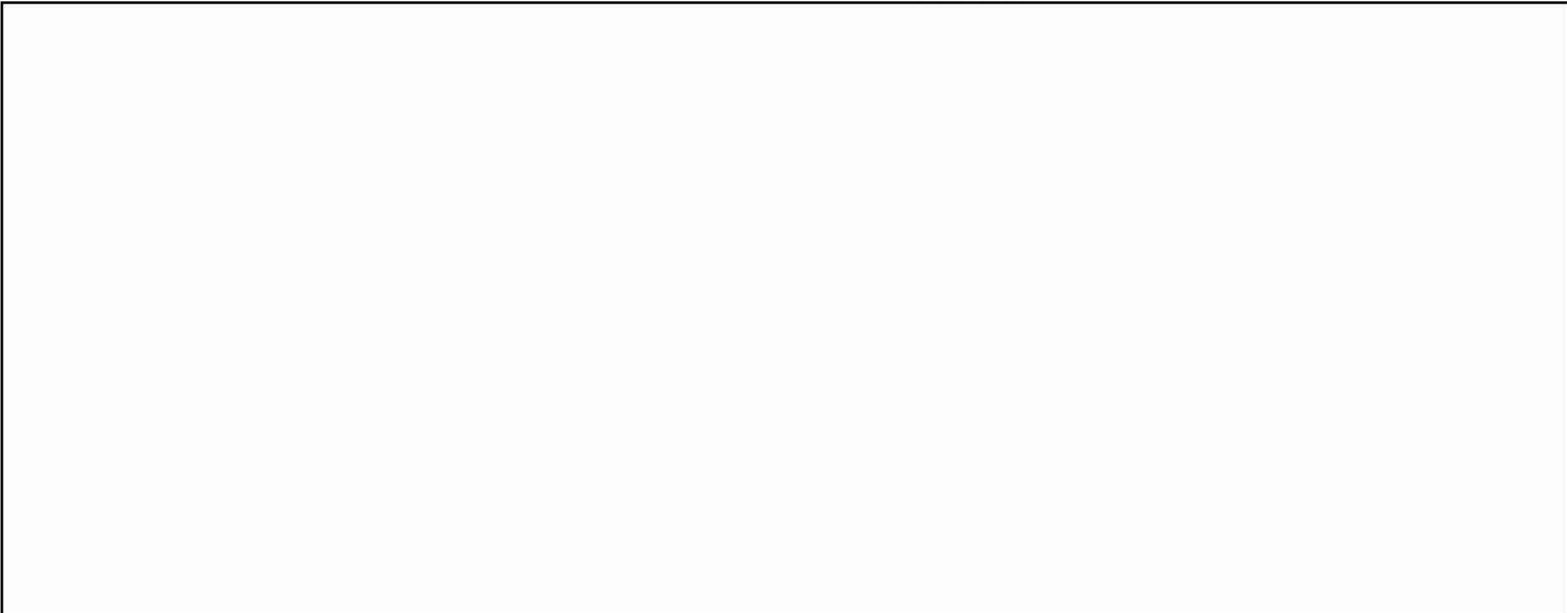
Customs and Border Patrol (CBP)

Per our MOU with CBP we will either: release, redact or WIF their documents per their instruction.
- Redact CBP officer names, badges, STAR numbers, and phone/fax numbers (b)(7)(C), add (k)(2) if a PA.
- If the subject signed the document, we normally release it in full, unless it is a document CBP does not normally give to them, such as an I-213 or I-275 where the subject initials or signs for money/property.
- If the document has been "served", it is released in full.
- Per CBP and only for CBP we redact the Terminal Identification (TID) number, normally located in the upper left hand corner of screenprints with (b)(7)(C), add (k)(2) if a PA . The TID is mainly on TECS screenprints, but can appear on others (e. g. CPMS, US Visit, or Biometric Logs).

See Acronyms Appendix for a list of common CBP officer titles.
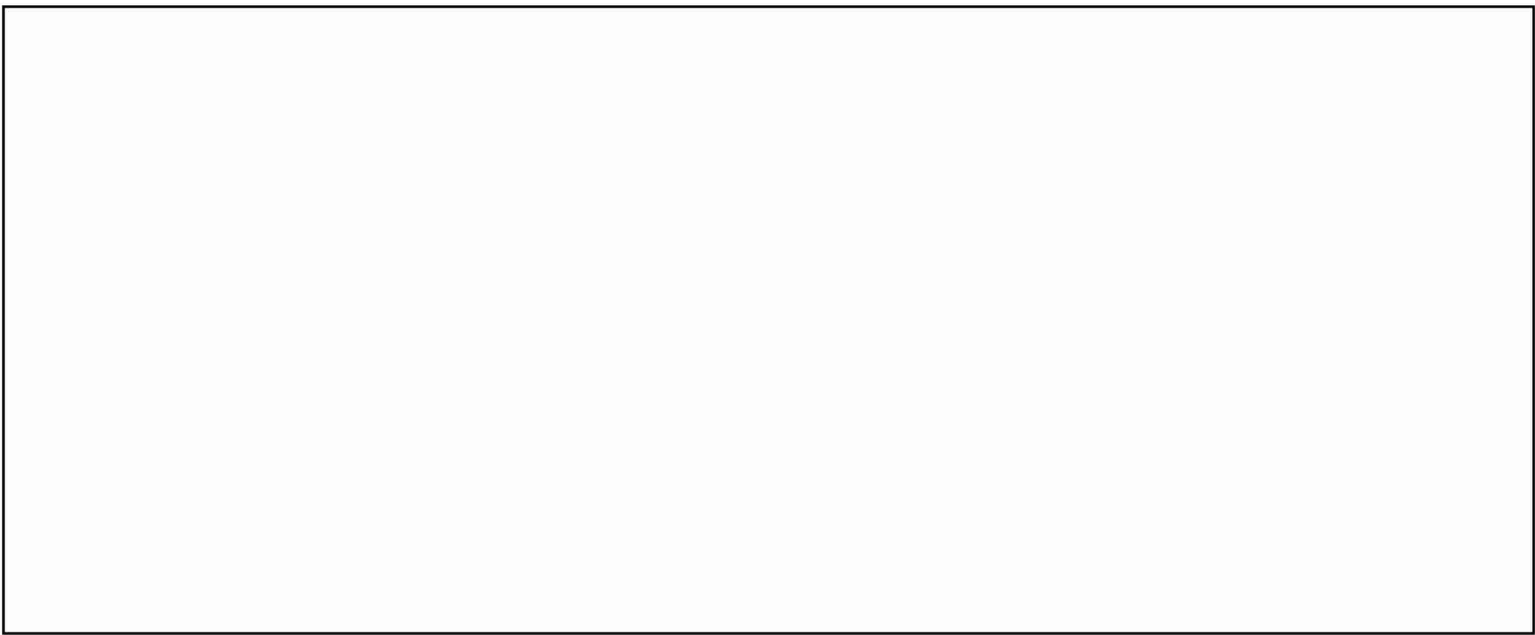
Federal Bureau of Investigation (FBI)

The National Name Check Program (NNCP)
- NNCP is part of the Information Management Division (IMD) that provides oversight for name check requests submitted by other federal agencies and components within the legislative, judicial and executive branches (i.e., customers).
- It provides services for over 50 government agencies and entities, but their primary customers are the United Sates Citizenship and Immigration Services (USCIS), the Office of Personnel Management (OPM), and the Department of Sate (DOS).
- The objective of the NNCP is to disseminate all legally permissible information from FBI files to requesting agencies which will allow them to make informed adjudication decisions to protect the United States from foreign and domestic threats to national security.
- Customers seek background information from FBI files before bestowing a privilege, whether that privilege is government employment or an appointment, a security clearance, attendance at a White House function, issuance of immigration benefits, naturalization, or a visa to visit the United States.

Integrated Automated Fingerprint Identification System (IAFIS)
- IAFIS is a national fingerprint and criminal history system maintained in the U.S. by the FBI's Criminal Justice Information Services (CJIS) Division.
- It provides automated fingerprint search capabilities, latent search capabilities, electronic image storage, and electronic exchange of fingerprints and responses, 24 hours a day, 365 days a year.
- The electronic submission of fingerprints allows agencies to receive electronic responses within two hours for criminal purposes and within 24 hours for civil fingerprint submissions.
- Many states in the U.S. have their own automated fingerprint identification systems. What we know as AFIS.

AFIS	IAFIS
Do Not Redact	Redact (b)(7)(e)
AFIS (Automated Fingerprint Identification Systems) are state and locally run fingerprint systems. AFIS is technology that can be bought from different technology vendors, which may or may not be able to communicate with each other, thus making it useful for searching only regional records. AFIS is used mainly for two areas: fingerprint verification and fingerprint identification.	

Next Generation Identification (NGI)

- FBI has recognized that today, the term "biometrics" is not limited to just fingerprints. It also includes palm prints, irises, and facial recognition. In an effort to harness new technologies, and to improve the application of tenprint and latent fingerprint searches. The FBI's Criminal Justice Information Services (CJIS) Division developed and incrementally integrated a new system to replace IAFIS. This new system, the **Next Generation Identification (NGI)**, provides the criminal justice community with the world's largest and most efficient electronic repository of biometric and criminal history information.
- Biometrics has been incredibly useful to the FBI and its partners in the law enforcement and intelligence communities, and the Bureau continues to look to new scientific advancements to increase the range and quality of its identification and investigative capabilities. The NGI System offers services that provide a platform for multimodal functionality that will continue to evolve with new technologies and user requirements.

National Crime Information Center (NCIC)

- FBI is the lead agency for NCIC and is maintained by the FBI's Criminal Justice Information Services Division.
- Since the National Crime Information Center collects data from many sources, we must look at what kind of NCIC data it is.
- NCIC Interstate Identification Index gets its information from FBI and state law enforcement agencies. It is the same as a RAP sheet.
- NCIC also collects data from JTTF, US-VISIT, DEA, IBIS and other sources that we must redact.

Texas Crime Information Center (TCIC)

- TCIC provides 24/7 access to law enforcement agencies throughout the state of Texas, via the Texas Law Enforcement Telecommunications System (TLETS), regarding the stolen status of property and the wanted, missing, sex offender, or protective order status of persons.

- It also provides a direct link to the NCIC so that law enforcement officers throughout Texas know instantly whether a vehicle, a boat, or other property under investigation is stolen, or a person in question is wanted anywhere in the country.

RAP Sheets
- An FBI Background Check involves the submission of fingerprints, a search of the FBI's Criminal History Master File, and the search of the subject's name against the National Crime Information Center (NCIC) and Violent Gang and Terrorist Organization File.
- These searches produce a Criminal History Record or what we know as a RAP Sheet.
- RAP Sheets consists of information submitted to the FBI by local, state, federal, or international criminal justice agencies. Which includes:
  - Arrest Information
  - Court Information - Dispositions
  - Supervision or Custody (Flashes)
  - Wanted Information
  - Sexual Offender Registry Information   (b)(7)(e)

Redacting Guidance
- Always apply redactions to the result fields of the FBI sections.

- Redact entire results field space--not just the results.
- FBI results are redacted (b)(7)(E), add (j)(2) if a PA.
- FBI personnel names/initials/IDs/contact info and third party PII are redacted (b)(7)(C), add (j)(2) if a PA.
- If the document does not relate to the subject of record, you will WIF (b)(7)(C) and (b)(7)(E), add (j)(2) if a PA.
- Redact FBI results such as:

The following codes do not indicate any result, and are releasable: Duplicate: DD or D, Request Cancelled: RC, Error: E, R, Rejected: Unclassifiable, Unclass, or Pending: IP.

- We redact an IAFIS result if it relates to   If it relates to criminal history, we release it. If you just see IAFIS:
                              Redact (b)(7)(E), add (j)(2) if a PA .
- Redact NCIC results such as   (b)(7)(E), add (j)(2) if a PA.

Release administrative information that does not have to do with NCIC checks such as NCIC submitted, NCIC not available, NCIC results pending and so forth.

- Redact   (b)(7)(E), add (j)(2) if a PA.
- On FBI Rap Sheets and NCIC III (Interstate Identification Index) screenprints redact agent's names/initials/IDs, badge numbers, third party names and PII (b)(7)(C), add (j)(2) if a PA. Redact results

                    (b)(7)(E), add (j)(2) if a PA.

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Per FBI, if the RAP sheet belongs to the subject, it can be released in full with the exception of information relating to ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

- ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚ falls under the purview of the FBI. WIF the document (b)(7)(E), add (j)(2) if a PA . If the document does not relate solely to the subject of record or contains law enforcement identifying information, add (b)(7)(C).

Referral Guidance

Note: Do not RIF TECS or other Non-FBI system screenprints. Redact TECS screenprints according to Processing Tables.

If you are unsure of how to handle FBI records, consult a supervisor.

Immigration and Customs Enforcement (ICE)

If a document originated with ICE, was authored by ICE, or was addressed to ICE (excluding agencies we RIF to or that we have a MOU/MOA with), RIF the document to ICE. This includes first party, third party and blank ICE documents.

If the document is Legacy INS Programs Division documents (prior to March 2003) dealing with: enforcement, investigations, arrest, detention and deportation RIF the document to ICE. This includes first party, third party and blank ICE documents.

If documents are exhibits filed or served with the Executive Office for Immigration Review (EOIR) and Board of Immigration Appeals (BIA), by ICE, RIF the documents to ICE for their processing.

Note: ICE documents filed/served in Court.

Example: If there is a cover letter, e.g. "Proposed Evidence for Removal Proceedings", and is followed by an "Exhibits List" pertaining to the proposed evidence with a "Certificate of Service", RIF the entire packet.
- RIF the cover letter "Proposed Evidence for Removal Proceedings."
- RIF the "Exhibits List."
- RIF the "Certificate of Service."
- RIF the actual exhibits listed within the "Exhibits List."
- If the same documents (i.e. exhibits) are located elsewhere (meaning not a part of ICE documents filed/served in Court) process accordingly. Processing a document means you will release in full, redact, WIF, or RIF the document.

Note: This does not include documents served to ICE, as in a civilian attorney serving documents to ICE in court.

Example: If there is a letter addressed to ICE by the SOR's attorney and the attorney attached a Table of Contents or Exhibits in conjunction with the letter.
- RIF the letter and Table of Contents to ICE.
- Do not RIF the actual documents listed in the Table of Contents.
- Process the documents listed in the Table of Contents as independent documents.

Note: If a document has an ICE header, yet CBP completed and signed the form process (release, redact, or WIF) (excluding DIHS forms).

Example: I-294 with an ICE header, yet CBP signed "Signature of Officer Serving Warning" – release.

ICE Referrals may include; screenprints from DACS, EARMS, and ENFORCE, DHS forms bearing an ICE employee's name and or title, Attorney Work Product prepared by ICE attorneys, Immigration Bonds, Bond Management Information System (BMIS), Division of Immigration Health Services (DIHS), ICE specific SEVIS, Daily Deportation and removal (DRO) News Submission Report, Intelligence Fusion System (IFS), among others.
- ICE does not want documents originating with and/or authored by other agencies, that are addressed to ICE.
- Do not RIF BOP, USM documents to ICE.
- Do not RIF ORR Notification to ICE or ORR.
- Do not RIF an NTA Review Panel to ICE (an ICE attorney is invited to participate in an advisory role only).

See Acronyms Appendix for a list of common ICE officer titles.

Office of Refugee Resettlement (ORR)

Per our MOU with ORR we will either release, redact or WIF their documents per their instruction.
- ORR has five divisions:
  - The Division of Unaccompanied Children's Services and Unaccompanied Alien Children (DCS, DUC, DUCS or UAC),

- o The Division of Refugee Assistance (DRA),
- o Division of Resettlement Services (DRS),
- o Refugee Health and the Office of the Director (includes the Budget and Data Analysis Unit, Policy and Repatriation).
- The most common divisions you will encounter in an A-file will be the Division of Unaccompanied Children's Services and Unaccompanied Alien Children (DCS, DUC, DUCS or UAC).
- Redact PII relating to a third party or law enforcement and be aware of deliberative notes, techniques and procedures.

If the information belongs to the subject it can be released

Redact PII relating to a third party or law enforcement and be aware of deliberative notes, techniques and procedures.

- For tracking purposes when you process (release, redact, or WIF) any ORR documents, place the ORR Bookmark on one of the ORR pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all ORR pages are marked OOS or are misfiled documents.

U.S. Department of State documents (DOS)

Per our MOU with the DOS we will either release, redact or WIF their documents per their instruction.
- For tracking purposes when you process (release, redact, or WIF) any DOS documents, place the DOS Bookmark on one of the DOS pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all DOS pages are marked OOS or are misfiled documents.

DOS URL's:

(b)(7)(e)

Redact DOS URL's located at the top and/or bottom of a page (b)(7)(E), add (k)(2) if a PA.

Note: DOS URL's can contain ⬚ This is not an all inclusive list.

- This includes URL's on public documents or documents the subject would ordinarily receive in full or have access to electronically.
- Do not redact URL's within the body of a document.
- Release DOS documents filed or served in court by the subject or their representative, this includes documents with DOS public URL's.

Third Party Information:

All third party PII will be withheld using (b)(6) under FOIA, on any Visa related document.
- Exception: Third party PII can be released only on a document the Requestor/subject completed such as form I-590.
- Third party PII will be held on Visa documents even if released elsewhere in the file.
- Third party PII can be released on PA cases.

Multi Agency Documents:
- E-mails Discussing Refugee Operations. WIF, (b)(3), 8 U.S.C. 1202(f). If a Refugee Officer's name, phone number, e-mail address or other personal identifiers are present, add (b)(6) if FOIA.
- Internal Routing Coversheet. Release with proper VOI. Redact deliberative information (b)(5), add (d)(5) if a PA. Redact third party PII (b)(6) if present.

Department of State Letters, Sworn Statements & Release of Information Consent Form:

Letters and documents mailed to and served on the subject.
- If a FOIA case, redact overseas officer name, (b)(6).
- Release Field Office Director or District Director names/signatures.
- If a PA case, release.

DOS Documents Filed or Served in Court:
- Release, DOS documents filed or served in court by the subject or their representative.
- For more information on documents filed in court see the Processing Guide, Documents Filed in Immigration Court – Executive Office for Immigration Review (EOIR).

Bureau for Population, Refugees and Migration (PRM):

PRM is a bureau within the DOS that provides aid and sustainable solutions for refugees, victims of conflict and stateless people around the world, through repatriation, local integration, and resettlement in the United States. PRM works with the international community to develop humane and what are termed "durable" solutions to their displacement.

United Nations High Commissioner for Refugees (UNHCR):
UNHCR is the United Nations refugee agency. PRM supports the work of UNHCR and International Committee of the Red Cross (ICRC), when these organizations respond to the needs of internally displaced persons.

UNHCR's main governmental partners are:
- Department of State Bureau of Population, Refugees, and Migration (PRM) Refugee Admissions program.
- Office of Refugee Resettlement (ORR) in the Department of Health and Human Services.
- Refugee Affairs Division of the United States Citizenship and Immigration Services in the Department of Homeland Security

Joint Voluntary Agency / JVA / VOLAG:
- A VOLAG is an agency under contract with Department of State to document and process overseas refugees for admission to the United States.
- VOLAGs may also contract with the Office of Refugee Resettlement to provide job placement, English language training and other social services.

United States Visitor and Immigrant Status Indicator Technology (US-Visit) and Arrival and Departure Information System (ADIS)

Office of Biometric Identity Management (OBIM) was created in March 2013, replacing the United States Visitor and Immigration Status Indicator Technology (US-VISIT) Program.

- For tracking purposes when you process (release, redact, or WIF) any US-Visit documents, place the OBIM Bookmark on one of the US-Visit pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all US-Visit pages are marked OOS or are misfiled documents.

We will release, redact or WIF their documents per their instruction.

(b)(7)(e)

Examples of things you will redact pursuant to (b)(7)(E) under the FOIA and appropriately apply (j)(2) and/or (k)(2) under the PA:

Examples of things you will redact pursuant to (b)(7)(C) under the FOIA or (k)(2) and (b)(7)(C) under the PA:

- USER IDs, agent's names, and initials.
- Check third party PII. The subject may have used fraudulent documents and if releasing the fraudulent PII would constitute an invasion of the third party's privacy.

Note: See CPMS, IDENT, and US-Visit Codes to Redact for additional items to redact.

Some things you will release:

- Person of Interest, Subject of Previous Adverse Action, Recidivist, UNK, and Unknown

FINAL ACTIONS

Dates on Final Action Letters

To update the dates on all letters select, Update.

Final Action Letters (FAL)

G1

- When you are providing everything the Requestor specifically asked for in their request.
- When you are releasing the entire file with no redactions.
- When you are releasing the entire file with no redactions, but you have referrals.
- When all pages being requested have been referred.
- When a specific document has been requested and the document is not in the file, but you have located a document with like information (need to also select the applicable letter insert for your Final Action Letter: **Providing Something Different).**

PD (Partial Denial)

- When redactions have been made to the requested documents or the requested A-file.

Finalizing Your Case

After you have processed all Responsive Records, review the following:
- Type of request FOIA/PA
- Capitalized names, address info, etc.
- Category, Source and Bureau
- Additional notes and Case Notes, Case Details, Bookmarks etc.
- When finished with all changes, click the Actions Button and select Letters.
  - Generate the Referral Letter(s)
  - Generate the Final Action Letter

- Any other specific tasks that your case may require
- Send for approval under the Actions Button.

Returned Case

When a case is returned to you for corrections by an Approver, read the Case Note on the right side of FIRST and make the appropriate corrections. Corrections may also be marked with a CNote within the responsive records.
- You can filter for CNotes in the Summary tab, under Type, on the left side of FIRST.
  - It will display every page upon which a CNote has been entered.
  - Be advised that some of these CNotes may have been created by you.
- Once a Case Note has been replied to, the original note cannot be edited.
- **Do not** remove the Case Notes left by the Approver.

If any information has changed or you have taken any other actions than what has been suggested, insert an updated Summary.

When finished with all changes:
- Select the Actions Button.
- Select Letters (You will see that it updated, accounting for any changes made).
- Send for approval under the Actions Button.

Specific Document Request

- FIRST recognizes when the request is for a specific document.
- When generated, the FAL will include the specific document(s) they requested.
- If we are unable to provide one or more of the documents they requested or are providing something different: select the letter option titled: applicable letter insert for your Final Action Letter: **Providing Something Different**.

NOTES AND BOOKMARKS

Additional Information/Additional Notes

Additional Information/Additional Notes (*Located on the Left Side of FIRST*) will contain information captured from the corresponding section of the G-639.

Modify the Left Side and Additional Information, when information from the G-639 is missing or inaccurate.

Case Notes

All relevant historic data concerning a case from case create through closing the case should be annotated in a Case Note and/or Bookmarked.

Case Notes are a vital tool where you will note details and facts about a case.
- Case Notes are located on the Right Side and are for **internal** communication.

- Because Case Notes become a permanent part of the case and are accessible after the case has been closed, you should not use this area to record personal feelings, debate, ask questions, or to seek clarification.

- A Government Information Specialist should discuss issues needing clarification via e-mail, telephone calls, or a personal visit to his or her supervisor.

From Case Creators through Appeals, Case Notes are there to inform the next party of actions and/or factual observations they will need to know.

Case Notes are crucial to processing a case and should be created for the following reasons:
- Unusual circumstances or details
- Factors regarding the request
- Information contained within the responsive records
- Cases sent for closing approval
- Cases sent to Admin
- Cases being reassigned to different offices
- Sending to Records Locater (RL)
- Etc.

Once a Case Note has been replied to, the original note cannot be edited.
Do not remove the Case Notes left by the Approver.

* Very Important Note *
- Clearly separate Case Notes for each sequence, labeling each section with the sequence number of the corresponding set of responsive records.

Do's & Dont's:
- Do start a new line for each important item.
- Do state facts of the case.
- Do include important information regarding why the case was processed as it was.
- Do not give a page by page explanation of the case.
- Do not include opinions or judgments.

Case Details

Case Detail is under the Summary tab, on the left side, and lists exemptions, Bookmarks and referrals made regarding the responsive records.
- This section is handy to help navigate the responsive records, locating information, or use of a specific exemption.

- Each section (Sequence, Page, Type, Description) can be filter.
  - Click on the "funnel" icon ▽ of whatever section.
  - Type in what you are looking for (e.g. Bookmark or b7e in the Type section, ICE in the Description section, etc).
  - FIRST will list all the pages that correlate with whatever you typed.

Instead of having to turn every page to locate information – you have a link that takes you directly to the page.

Summary

Summary s located on the left side of FIRST and is the collection of case processing information.
- Here you will find:
  - The total numbers of pages scanned in; the total number of pages processed; how many pages are responsive; and how many pages are partially released, WIF, RIF, OOS, and duplicated.
  - Case detail information that can be filtered.

On more information on how to filter see Case Detail section.

Bookmarks

All relevant historic data concerning a case from case create through closing the case should be annotated in a Case Note and/or Bookmarked.

Bookmarks are used for:

VOI (each sequence of Responsive Records):
- VFN: Verify First Name
- VLN: Verify Last Name
- VDOB: Verify Date of Birth
- VCOB: Verify Country of Birth
- VSIG: Verify Signature
- VFFN: Verify Fathers First Name
- VMFN: Verify Mothers First Name

Case Status:
- LOS: Loss of Status, PA: PA Page

Agencies:
- BOP, DOS, ORR, US Visit (OBIM)

Sensitive Material:
- ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚   (b)(7)(e)

* Very Important Notes *
- Do not Bookmark items that are not an exactt match to information provided on the request.
- If information provided on the request is not located in the file state 'not in file'.

- If parents were not provided with the request state 'not provided' - You cannot verify them in the file if they were not provided.
- Do not Bookmark Agencies and/or Sensitive Material that are marked OOS or misfiled.

C-Note Bookmarks

A CNote should be created for unusual circumstances or details: Misfiled documents, Media, Court Exhibits/Filed in Court, Served ICE documents/exhibits, Alias names, Alien number found, etc.

Misfiled Documents:
- Also add a Case Note with the page number(s) and that CRB was notified.
  Note: If more than one page is misfiled, place the Bookmark on the first page only and Case Note the page range.

A Files containing Media:
- Also add a Case Note stating the page(s) and that NRC, FOIAMEDIA was notified.
  Note: This should be done every time media is located within the responsive records.

Documents Filed in Court:
- Also add a Case Note listing the page range being released and the proof of service page.
  Note: Place the Bookmark on the first page only and Case Note the page range.

Served ICE documents/exhibits:
- Also add a Case Note listing the page range being referred.

Alias Names:
- Also add a Case Note listing the page where the Alias was located (whether found on the request or in the responsive records).
- If the alias name found is required to process any document in the records, the alias must be listed on the left side of FIRST.
  Note: By adding the alias to the left side of FIRST, when the referral letter is generated, the aliases will be included in the list of subject Names.

Yellow boxes denote internal communication and are not visible by the subject/Requestor.

Records Locate

Some common reasons to send a case to Records Locate:
- Additional information is required to verify you have the correct file.
- Incorrect file scanned in.
- Additional A number/file/record is needed to provide a complete response.
- Inmate request where the inmate is no longer detained.
- Could be various other reasons needed to verify the file (see below).

This is based on information not provided on the G-639 or with the request, as compared to verifiable information you may find in the file.

If additional information is required, Case Note the information needed and send to Records Locate. Note: keep your Case Notes limited to the items listed below based on the pre-populated "Request for Information letter:

- Alien Number of Subject
- Other Alias Name(s) used by Subject
- Full Name of Subject's Biological or Step Parents
- Dates and Ports of Entry
- Previous Addresses Provided to USCIS
- Other Date(s) of Birth used by Subject
- Other Country(s) of Birth used by Subject
- Full Name(s) of Subject's Current or Former Spouses
- Full Name(s) of Subject's Biological or Half Siblings
- Full Name(s) of Subject's Biological or Step Children

FOIA IMMIGRATION RECORDS SYSTEM (FIRST) PROBLEM

If you are having FIRST problems:

Send an e-mail to: ⬚   (b)(6)
- Carbon Copy - Cc: Your Supervisor **ONLY.**

Include one of, the following titles in the subject line, along with the case control number;
- **WORK STOPPAGE**: If you are at a work stoppage, i.e., cannot work in FIRST.
- **CASE NEEDS CORRECTION**: If the case you are working on has a problem that is preventing you from completing.
- **FYI ONLY**: With a problem you can work around.

The body of your message must contain; a specific description of the problem, the role of the case (i.e. create, locater or processing), and the control number.

Follow the format listed below (Attach **sanitized** screenprints if applicable).
- Teleworking or in office
- Cube number and work extension
- All open operating systems
- Describe the problem
  - What you were doing when the problem began
  - Viewing or editing Responsive Records
  - Checking documents in etc.
  - If you received an error message, include the screenshot
  - Slow or non-responsive etc.

KNOWLEDGE MANAGEMENT

FOIA Processor Help-desk:
If you have a policy and/or processing related inquiry relating to a specific case, after exercising your due diligence, follow this procedure:

Step 1

Contact a member of the Knowledge Management Group, at the FOIA Processor Help-desk
for clarification and guidance.

Body of e-mail:
- Control Number
- Specific pages/page range.
- Type a descriptive narrative
- Snap shot/copy of the respective document(s)
- Ensure the captions are sanitized accordingly

Step 2

The Knowledge Management Group will respond to your request on a first-in, first-out basis (FIFO).

Step 3

If the member of the Knowledge Management Group, recommends additional oversight or is unavailable, contact your Supervisor for further clarification and guidance.

Training and policy:

If you have training and/or policy related inquiry, concern or recommendation, after exercising your due diligence, follow this procedure:

Step 1

Contact your Supervisor for further clarification and guidance.

Step 2

If your Supervisor recommends additional oversight, the Supervisor will contact the Knowledge Management Group for further clarification and guidance.

Send an e-mail:
- Subject line: Inquiry or Concern or Recommendation
- Cc line: Both FOIA Training & Policy Supervisors, Beth Wilson & Julie Mousel.
- Control Number
- Specific pages/page range.
- Type a descriptive narrative
- Snap shot/copy of the respective document(s)
- Ensure the captions are sanitized accordingly

Step 3

The Knowledge Management Group will respond to your request on a first-in, first-out basis (FIFO).

Appendices

Acronyms

General			
A			
Acronym	**Description**	**Acronym**	**Description**
AAPM	Affirmative Asylum Procedures Manual	AO	Asylum Officer
ABC	American Baptist Churches	AOBTC	Asylum Officer's Basic Training Course
ABMC	American Battle Monuments Commission	AOIC	Assistant Officer in Charge
ACORN	Association of Community Organizations for Reform Now	ARB	Administrative Review Board
ADD	Administration on Developmental Disabilities	ARC	Alien Registration Card
ADD	Assistant District Director	AM	Agriculture Match
ADDE	Assistant District Director of Examinations	ASC	Application Support Center
AUSA	Assistant United States Attorney	ASIS	Anti-Smuggling Information System
AEDPA	Antiterrorism and Effective Death Penalty Act of 1996	ATF	(Bureau) Alcohol, Tobacco and Firearms
AFACS	A-Files Accountability and Control System	ATSDR	Agency for Toxic Substances and Disease Registry
AFIS	American Forces Information Service	AFIS	Automated Fingerprint Identification System
AFM	Adjudicators Field Manual	AVL	Asylum Virtual Library
A File	Alien Registration File (basic Alien File)	AIA	Air Interdiction Agent
AFSPC	Air Force Space Command	AILA	American Immigration Lawyers Association
AAO	Administrative Appeals Office	AFACS	A-Files Accountability and Control System
AC	Associate Commissioner	AFISRA	Air Force Intelligence, Surveillance and Reconnaissance Agency
AC	Assistant Commissioner	AAEI	American Association of Exporter and Importers
AC21	American Competitiveness in the 21st Century Act of 2000	AFOD	Acting Field Office Director
ACE	Accelerated Citizen Examination	AG	Attorney General
ACE	Automated Commercial Environment	AILF	American Immigration Law Foundation

ACLU	American Civil Liberties Union	AOC	Asylum Officer Corps
ACWIA	American Competitiveness and Workforce Improvement Act of 1998	AOS	Adjustment of Status
ADDM	Assistant District Director of Management	AOS	Affidavit of Support
ADIT	Alien Documentation, Identification and Telecommunications system	APEC	Asia-Pacific Economic Cooperation
AEDPA	Antiterrorism and Effective Death Penalty Act of 1996	APIS	Advance Passenger Information System
ALC	Alien Labor Certification	APSO	Asylum Pre-Screening Officer
ALJ	Administrative Law Judge	ARCIS	Archives and Records Centers Information System
AMIO	Alien Migrant Interdiction Operations	AS	Adjustment of Status
AMIS	Asst Management Information System	ASDAO	Assistant Supervisory District Adjudicating Officer
AO	Administrative Officer	ASVI	Alien Status Verification Index
AUSA	Assistant U.S. Attorney	AWO	Affirmance Without Opinion
ACS	Automated Commercial System	AML	Anti-Money Laundering
ADP	Computers/Automated Data Processing	APHIS	Animal and Plant Health Inspection Service (USDA)
AG	Agriculture	APHIS-IES	Investigative & Enforcement Service
AIR	Aircraft	APHIS-PPQ	Plant Protection & Quarantine
ACSI	Americas Counter Smuggling Initiative	APHIS-VS	Veterinary Services
AES	Automated Export System	APP	Admissibility and Passenger Programs
AFBF	American Farm Bureau Federation	APTL	Agriculture Programs and Trade Liaison
AFR	APIS Final Rule	AQAS	Agriculture Quarantine Activity System
AFS	American Field Service	ABI	Automated Broker Interface
AGM	Asian Gypsy Moth	ARM	Arms/Ammunition/Explosives
AMS	Automated Manifest System	AHB	Africanized Honey Bee
AMS	Agriculture Marketing Service		
ANLA	American Nursery and Landscape Association	AHPA	Animal Health Protection Act
AOO	Agriculture Operational Oversight	AI	Agricultural Inspection
AQI	Agriculture Quarantine Inspection	AIMS	Asset Information Management System
AQIM	Agriculture Quarantine Inspection Monitoring	ALB	Asian Long-horned Beetle
AQQ	APIS Quick Query	ARC	Alien Resident Card

Acronym	Description	Acronym	Description
ASF	African Swine Fever	ARMC	Admissibility Requirements and Migration Control
ASI	America's Shield Initiative	ARO	Admissibility Review Office
ASM	Area Safety Manager	ART	Agriculture Incident Response Team
ATA	Air Transport Association	AVIC	Area Veterinarian in Charge
AUO	Administrative Uncontrolled Overtime	AFSP	Alien Flight Student Program

B			
Acronym	**Description**	**Acronym**	**Description**
BAR	Browning Automatic Rifle	BLS	Bureau of Labor Statistics
BC	Body Count	BMDO	Ballistic Missile Defense Organization
BCAA	Background Check and Adjudicative Assessment	BOP	Bureau of Prisons
BALCA	Board of Alien Appellate Review	BOP	Burden of Proof
BCIC	Border Crossing Identification Card	BOR	Bureau of Reclamations
BCC	Border Crossing Card	BORTAC	Border Patrol Tactical Unit
BCIS	Bureau of Citizenship and Immigration Services	BRB	Benefits Review Board
BDA	Bomb Damage Assessment	BRP	Backlog Reduction Plan
BDO	Behavior Detection Officer	BJS	BJS Bureau of Justice Statistics
BEP	Backlog Elimination Plan	BIA	Board of Immigration Appeals; or Bureau of Indian Affairs
BCA	Bureau of Consular Affairs	BCOE	Biometric Center of Excellence
BCAU	Background Check Analysis Unit	BIT	Bilateral Investment Treaty
BASC	Business Alliance for Secure Commerce	BSE	Bovine Spongiform Encephalopathy (Mad Cow Disease)
BGC	BGC Baggage Control	BTA	Bio-Terrorism Act
BSA	Enhanced Border Security Act of 2001	BTA	Border Trade Alliance
BDIG	Biometric Data Interpretation Guide	BRAG	Bioterrorism Risk Assessment Group

C			
Acronym	**Description**	**Acronym**	**Description**
CAA	Cuban Adjustment Act	CSRS	Civil Service Retirement System
CAPES	Classification and Placement Evaluation System	CSWP	Customer Service Web Portal
CARE	Co-operative for American Relief Everywhere	CUI	Controlled Unclassified Information
C/S	Change of Status	CAI	Controlling Agency Identifier
CAFIS	Cogent Automated Fingerprint Identification System	CAIR	Council on American–Islamic Relations
CARRP	Controlled Application Review and Resolution Program	CICV	Combined Intelligence Center, Vietnam

CAIS	Courts Automated Information System	CAOS	Combined Automated Operations System
CAS	Close Air Support	CID	U.S. Army Criminal Investigation Command
CBIAC	Chemical and Biological Defense Information Analysis Center	CIDG	Civilian Irregular Defense Force
CBO	Congressional Budget Office / Community Based Organization	CII	Critical Infrastructure Information
CBP	Customs and Border Protection	CAT	Category
CBSA	Canada Border Services Agency	CAT	United Nations Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
CBU	Cluster Bomb Unit	CIO	Chief Information Officer
CCB	Child Care Bureau	CIS	Central Index System
CCC	Command and Control Central	CISO	Chief Information Security Officer
CCD	Consular Consolidated Database	CJIS	Criminal Justice Information Services
CDC	Center for Disease Control	CLAIMS	Computer Linked Application Information Management Systems
CDSO	Collateral Duty Security/Safety Officer	CLC	Central Logistics Command
CFIUS	Committee on Foreign Investment in the United States	CMHS	Center for Mental Health Services
CFR	Code of Federal Regulations	CMIC	Combined Military Intelligence Center
CHR	Committee for Human Rights	CNO	Chief of Naval Operations
CIA	Central Intelligence Agency	COA	Class of Admission
COA	Certification of Agreement	COA	Change of Address
COW	Central Office Washington	COMSEC	Communications Security
		CONUS	Continental United States
CPO	Chief Privacy Officer	COOP	Continuity of Operations Plan
CRC	Central Records Complex	COTR	Contracting Officer Technical Representative
CSAT	Computer Security Awareness Training	CICV	Combined Intelligence Center, Vietnam
CSPA	Child Status Protection Act	CUSA	Citizenship USA
CSPS	Credentials & Shields Processing System	CVI	Chemical-Terrorism Vulnerability Information
CSR	Center for Scientific Review	CWC	Chemical Weapons Convention
CBRN	Chemical, Biological, Radiological, and Nuclear	CIMT	Crime Involving Moral Turpitude
CCM	Currency/Monetary	CPT	Curricular Practical Training
CGD	Counterfeit goods	CVT	Candidate Verification Tool
CBSA	Canada Border Services Agency	CGI	Coast Guard Intelligence
CBT	Computer Based Training	CHRI	Criminal History Record Information?
CC	Case Creator	CHRU	Criminal History Records Unit
CCA	Child Citizenship Act	CIJ	Chief Immigration Judge

CCH	Computerized Criminal History	CIRS	Census Immigration Records System
CEAC	Consular Electronic Application Center	CIS	U.S. Citizenship and Immigration Services
CGFNS	Commission on Graduates of Foreign Nursing Schools	CJIS	Criminal Justice Information Services
CLETS	California Law Enforcement Telecommunications System	COB	Country of Birth
CLN	Certificate of Loss of Nationality	CODIS	Combined DNA Index System
CMIR	Currency and Monetary Instrument Report	ConOff	Consular Officer
CMT	Crime of Moral Turpitude	CORAP	Central Office of Refugee, Asylum and Parole
CO	Certifying Officer	COS	Change of Status
CPIC	Canadian Police Information Centre	COS	Certificate of Service
CPMS	Customer Profile Management System	CP	Case Processor
CR	Conditional Resident	CSC	California Service Center
CRB	Case Resolution Branch	CSD	Case Supporting Document
CREW	Citizens for Responsibility and Ethics in Washington	CZN	Citizenship Office
CAFES	Customs Automated Forms Entry System	CITA	Committee for the Implementation of Textile Agreements
CAFTA	Central American Free Trade Agreement	CITES	Conventions on International Trade in Endangered Species
CBA	Cost Benefit Analysis	CMIS	Cost Management Information System
CCP	Carrier Consultant Program	COAC	Commercial Operations Advisory Committee
CCRA	Canada Customs and Revenue Agency	COBRA	Consolidated Omnibus Budget Reconciliation Act
CCS	Cargo and Conveyance Security	COI	Country of Interest
CES	Cargo Exam Station	COMPEX	Compliance Measurement Examination
CET	Contraband Enforcement Team	CONOPS	Concept of Operations
CFA	Compact of Free Association Act	COPRA	Customs Officer Pay Reform Act
CFB	Carrier Fines Branch	CPAT	Civil Penalties Action Team
CSI	Container Security Initiative	CPM	Commission on Phytosanitary Measures
CSU	Customer Satisfaction Unit	CSF	Classical Swine Fever
CWD	Chronic Wasting Disease	CWG	Container Working Group
C-TPAT	Customs-Trade Partnership Against Terrorism	IAC	General Aviation, Indirect Air Carrier
D			
Acronym	**Description**	**Acronym**	**Description**

Acronym	Description	Acronym	Description
DAA	Designated Accrediting Authority	DOD	Dept. of Defense
DAO	District Adjudication Officer	DOE	Date of Entry
DAO	Deputy Adjudications Officer	DOE	Department of Energy
DD	District Director	DOJ	Dept. of Justice
DDD	Deputy District Director	DORA	District Office Rapid Adjudication
DEA	Drug Enforcement Agency	DOS	Dept. of State
DEROS	Date Eligible for Rotation from Overseas	DOW	Died of Wounds
DFS	Designated Fingerprint Service	DSS	Defense Security Service
DHS	Dept. of Homeland Security	DLEA	Designated Law Enforcement Agency
DHSHQ	Department of Homeland Security - Headquarters	DACA	Deferred Action for Childhood Arrivals
DIA	Defense Intelligence Agency	DMO	Designated Management Official
DIS	Defense Investigative Service	DLA	Defense Logistics Agency
DLA	Defense Logistics Agency	DMAAC	Defense Mapping Agency Aerospace Center (now NGIA)
DNI	Director of National Intelligence (formerly DCI)	DMAAC	Defense Mapping Agency Aerospace Center (now NGIA)
DOC	Dept. of Commerce	D/S	Duration of Status
DOL	Department of Labor	DSO	Designated School Officer
DRG	Drugs	DTO	Drug Trafficking Organization
DADD	Deputy Assistant District Director	DOB	Date of Birth
DAI	Designation Agency Identifier	DOT	Dictionary of Occupational Titles
DD-E	District Director - Examinations	DP	Duplicate
DED	Deferred Enforced Departure	DUCS	Division of Unaccompanied Children's Services (ORR)
DO	District Office	DV	Diversity VISA Lottery Program
DAC	Deputy Assistant Commissioner	DOI	Department of the Interior
DATER	Data Analysis Team for Evaluating Risk	DRB	Discipline Review Board
DFO	Director, Field Operations	DCSA	Defense Counterintelligence and Security Agency

E

Acronym	Description	Acronym	Description
EAC	Eastern Adjudications Center	ERO	Eastern Regional Office
EAP	Employee Assistance Program	ESC	Eastern Service Center
ESS	Executive Secretariat Staff	ESC	Executive Steering Committee
ECM	Electronic Counter Measures	ETC	Eastern Telephone Center
EIN	Employer Identification Number	EVD	Extended Voluntary Departure
E&E	Escape and Evasion	EWI	Entry Without Inspection
EEOC	Equal Employment Opportunity Commission	EOIR	Executive Office of Immigration Review

EEV	Employment Eligibility Verification	**eOPF**	electronic Official Personnel Folder (eOPF)
EFOIA	Electronic Freedom of Information Act (initiative)	**EPA**	Environmental Protection Agency
EMC	Emergency Management Coordinator	**ENS**	Emergency Notification System
EMNT	Early Morning Nautical Twilight	**EAR**	Export Administration Regulations
E/S	Extension of Stay	**ELIS**	Electronic Immigration System
EA	Examinations Assistant	**EOS**	Extension of Stay
EAC	Eastern Adjudication Center (now Vermont Service Center)	**ER**	Expedited Removal
EAD	Employment Authorization Document	**ER**	Created in Error
EAJA	Equal Access to Justice Act	**ESB**	Enterprise Service Bus
EB-5	Employment Based, 5th preference category of the Immigrant Investor Visa Program	**ESOC**	Enterprise Security Operations Center
ECN	Enterprise Collaboration Network	**ETA**	Employment and Training Administration
EDIS	External Data Interface Standards	**EVD**	Extended Voluntary Departure
EDMS	Electronic Document Management System	**eVUS**	Electronic Visa Update System
EFF	Electronic Frontier Foundation	**EWI**	Entry Without Inspection
EIC	Earned Income Credit	**EWI**	Entered Without Inspection
EID	Enterprise Infrastructure Division	**EWIC**	Essential Worker Immigration Coalition
EAB	Emerald Ash Borer	**EXSO**	Executive Secretariat
EAN	Emergency Action Notification	**eNOA/D**	Electronic Notice of Arrival/Departure
eAPIS	e-Customs Partnership	**EPIC**	El Paso Intelligence Center
ECCF	Express Consignment Carrier Facility	**ERB**	Executive Review Board
ECO	Express Consignment Operation	**EREMIDACS**	ENFORCE Removal Enforcement Module/Deportable Alien Control System
END	Exotic Newcastle Disease	**ESA**	Endangered Species Act
F			
Acronym	**Description**	**Acronym**	**Description**
FAA	Federal Aviation Administration	**FOIA**	Freedom of Information Act
FAIR	Federal Activities Inventory Reform (Act)	**FPS**	Federal Protective Service
FAPAC	Federal Asian Pacific American Council	**FRA**	Federal Railroad Administration
FARES	Fees and Applications Receipt and Entry System	**FRB**	Federal Reserve Board
FBI	Federal Bureau of Investigation	**FRC**	Federal Records Center

FCC	Federal Communications Commission	FSB	Fire Support Base
FCO	File Control Office	FSM	Field Security Manager
FD-249	Criminal Cards (Fingerprints)	FWS	Fish and Wildlife Service
FD-258	Applicant Cards (Fingerprints)	FAL	Final Action Letter
FD-353	Personal Identification Cards (Fingerprints)		
FD-884	Palm Print Cards (Fingerprints)		
FD-884a	Supplemental Finger & Palm Print Cards (Fingerprints)	FAST	Free and Secure Trade
FAL	Final Action Letter	FC	Requestor's Failure to Comply
FDL	Forensic Document Laboratory	FISMA	Federal Information Security Management Act
FEDVIP	Federal Employees Dental and Vision Insurance Program	FLETC	Federal Law Enforcement Training Center
Fed. Reg.	Federal Register	FMLA	Family Medical Leave Act
FEGLI	Federal Employees Group Life Insurance	FOD	Field Office Director
FEHB	Federal Employees Health Benefits	FOD	Field Operations Director
FEMA	Federal Emergency Management Agency	FIPS	Freedom of Information & Privacy Act Processing System
FHA	Federal Housing Administration	FOIA	Freedom of Information Act
FOH	Federal Occupational Health	FIRST	FOIA Immigration Records SysTem
FAM	Federal Air Marshall	FINCEN	Financial Crimes Enforcement Network
FAM	Foreign Affairs Manual	FDL	Forensic Document Lab
FAST	Free and Secure Trade	FMG	Foreign Medical Graduate
FCCPT	Foreign Credentialing Commission on Physical Therapy	FNU	FBI Number
FCN	Treaty of Friendship, Commerce, and Navigation	FR	Federal Register
FGM	Female Genital Mutilation	FSN	Foreign National Service
FI	Failure to ID Info (FAL used by SIG)	FSO	Foreign Service Officer
FIPS	Freedom of Information Act and Privacy Act (FOIA/PA) Information Processing System	FTA	Free Trade Officer
FIS	Federal Inspections Service	FTZ	Foreign Trade Zone
FLIR	Forward Looking Infrared	FDAU	Fraudulent Document Analysis Unit
FAD	Foreign Animal Disease	FMD	Foot and Mouth Disease
FADE	Foreign Agriculture Disease Exclusion	FNW	Federal Noxious Weed
FAS	Field Analysis Specialist	FP&F	Fines, Penalties, and Forfeitures
FAS	Foreign Agriculture Service	FRM	Field and Resource Management

Acronym	Description	Acronym	Description
FSIS	Food Safety Inspection Service		

Acronym	Description	Acronym	Description
GILS	GILS Government Information Locator Service	GAO	GAO Government Accountability Office
GPO	GPO Government Printing Office	GSA	GSA General Services Administration
GPS	GPS Global Positioning System	GSFS	GSFS Goddard Space Flight Center
GAL	General Administration Letter of DOL	GUI	Graphical User Interface
GEMS	General Counsel Management System	GE	Genetically Engineered
GFTIP	Great Falls Tactical Intelligence Program	GO	General Order
GIPSA	Grain Inspection, Packers, and Stockyards Administration	GPRA	Government Performance and Results Act
GMO	Genetically Modified Organism	GVWP	Guam Visa Waiver Program

Acronym	Description	Acronym	Description
HAB	HIV/AIDS Bureau	HRSA	Health Resources and Services Administration
HCFSA	Health Care Flexible Spending Account	HSA	Health Savings Account
HEAT	High Explosive Anti-Tank	HSPC	Houston Service Processing Center
HHS	Health and Human Services	HUD	Dept. of Housing and Urban Development
HQASM	Headquarters Asylum Division	HRIFA	Haitian Refugee Immigration Fairness Act of 1998
HB	House Bill	HROC	Human Resources Operations Center
HCT	Human Capital Training	HSDN	Homeland Secure Data Network
HR	House Report	HUMINT	Human Intelligence
HAZMAT	Hazardous Materials	HIDTA	High Intensity Drug Trafficking Area
HIFCA	High Intensity Financial Crimes Areas	HIV	High Interest Vehicle
HPAI	Highly Pathogenic Avian Influenza (H5N1)	HSOC	Homeland Security Operations Center
HSC	Homeland Security Committee	HTS	Harmonized Tariff Schedule
HART	Homeland Advanced Recognition Technology		

Acronym	Description	Acronym	Description
IA	Immigration Agent/Assistant	IO	Information Officer
IA	Investigative Assistant	IFM	Inspector's Field Manual
IBF	Identity and Benefit Fraud (program)	IRCA	Immigration Reform and Control Act

ICE	Immigration and Customs Enforcement	IRS	Internal Revenue Service
ICF	Immigration Card Facility	ISAP	Intensive Supervision Appearance Program
ICS	Information and Customer Service	ISCPM	Identity and Security Checks Procedures Manual
IDDMS	Integrated Digitization Document Management Program	ISRS	Image Storage and Retrieval System
IDMS	Identity Management System	ISSM	Information Systems Security Manager
IDP	Individual Development Plan	ISSO	Information Systems Security Officer
IE	Immigration Examiner	IT	Information Technology
IED	Improvised Explosive Device	IJ	Immigration Judge
IIRIRA	Illegal Immigration Reform and Immigrant Responsibility Act of 1996	IJO	Immigration Judge Order
INTCA	Immigration and Naturalization Technical Corrections Act of 1994	IMMACT	Immigration Act of 1990
INS	Immigration and Naturalization Service (legacy)	INA	Immigration and Nationality Act
INTERPOL	International Criminal Police Organization	ITAR	International Traffic in Arms Regulations
ICPO	International Criminal Police Organization (aka INTERPOL)	IEPD	Information Exchange Package Documentation
I&A	DHS Office of Intelligence and Analysis	ICMS	Investigations Case Management System
IG	Inspector General	IOE	Integrated Operating Environment (ELIS case receipt number)
III	Interstate Identification Index	IPO	Investor Program Office
IIO	Immigration Information Officer	IRCA	Immigration Reform and Control Act of 1986
ILT	AILA's Immigration Law Today	IRCA	Interpreter Release
IMFA	Immigration Marriage Fraud Amendments Act	IRIES	Immigration Review and Information Exchange System
IMGRE	Image Retrieval	ISD	Immigrant Services Division (now Service Center Operations)
INR	DOS Bureau of Intelligence and Research	ISO	Immigration Services Officer
INSCOM	Army Intelligence and Security Command	IV	Immigrant VISA
INSPASS	INS Passenger Accelerated Service System	IVAMS	Immigrant Visa Allocation Management System
INV	Investigations	IVIS	Immigrant Visa Information System
IAP	Immigration Advisory Program	ICIS	Integrated Container Inspection System

Acronym	Description	Acronym	Description
IATA	International Air Transport Association	IES	Investigative & Enforcement Service
IBET	In-Bond Enforcement Team	IFA	International Freight Association
IBET	Integrated Border Enforcement Teams	IH	Industrial Hygienist
ICAO	International Civil Aviation Organization	IMP	Investment Management Process
IPPC	International Plant Protection Convention	ISIS	Integrated Surveillance Intelligence System
IPPO	International Plant Protection Organization	ISPM	International Standard for Phytosanitary Measures
IPR	Intellectual Property Rights	ITDS	International Trade Data System
IRB	Investment Review Board	ITI	International-to-International
IVT	Identity Verification Tool	IRT	Integrated Registered Traveler

J			
Acronym	**Description**	**Acronym**	**Description**
JABS	Joint Automated Booking Stations	JPATS	Justice Prisoner and Alien Transportation Service
JAG	Judge Advocate General	JPL	Jet Propulsion Laboratory
JCS	Joint Chiefs of Staff	JSC	Johnson Space Center
JDC-D	Justice Data Center-Dallas	JFSC	Joint Forces Staff College
JDC-W	Justice Data Center-Washington	JIT	Joint Interrogation Team
JCE	Job Creating Entity	JVA	Joint Voluntary Agency
JAQAP	Joint Agency Quality Assurance Program	JATF	Joint Agency Task Force
JAQAR	Joint Agency Quality Assurance Review	JBI	Joint Border Initiative

K			
Acronym	**Description**	**Acronym**	**Description**
KBA	Killed by Air	KSC	Kennedy Space Center
KGB	Committee for State's Security (former Soviet Union)	KIC	Kickapoo Indian
KIA	KIA Killed in Action		

L			
Acronym	**Description**	**Acronym**	**Description**
LANL	Los Alamos National Laboratory	LRRP	Long Range Reconnaissance Patrol
LAPES	Low Altitude Proximity Extraction System	LULAC	League of United Latin American Citizens
LAPR	Lawfully Admitted Permanent Resident	LZ	Landing Zone
LAPS	Legalization Application Processing System	LIN	Northern Service Center (Lincoln, NE)
LOC	Library of Congress	LMS	Learning Management System
LEAD	Leadership Education and Development	LOLEX	Low Level Extraction

LES	Law Enforcement Sensitive	**LOU**	Limited Official Use
LHA	Lost to Hostile Action	**LPR**	Lawful Permanent Resident
LRDS	Lookout Record and Data Services	**LPR**	Legal Permanent Resident
LIFE	Legal Immigration Family Equity (Act)	**LPR**	License Plate Reader
LAU	Legalization Appeals Unit	**LRNB**	Laboratory Response Network for Bioterrorism
LAW	Lawfully Authorized Worker	**LCA**	Labor Condition Application
LAW	Lawfully Admitted Worker	**LCA**	Labor Certification
LSS	Laboratory and Scientific Services	**LEA**	Law Enforcement Agencies
LER	Labor and Employee Relations	**LEI**	Law Enforcement and Intelligence

M

Acronym	Description	Acronym	Description
MACV	Military Assistance Command Vietnam	**MIA**	Missing in Action
MACV-SOG	Military Assistance Command Vietnam-Studies and Observations Group	**MOA**	Memorandum of Agreement
MAF	Marine Amphibious Force	**MOU**	Memorandum of Understanding
MCAS	Marine Corps Air Station	**MSPB**	Merit System Protection Board
MFAS	Marriage Fraud Amendment System	**MSA**	Metropolitan Statistical Area
MCIA	Marine Corps Intelligence Activity	**MSC**	Missouri Service Center
MRD	Machine Readable Document	**MTINA**	Miscellaneous and Technical Immigration and Nationality Act Amendments of 1991
MS&D	Maintenance of Status and Departure	**MRV**	Machine Readable Visa
MOIR	Memorandum of Information Received	**MAC**	Manual for Agricultural Clearance
MANPADS	MAN-Portable Defense Systems	**MexFly**	Mexican Fruit Fly
MarAD	Maritime Administration (Department of Transportation)	**MRP**	Machine Readable Passport
MBoD	Modernization Board of Directors	**MRT**	Mobile Response Team
MedFly	Mediterranean Fruit Fly	**MTSA**	Maritime Transportation Security Act

N

Acronym	Description	Acronym	Description
NACARA	Nicaraguan Adjustment and Central American Relief Act of 1997	**NHI**	National Highway Institute

NACIC	National Counterintelligence Center	NIC	National Institute of Corrections
NACS	Naturalization Application Casework System	NIIS	Non-immigrant Information System (SQ94)
NA	Not Applicable (FAL for SIG)	NIJ	National Institute of Justice
NBC	National Benefits Center	NLA	National Liberation Army of Iran
NCD	National Council on Disability	NLETS	National Law Enforcement Telecommunications System
NCI	National Cancer Institute	NLRB	National Labor Relations Board
NCIS	Naval Criminal Investigative Service	NNSA	National Nuclear Security Administration
NCJRS	National Criminal Justice Reference Service	NOAA	National Oceanic and Atmospheric Administration
NCS	National Communications System	NOIL	Non-Officer Immigration Law (Course)
NADDIS	Narcotics and Dangerous Drugs Information System	NPS	National Parks Service
NDIC	National Drug Intelligence Center	NQP	Naturalization Quality Procedures
NDSSL	Network Dynamics and Simulation Science Laboratory	NRC	National Records Center / Nuclear Regulatory Commission
NDU	National Defense University	NRDAA	Nursing Relief for Disadvantaged Areas Act of 1999
NEA	National Endowment for the Arts	NRO	National Reconnaissance Office
NEC	National Economic Council	NTA	Notice to Appear
NEIC	National Earthquake Information Center	NTSB	National Transportation Safety Board
NFTS	National File Tracking System	NVOAD	National Volunteer Organizations Active in Disasters
NGDC	National Geophysical Data Center	NWC	National War College
NSA	National Security Agency	NWIRP	Northwest Immigrant Rights Project
NSAU	National Security Adjudications Unit	NPRM	Notice of Proposed Rule Making
NSC	Northern Service Center	NWS	National Weather Service
NSC	National Security Council	NATO	North Atlantic Treaty Organization
NSC	Nebraska Service Center	NAFTA	North American Free Trade Agreement
NGIA	National Geospatial Intelligence Agency	NOF	Notice of Findings
NN16	Criminal History	NOID	Notice of Intent to Deny
NARA	National Archives and Records Administration	NOIF	Notice of Intent to Fine
NATZ	Naturalization	NOIR	Notice of Intent to Revoke

Acronym	Description	Acronym	Description
NBCOTA	Noncitizen Benefit Clarification and Other Technical Amendments Act of 1998	**NR**	Non possession of Record (No Record)
NCATC	National Criminal Analysis and Targeting Center	**NIEM**	National Information Exchange Model
NCE	New Commercial Enterprise	**NIV**	Nonimmigrant VISA
NGA	National Geospatial-Intelligence Agency	**NIW**	National Interest Waiver
NGIC	National Ground Intelligence Center	**NHIS**	Name and Alias History
NAAE	National Association of Agriculture Employees	**NAD**	Needs Analysis Document
NAC	Nebraska Avenue Complex (DHS Headquarters)	**NAPPO**	North American Plant Protection Organization
NARP	National Agriculture Release Program	**NIAP**	National Inspectional Assignment Policy
NASDA	National Association of State Departments of Agriculture	**NII**	Non-Intrusive Inspection
NCAP	National Customs Automation Program	**NINSC**	National Immigration and Naturalization Council
NCBA	National Cattlemen's Beef Association	**NPB**	National Plant Board
NEXUS	(not an acronym)	**NTEU**	National Treasury Employee Union
NFO	National Fines Office	**NTS**	National Targeting and Security
NGO	Non-Government Organization	**NVOCC**	Non-Vessel Operating Common Carrier
NI	Non-Immigrant	**NWPCA**	National Wooden Pallet and Container Association

O			
Acronym	**Description**	**Acronym**	**Description**
OASIS	Operational Activities Special Information System	**OPSEC**	Operational Security
OCC	Office of Chief Counsel (ICE or CBP)	**ORR**	Office of Refugee Resettlement
OCDETF	Organized Crime Drug Enforcement Task Force	**ORS**	Office of Records Services
OCIO	Office of the Chief Information Officer	**OSC**	Order to Show Cause
OPM	Office of Personnel Management	**OSC**	Office of Special Council
OCSE	Office of Child Support Enforcement	**OSCE**	Office of Child Support Enforcement
OEM & S	Office of Emergency Management & Safety	**OSI**	Office of Security and Integrity
OFAC	Office of Foreign Assets and Control (Department of Treasury)	**OSI**	Office of Special Investigations

OEP	Occupant Emergency Plan	**OTD**	Office of Training and Development
OEPC	Office of Emergency Preparedness and Coordination	**OUO**	Official Use Only
OFR	Office of the Federal Register	**OVC**	Office for Victims of Crime
OFR	Office of the Federal Register	**OWCP**	Office of Workers' Compensation Programs
OHCT	Office of Human Capital and Training	**OMB**	Office of Management and Budget
OIC	Officer in Charge	**ONR**	Office of Naval Research
OIG	Office of the Inspector General	**OPF**	Official Personnel File
OIS	Office of Immigration Statistics	**OPLA**	Office of the Principle Legal Advisor
OIT	Office of Information Technology	**OICI**	DOE Office of Intelligence and Counterintelligence
O*NET	Occupational Information Network	**OIN**	Other Identifying Number
O/S	Out of Status or Overstay	**OLA**	Office of Legislative Affairs
OA	Operation Alliance	**OMB**	Office of Management and Budget
OA	Office of Automation	**ONI**	Office of Naval Intelligence
OARS	Outlying Area Reporting Station	**ONO**	Office of Naturalization Operations (now ISD)
OBIM	Office of Biometric Identity Management	**OOH**	Occupational Outlook Handbook (DOL)
OCAHO	Office of the Chief Administrative Hearing Officer	**OOS**	Out of Scope
OCFO	Office of the Chief Financial Officer	**OPT**	Optional Practice Training
ODP	Orderly Departure Program	**OPQ**	Office of Performance and Quality
OGIS	Office of Government Information Services	**OSC**	Order to Show Cause
OI	Operations Instructions	**OSC**	Office of Special Counsel
ORI	Originating Agency Identifier	**OTM**	Other than Mexican
OSAC	Overseas Security Advisory Council	**OTO**	Opportunity to Object
OFF	Oriental Fruit Fly	**OJT**	On-the-Job Training
OGA	Other Government Agency	**OMR**	Operations Management Report
OIE	Office International des Epizooties /	**OSHA**	Occupational Safety and Health Administration
P			
Acronym	**Description**	**Acronym**	**Description**
PA	Privacy Act	**PRM**	Bureau of Population, Refugees and Migration
PAAT	Performance Appraisal Assessment Tool	**PTA**	Privacy Threshold Assessment
PC	Peace Corps	**PTIG**	Privacy technology Implementation Guide

PCBE	President's Council on Bioethics	PTO	Patent and Trademark Office
PCII	Protected Critical Infrastructure Information	PII	Personally Identifiable Information
PCS	Permanent Change of Station	PLAIN	Plain Language Action and Information Network
PFIAB	President's Foreign Intelligence Advisory Board	PMOI	People's Mojahedin Organization of Iraq
PHS	Public Health Service	POE	Port-of-Entry
PIA	Privacy Impact Assessment	POHA	Period of Heightened Alert
POW/MP	Prisoner of War/Missing Personnel	POV	Privately Owned Vehicle
PAT	Passenger Analytical Team	POD	Port-of-Departure
PAU	Passenger Analysis Unit (US Department of Homeland Security)	POE	Port-of-Entry
PAX	Passenger(s)	PPC	Passport Control
PERT	Passenger Enforcement Rover Team	PRH	Prohibited items
PNR	Passenger Name Record	PT	Previous Travel
PAPS	Pre-Arrival Processing System	PT	Practical Training
POC	Point of Contact	PTA	Prepaid Ticket Advice
PWI	Present Without Inspection used in place of EWI.	PTA	Privacy Threshold Assessment
P&S	Office of Policy & Strategy	PIERS	Passport Information Electronic Retrieval System
PARE	Pre-Arrival Readiness Evaluation	PIV	Personal Identity Verification
PBA	Public Bridge Authority	PLC	Permanent Labor Certification
PCQS	Person Centric Query Service	POI	Person of Interest
PCN	Processing Control Number	PoP	Penalty of Perjury
PD (letter)	Partial Denial	PPM	Private Placement Memorandum
PD (redaction)	partially redact information from a page	PQH	Primary Query History
PERM	Program Electronic Review Management System	PRC	Permanent Residence Card
PHAB	Parole and Humanitarian Assistance Branch	PSIR	Pre-Sentence Investigation Report
PED	Petition End Date	PPAE	Planning, Program Analysis and Evaluation
PESTID	Pest Identification System (database in AQAS)	PPQ	Plant Protection and Quarantine
PPA	Plant Health Protection Act	PSR	Passenger Service Representative
Q			
QA/CS	Quality Assurance and Customer Service	QDE	Qualified Designated Entity
QFR	Question for the Record	QMI	Quarantine Material Interception

R

Acronym	Description	Acronym	Description
RAC	Resident Agent in Charge	ROH	Record Operations Handbook
RAD	River Assault Division	ROTC	Reserve Officer Training Corps
RAFACS	Receipt and Alien File Accountability and Control System	RPC	Responsible Party Code
RAIO	Refugee Asylum and International Operations	RPG	Rocket Propelled Grenade
RAPS	Refugee, Asylum and Parole System	RTD	Refugee Travel Document
RAVU	Refugee Access Verification Unit	RWA	Reimbursable Work Authorizations
RDF	Records Digitization Facility	RNACS	Redesigned Naturalization Application Casework System
RESMON	(Airline) Reservation Monitoring System	RNACS	Reengineered Naturalization Automated Casework System
R-84	Final Disposition Reports (re FBI)	RL	Record Locator
RAILS	not an acronym: replacement for NFTS	RN	Registered Nurse
RAW	Risk Assessment Worksheet	RO	Responsible Officer of J-1 Exchange Visitor Program
RC	Regional Commissioner of USCIS	ROIQ	Record of IBIS Query
RD	Regional Director of USCIS	ROIT	Record of Inquiry TECS
RFE	Request for Evidence	RSC	Regional Service Center
RIR	Reeducation in Recruitment Labor Certification Procedure	RVIS	Remote Video Inspection System
RCI	Rice-Chertoff Initiative	ROI	Return on Investment
RCMP	Royal Canadian Mounted Police	RPEP	Remote Port of Entry Project
RFI	Request for Information	RPM	Radiation Portal Monitor
RMAL	Regional Movement Alert List	RPM	Red Palm Mite
ROI	Report of Information	RSO	Radiation Safety Officer

S

Acronym	Description	Acronym	Description
SAIGE	Society of American Indian Government Employees	SOG	Studies and Observations Group
SAMS	Sunflower Asset Management System	SORN	System of Records Notices
SAO	Supervisor Adjudications Officer	SPOT	Screening Passengers by Observation Techniques
SIR	Significant Incident Report	SPC	Seized Property Custodian
SIRS	Self Inspection Reporting System	SABPOE	Securing America's Borders at Ports of Entry

SAVE	Systematic Alien Verification for Entitlement	SRC	Southern Regional Center (Southern Service Center)
SAW	Special Agricultural Worker	SARS	Severe Acute Respiratory Syndrome
SBA	Small Business Administration	SSC	Southern Service Center
SBA	Shared Border Accord	SVD	Swine Vesicular Disease
SBU	Sensitive But Unclassified	SSI	Sensitive Security Information
SCCLAIMS	Service Center CLAIMS	SSO	Special Security Officer
SCI	Sensitive Compartmented Information	STAR	System for Time and Attendance Reporting
SCIF	Sensitive Compartmented Information Facility	STEM	Science, Technology, Engineering and Mathematics
SDAO	Supervisory District Adjudications Officer	SGI	Safeguarding Information
SEC	Security and Exchange Commission	SHSI	Sensitive Homeland Security Information
SES	Senior Executive Service	SI	Smithsonian Institute
SFG(A)	Special Forces Group (Airborne)	SII	Supervisory Immigration Inspector
SIT	Secondary Inspection Tool	SIMS	Secure Information Management Service
SITC	Smuggling Interdiction & Trade Compliance	SAP	Systems, Application, and Products
SCAO	Supervisory Center Adjudications Officer	SIO	Special Inquiry Officer (former title of IJs)
SORN	System of Records Notice	SIO	Supervisory Information Officer
SOC	Special Operations Command (Center) / Security Operations Center	SIJ	Special Immigrant Juvenile
SACT	Supreme Allied Commander Transformation	SAS	Search, Arrest, Seizure
SAR	Suspicious Activity Report	SOFA	NATO Status of Forces Agreement
SAR	Special Alien Registration	SAO	Supervisory Adjudications Officer
SIG	Special Interest Group	SB	Senate Bill
SIG	Significant Interest Group	SC	Service Center
SCOPS	Service Center Operations	SMTR	Service Motion to Reopen
SEACATS	Seized Assets and Case Tracking System	SOP	Standard Operating Procedure
SENTRI	Secure Electronic Network for Travelers Rapid Inspection	SOR	Subject or Record
SGN	System Generated Notice	SOTA	Signals intelligence Operational Tasking Authority
SID	State Identification Number	SPO	Supervisory Prosecution Officer
SIDA	Security Identification Display Area	SSN	Social Security Number
SIE	Supervisory Immigration Examiner	SVP	Specific Vocational Preparation

Acronym	Description	Acronym	Description
SISO	Supervisory Immigration Services Officer	SVRS	Small Vessel Reporting System
SK	Special Knowledge for L VISA	SWA	State Workforce Agency
SBI	Secure Border Initiative	SPBP	Significant Public Benefit Parole
SED	Shipper's Export Declaration	SPHD	State Plant Health Director
SEVP	Student and Exchange Visitor Program	SPP	Security and Prosperity Partnership
SIN	Secure, Isolate, and Notify	SPRO	State/Territorial Plant Regulatory Official
SME	Subject Matter Expert	SRT	Special Response Team
SOCOM	Special Operations Command	SIU	Special Identities Unit

T			
Acronym	**Description**	**Acronym**	**Description**
TAC	Third Agency Checks (information on detained, deportable aliens from Special Interest Countries for potential intelligence or law enforcement use)	TSC	Texas Service Center
TAP	Tuition Assistance Program	TSCA	Top Secret Control Account
TCDD	Training and Career Development Division	TSCO	Top Secret Control Officer
		TSP	Thrift Savings Plan
TPO	Transformation Program Offices	TVA	Tennessee Valley Authority
TPS	Temporary Protective Status	TASPD	Targeting and Analysis Systems Program Directorate
TSA	Transportation Security Administration	TEA	Targeted Employment Area
T file	Temporary file	TDY	Temporary Duty
TA	Trial attorney	TIN	Taxpayer Identification Number
TAG	Technical Assistance Guide No. 656 - Labor Certifications (1981)	TLETS	Texas Law Enforcement Telecommunications System
TAG	Trend Analysis Group	T&EA	Training and Employment Agency
TAU	Threat Assessment Unit	TN	Trade NAFTA (nonimmigrant visa classification)
TCN	Third County National	TOC	Table of Contents
TCN	Transaction Control Number	TPAC	Traveler Primary Arrival Client
TCR	Transaction Control Reference	TPRC	Transition Period Custody Rules
TWOV	Transit Without VISA	TECRO	Taipei Economic and Cultural Representative Office
TOT	Turn over to…	TRIP	Traveler Redress Inquiry Program (provides a way for travelers to address situations where individuals experience difficulties when seeking entry)

TOT	Time on Target	TAMS	Time and Attendance Management System
TD	Trade NAFTA Family Member	TSF	Traveler Security and Facilitation
TEF	Trade Enforcement and Facilitation	TSN	Trade Support Network
TPVT	Textile Production and Verification Team	TWIC	Transportation Workers Identification Card/Credential
TRAEN	Training Records and Enrollment Network	TWP	Temporary Worker Program
TWP	Trusted Worker Program		

U			
Acronym	**Description**	**Acronym**	**Description**
UCNI	Unclassified Controlled Nuclear Information	USMS	United States Marshals Service
UK	United Kingdom	USN	United States Navy
UNHCR	United Nations High Commissioner for Refugees	USNCB	United States National Central Bureau of INTERPOL
UNICEF	United Nations Children's Fund	USPS	United States Postal Service
USA	United States Army	USRAP	U.S. Refugee Admissions Program
USACE	U.S. Army Corps of Engineers	USSS	United States Secret Service
USAF	United States Air Force	USCIRF	United States Commission on International Religious Freedom
USC	United States Citizen	USCIS	United States Citizenship and Immigration Services
U.S.C.	United States Code	USCS	United States Customs Service
USCG	United States Coast Guard	USMC	United States Marine Corps
UCN	Universal Control Number	USCISSOC	USCIS Security Operations Center
UPL	Unauthorized Practice of Law	UT	Unable to Locate
USA Patriot Act	Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001	USPHS	U.S. Public Health Service
USDA	US Department of Agriculture	USTR	US Trade Representative
USG	US Government	UKBA	UK Border Agency
UKHO	United Kingdom Home Office		

V			
Acronym	**Description**	**Acronym**	**Description**
VA	Department of Veterans Affairs	VD	Voluntary Departure
VAWA	Violence Against Women Act	VIS	Verification Information System
VAWO	Violence Against Women Office	VTVPA	Victims of Trafficking and Violence Protection Act of 2000
VBI	Virginia Bioinformatics Institute	VWPP	Visa Pilot Waiver Program
VCCLEA	Violent Crime Control and Law Enforcement Act of 1994	VWP	VISA Waiver Program

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Acronym	Description	Acronym	Description
VCM	Vetting Center Module	VOLAG	Volunteer Agency
VCN	Visa Control Number	VPC	VEHICLE PRIMARY CLIENT
VO	VISA Office	VSC	Vermont Service Center
VOI	Verification of Identity	VSWPP	VISA Waiver Pilot Program
VTC	Video Teleconferencing	VEH	Vehicle(s)
VES	Vessel(s) – i.e. Boat	VR	Voluntary Return
VACIS	Vehicle and Cargo Inspection System	VRS	Veterinary Regulatory Services
VMO	Veterinary Medical Officer	VS	Veterinarian Service

W			
Acronym	Description	Acronym	Description
WAC	Western Adjudications Center	WRI	Workforce Restructuring Initiative
WHO	World Health Organization	WSC	Western Service Center (i.e. California Service Center)
WHTI	Western Hemisphere Travel Initiative	WTC	Western Telephone Center
WPS	Wireless Priority Service	WTO	World Trade Organization
W file	Work Folder	WIF	Withhold in Full
WHTI	Western Hemisphere Travel Initiative	WITSEC	DOJ's Witness Security Program. Resolve in Triage.
WMD	Weapons of Mass Destruction	WCO	World Customs Organization
WME	Weapons of Mass Effects	WNV	West Nile Virus
WADS	Work Accomplishment Data System	WPM	Wood Packing/Packaging Material
WB	Nonimmigrant classification: Visitor for Business from a VWP participating country	WT	Nonimmigrant classification: Visitor for Pleasure from a VWP participating country

X			
XD	Executive Director		

Protected Systems Results   (b)(7)(e)

Common			
Acronym	Description	Acronym	Description
ABIS	Automated Biometric Information System	IBIS	Interagency Border Inspection System
BVS	Background Vetting Service	NAILS	National Automated Immigration Lookout System
CCD	Consular Consolidated Database	NCIC	National Crime Information Center
DACS/DAX	Deportable Alien Control System	SAVI	Suspect and Violator Index
EARM	ENFORCE Alien Removal Module		
EID	Enforce Integrated Database		
ENFORCE	Enforcement Case Tracking System	SQII	Service Query Subject Lookout Search (Warrants Check)

FD 258	Tracking System	TECS	Treasury Enforcement Communication System
IAFIS	Interagency Fingerprint Identification System		
NGI	Next Generation Identification (IAFIS replacement)		
IDENT	Automated Biometric Identification System		
JUST	Justice Telecommunications System		
		TCIC	Texas Crime Information Center

Sensitive Words and Terms

Common			
BCU	Background Check Unit	PAER	Post Adjustment Eligibility Review
CARRP	Controlled Application Review and Resolution Program		
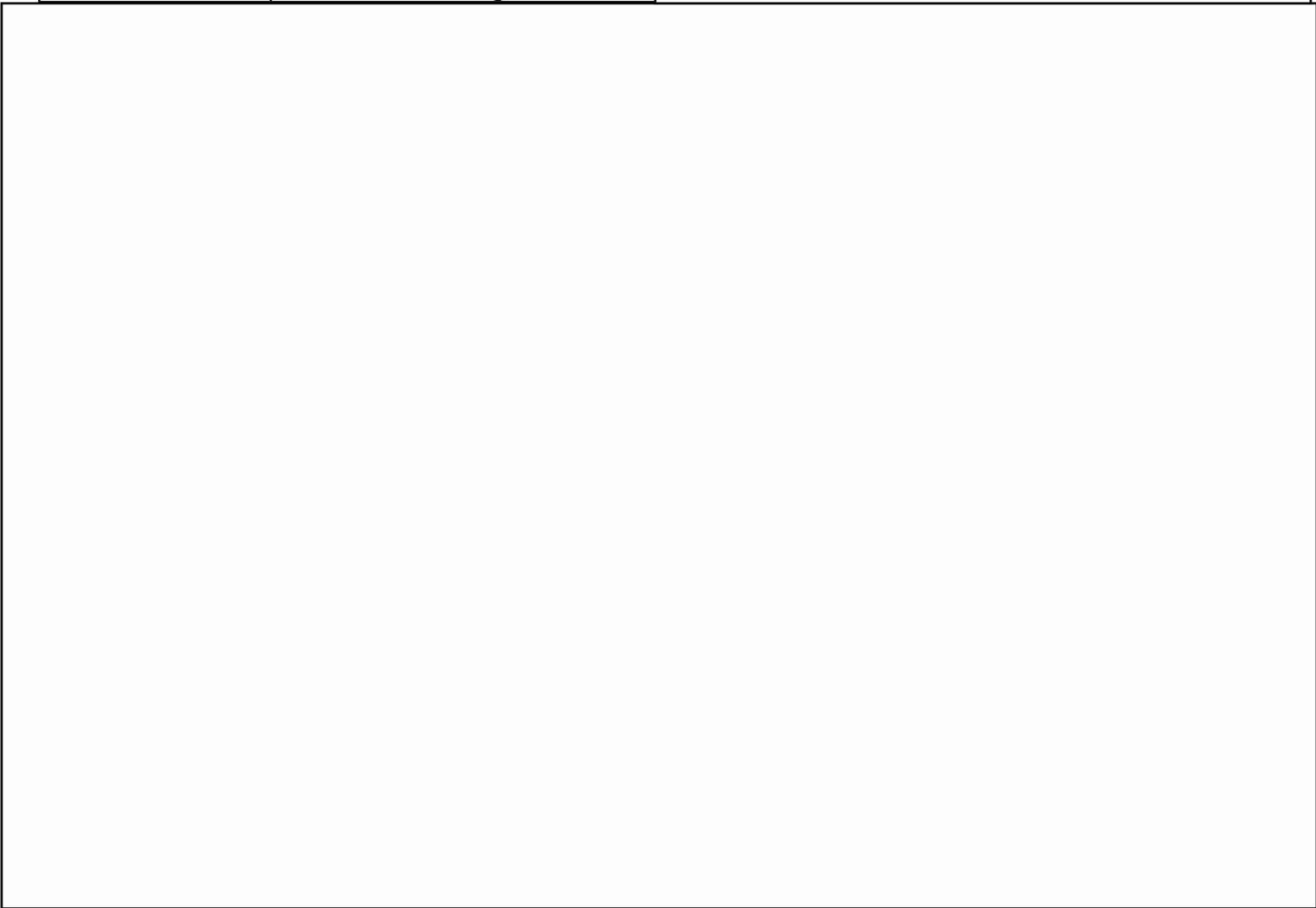
FOUO	For Official Use Only
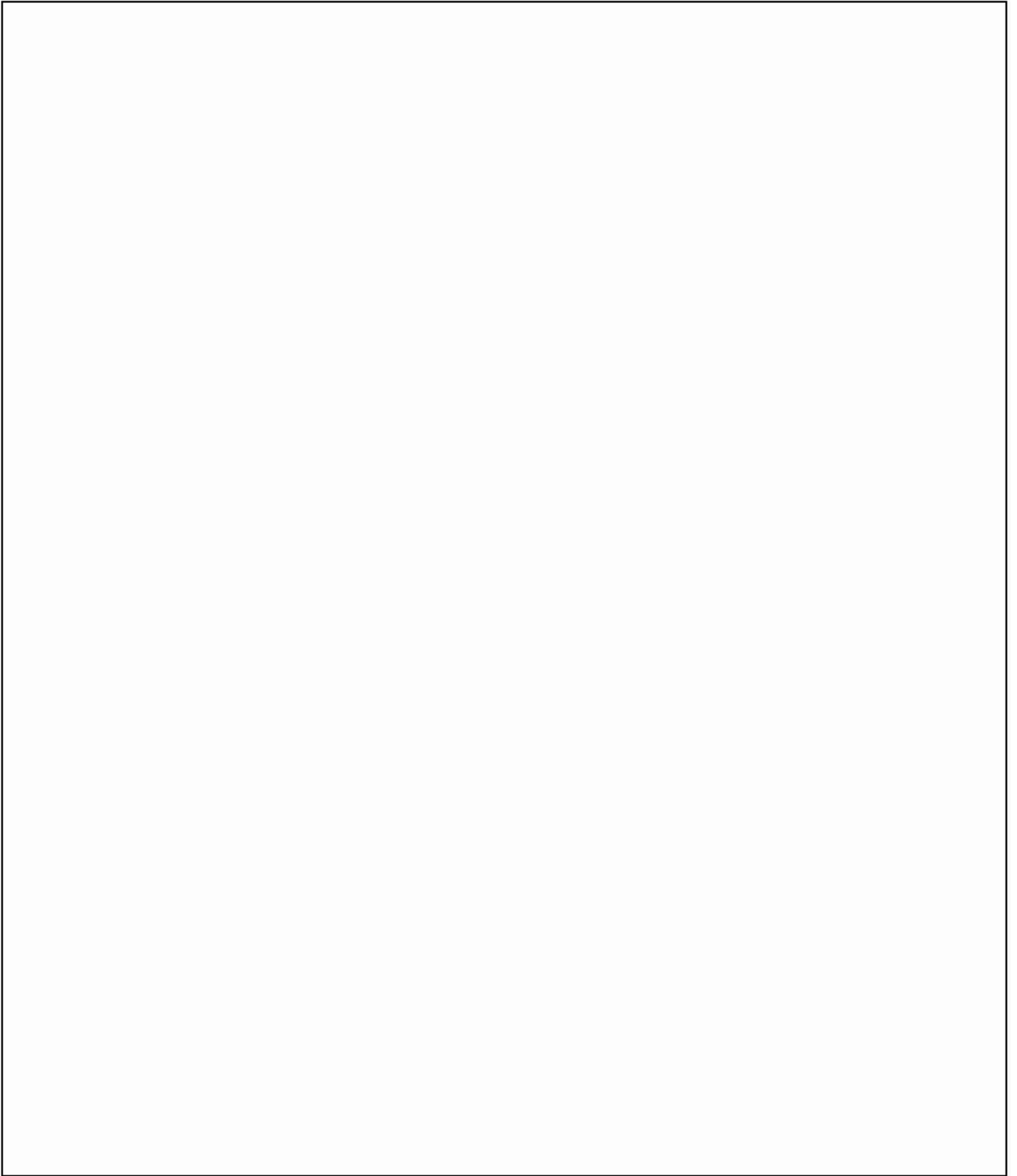
Customs and Border Patrol			
Officer Titles			
II	Immigration Inspector	**DAPD**	Deputy Assistant Port Director
SII	Supervisory Immigration Inspector	**APD**	Assistant Port Director
JII	Journeyman Immigration Inspector	**SCBPO**	Supervisory Customs and Border Patrol Officer
ASA	Anti-Smuggling Agent	**CBPO**	Customs and Border Protection Officer
PA	Patrol Agent	**CI**	Customs Inspector (also see ICE)
SBPA	Supervisory Border Patrol Agent	**SPA**	Senior Patrol Agent
BPA	Border Patrol Agent	**SOI**	Special Operations Inspector
APAIC	Assistant Patrol Agent in Charge	**SOII**	Special Operations Immigration Inspector
PAIC	Patrol Agent in Charge	**DC**	Division Chief
CBPAS	CBP Agriculture Specialist	**SSES**	Supervisor Sector Enforcement Specialist
ACPA	Assistant Chief Patrol Agent	**SES**	Sector Enforcement Specialist
CPA	Chief Patrol Agent	**DCPA**	Deputy Chief Patrol Agent
WC	Watch Commander	**IPI**	Immigration Patrol Inspector (Legacy INS)
PD	Port Director	**SPI**	Supervisory Patrol Inspector (Legacy INS)
BP	Border Patrol	**SRI**	Senior Immigration Inspector (Legacy INS)
FOS	Field Operations Supervisor	**APD**	Assistant Port Director
LECA	Law Enforcement Communications Assistant	**SOS**	Special Operations Supervisor
TOS	Training Operations Supervisor		
Terms, Systems and Entities			
ADIS	Arrival Departure Information System	**ATS**	Automated Targeting System

CERTS	Cargo Enforcement Reporting and Tracking System	ATS	
ESTA	Electronic System for Travel Authorization	ATS-L	Automated Targeting System - Land
GES	Global Enrollment System	ATS-	
GOES	Global On-Line Enrollment System	ATS-	
TASPD	Targeting and Analysis Systems Program Directorate	ATS-P	Automated Targeting System - Passenger
DTOPS	Decal and Transponder Online Procurement System	ATS-	
IOIL	Inspection Operation Incident Log	GQIL	Incident Log Query
PBRS	Pleasure Boat Reporting System	PRIDE	Port Radiation Inspection, Detection & Evaluation
OAT	Office of Anti-Terrorism (CBP)	VACIS	Vehicle and Cargo Inspection System
OBP	Office of Border Patrol		
OFO	Office of Field Operations (CBP or CIS)		
BGC	Baggage Control Secondary	BSA	Enhanced Border Security Act of 2001
CRT	Customs Rover Team, Resolve in Triage	CET	Customs Enforcement Team
DSP	Refers to the DSP-150 (Biometric Border Crossing Card)	DE	Deferred Inspection
NTCS / NTC	National Targeting Center	NFO	National Fines Office
BCR	Border Cargo Release (overridden by NARP)	NTC-P	National Targeting Center-Passenger
BRASS	Border Release Advanced Screening and Selectivity	BSDP	Border Security Deployment Project
COSS	CBP Overtime and Scheduling System	CATS	CBP Automated Travel System

Federal Bureau of Prisons

High Level Employees Titles (Releasable)			
DIR	Director	PA	Public Affairs
REG DIR	Regional Director	PIO	Public Information Officer
W	Warden	TA	Trial Attorney
AW	Associate Wardens	SM	Public Facing Staff Members
MSES	Member of the Senior Executive Service		

Other Staff Titles			
O	Officers	CNSLR	Counselors
CPT	Captains	MS	Medical Staff
LT	Lieutenants	SEC	Secretaries

CM	Case Managers		

PPPI	Public Information Data on Inmates	**PR**	Progress Reports
ICFR	Inmate Central Files Records	**ILDD**	Inmate Load and Designation Data
DR	Disciplinary Records	**RA**	Release Authorizations
DAL	Detainer Action Letters	**ITDF**	In-Transit Data Forms
SRP	Supervision Release Plan.		

Immigration Customs and Enforcement

Officer & Other Titles

BCS	Bond Control Specialist	**DEO**	Detention Enforcement Officer
ADDI	Assistant District Director for Investigations	**ADC**	Assistant District Counsel
DD-I	District Director - Investigations	**SAC**	Special Agent in Charge
ASAIC	Assistant Special Agent in Charge	**GS**	Group Supervisor
BCS	Bond Control Specialist	**ASAC**	Assistant Special Agent in Charge
287(g)	Custody Specialist	**CLO**	Chief Legal Officer
DIO	Designated Immigration Officer [287(g)]	**PM**	Program Manager [287(g)]
CINV	Criminal Investigator	**IA**	Immigration Agent
SCI	Supervisory Criminal Investigator	**IA**	Immigration Analyst (USCIS employee)
CI	Confidential Informant (also see CBP)	**SIEA**	Supervisory Immigration Enforcement Agent
CI	Criminal Investigator (Legacy INS)	**IEA**	Immigration Enforcement Agent
DO	Deportation Officer	**IHP DIR**	Institutional Hearing Program Director
DO	Detention Officer	**RAC**	Resident Agent in Charge
DRO	Deportation & Removal Office or Officer	**RAIC**	Resident Agent in Charge
DRA	Deportation Removal Assistant	**SA**	Special Agent
DRA	Detention Removal Assistant	**SAIC**	Special Agent in Charge
DIO	Designated Immigration Officer	**SDDO**	Supervisory Detention & Deportation Officer
DDO	Detention & Deportation Officer	**SDEO**	Supervisory Detention Enforcement Officer
SDDI	Supervisory Detention & Deportation Investigator	**SEC**	Security Exchange Commission
DPO	Detention & Deportation Officer	**SDO**	Supervisory Deportation Officer
DDP	Detention & Deportation Program	**SIEA**	Supervisory Immigration Enforcement Agent
DD&P	Detention & Deportation Program	**SSA**	Supervisory or Senior Special Agent
D&D	Detention and Deportation	**D&D**	Detention & Deportation

DDP	Detention and Deportation Program	**SAC**	Special Agent in Charge
DC	Deportation Clerk	**SLES**	Supervisory Law Enforcement Specialist
ADDD	Assistant District Director of Deportation	**ASAC**	Assistant Special Agent in Charge
RAC	Resident Agent in Charge	**ERO**	Enforcement and Removal Officer
DRP	Detention and Removal Officer	**CI**	Confidential Informant
OCC	Office of Chief Counsel	**CC**	Chief Counsel
Terms, Systems and Entities			
EABM	ENFORCE Application Booking Module	**OPLA**	Office of the Principle Legal Advisor
EARM	ENFORCE Alien Removal Module	**OIL**	Office of Immigration Litigation
ENF	Enforcement Referral		
ENFORCE	Enforcement Case Tracking System		
EID	Enforce Integrated Database Enforce	**PLAnet**	Principal Legal Advisor Network, OPLA's system of record (successor of GEMS)
DACS	Deportable Alien Control System	**GEMS**	General Counsel Information Management System
DAX	Deportable Alien Control System	**AIRG**	Asset Identification and Removal Group (see TECS Codes CUA–CUZ)
HSI	Homeland Security Investigations	**IRP**	Institutional Removal Program
LESC	Law Enforcement Support Center System	**IHP**	Institutional Hearing Program
		ICE-BFU	ICE Benefit Fraud Unit
SEVIS	Student and Exchange Visitor Information System	**ACAP**	Alien Criminal Apprehension Program
ADP	Alternatives to Detention Program	**ATD**	Alternatives to Detention Program
CAP	Criminal Alien Program	**CES**	Crime Entry Screens
		HQPDU	Headquarters Post-Order Detention Unit
		ISAP	Intensive Supervision Appearance Program
		OCC	Operational Command Center
PISPC	Port Isabel Service Processing Center	**RCA**	Risk Classification Assessment
BMIS	ICE's Bond Management Information System		

DIHS	ICE's Division of Immigration Health Services	EOIR	Executive Office for Immigration Review
ERO	Enforcement Removal Operations	NSID	National Security Investigations Division

Class of Admission (COA) Codes

Legal Permanent Resident
This contains both CURRENT and OBSOLETE LPR codes
Note: This Appendix is available for reference purposes only. This SHOULD NOT be used to make the final decision whether to process a case under FOIA or PA.

Code	Status	Code	Status	Code	Status
1	LPR	HA8	LPR	SA3	LPR
2	LPR	HA9	LPR	SA6	LPR
4	LPR	HB6	LPR	SA7	LPR
5	LPR	HB7	LPR	SA8	LPR
6	LPR	HB8	LPR	SB1	LPR
12	LPR	HB9	LPR	SC1	LPR
231	LPR	HC6	LPR	SC2	LPR
317	LPR	HC7	LPR	SC6	LPR
318	LPR	HC8	LPR	SC7	LPR
503	LPR	HC9	LPR	SD1	LPR
991	LPR	HD6	LPR	SD2	LPR
992	LPR	HD7	LPR	SD3	LPR
993	LPR	HD8	LPR	SD6	LPR
994	LPR	HD9	LPR	SD7	LPR
999	LPR	HE6	LPR	SD8	LPR
12A	LPR	HE7	LPR	SE1	LPR
12C	LPR	HE8	LPR	SE2	LPR
13A	LPR	HE9	LPR	SE3	LPR
2C	LPR	HK1	LPR	SE6	LPR
2C6	LPR	HK2	LPR	SE7	LPR
2D	LPR	HK3	LPR	SE8	LPR
2E	LPR	HK6	LPR	SEK	LPR
2F	LPR	HK7	LPR	SF1	LPR
2G	LPR	HK8	LPR	SF2	LPR
3B	LPR	I51	LPR	SF6	LPR
3B2	LPR	I52	LPR	SF7	LPR
3B3	LPR	I53	LPR	SG1	LPR
3B4	LPR	I56	LPR	SG2	LPR
3C	LPR	I57	LPR	SG6	LPR
4A	LPR	I58	LPR	SG7	LPR
4B	LPR	IB0	LPR	SH1	LPR

4C	LPR	IB1	LPR	SH2	LPR
4D	LPR	IB2	LPR	SH6	LPR
4F	LPR	IB3	LPR	SH7	LPR
6A	LPR	IB5	LPR	SHE	LPR
6-A	LPR	IB6	LPR	SI1	LPR
6A1	LPR	IB7	LPR	SI2	LPR
6A2	LPR	IB8	LPR	SI3	LPR
6A3	LPR	IC6	LPR	SI6	LPR
A-1	LPR	IC7	LPR	SI7	LPR
A11	LPR	ID6	LPR	SI8	LPR
A12	LPR	IF1	LPR	SJ1	LPR
A16	LPR	IF2	LPR	SJ2	LPR
A17	LPR	IH3	LPR	SJ6	LPR
A31	LPR	IH4	LPR	SJ7	LPR
A32	LPR	IMM	LPR	SK1	LPR
A33	LPR	IR0	LPR	SK2	LPR
A36	LPR	IR1	LPR	SK3	LPR
A37	LPR	IR2	LPR	SK4	LPR
A38	LPR	IR3	LPR	SK6	LPR
A41	LPR	IR4	LPR	SK7	LPR
A42	LPR	IR5	LPR	SK8	LPR
A43	LPR	IR6	LPR	SK9	LPR
A46	LPR	IR7	LPR	SL1	LPR
A47	LPR	IR8	LPR	SL6	LPR
A48	LPR	IR9	LPR	SM0	LPR
AA1	LPR	IW1	LPR	SM1	LPR
AA2	LPR	IW2	LPR	SM2	LPR
AA3	LPR	IW6	LPR	SM3	LPR
AA6	LPR	IW7	LPR	SM4	LPR
AA7	LPR	K10	LPR	SM5	LPR
AA8	LPR	K11	LPR	SM6	LPR
AM1	LPR	K12	LPR	SM7	LPR
AM2	LPR	K13	LPR	SM8	LPR
AM3	LPR	K14	LPR	SM9	LPR
AM6	LPR	K15	LPR	SN1	LPR
AM7	LPR	K16	LPR	SN2	LPR
AM8	LPR	K17	LPR	SN3	LPR
AR1	LPR	K18	LPR	SN4	LPR
AR6	LPR	K19	LPR	SN6	LPR
AS6	LPR	K20	LPR	SN7	LPR
AS7	LPR	K21	LPR	SN8	LPR
AS8	LPR	K22	LPR	SN9	LPR
B11	LPR	K23	LPR	SP	LPR
B12	LPR	K24	LPR	SQ1	LPR

B16	LPR	K25	LPR	SQ2	LPR
B17	LPR	K26	LPR	SQ3	LPR
B20	LPR	K6	LPR	SQ6	LPR
B21	LPR	K-6	LPR	SQ7	LPR
B22	LPR	K7	LPR	SQ8	LPR
B23	LPR	K-7	LPR	SR1	LPR
B24	LPR	K8	LPR	SR2	LPR
B25	LPR	K-8	LPR	SR3	LPR
B26	LPR	K9	LPR	SR6	LPR
B27	LPR	K-9	LPR	SR7	LPR
B28	LPR	KIC	LPR	SR8	LPR
B29	LPR	KIP	LPR	ST0	LPR
B31	LPR	KN4	LPR	ST6	LPR
B32	LPR	KP4	LPR	ST7	LPR
B33	LPR	KR3	LPR	ST8	LPR
B36	LPR	KR4	LPR	ST9	LPR
B37	LPR	KS3	LPR	SU0	LPR
B38	LPR	KS4	LPR	SU2	LPR
BC1	LPR	KT4	LPR	SU3	LPR
BC2	LPR	KU4	LPR	SU5	LPR
BC3	LPR	LA6	LPR	SU6	LPR
BC6	LPR	LB1	LPR	SU7	LPR
BC7	LPR	LB2	LPR	SU8	LPR
BC8	LPR	LB6	LPR	SU9	LPR
BX1	LPR	LB7	LPR	SY6	LPR
BX2	LPR	LPR	LPR	SY7	LPR
BX3	LPR	M83	LPR	SY8	LPR
BX6	LPR	M9	LPR	T1	LPR
BX7	LPR	M-9	LPR	T2	LPR
BX8	LPR	M93	LPR	T3	LPR
C7P	LPR	CS1	LPR	CU6	LPR
C8	LPR	CS2	LPR	CU7	LPR
C9	LPR	CS3	LPR	CU8	LPR
CH6	LPR	CSS	LPR	CU9	LPR
CNP	LPR	CU0	LPR	CUP	LPR
DP	LPR	MR0	LPR	T4	LPR
DS1	LPR	MR6	LPR	T51	LPR
DT1	LPR	MR7	LPR	T52	LPR
DT2	LPR	N	LPR	T53	LPR
DT3	LPR	N51	LPR	T56	LPR
DT6	LPR	N52	LPR	T57	LPR
DT7	LPR	N56	LPR	T58	LPR
DT8	LPR	N57	LPR	U1	LPR
DV1	LPR	N58	LPR	U1M	LPR

DV2	LPR	NA	LPR	U2M	LPR
DV3	LPR	NA3	LPR	V1	LPR
DV6	LPR	NC6	LPR	V-1	LPR
DV7	LPR	NC7	LPR	V2M	LPR
DV8	LPR	NC8	LPR	VI5	LPR
E10	LPR	NC9	LPR	VI6	LPR
E11	LPR	NP0	LPR	VI7	LPR
E12	LPR	NP1	LPR	VIO	LPR
E13	LPR	NP2	LPR	W16	LPR
E14	LPR	NP5	LPR	W26	LPR
E15	LPR	NP6	LPR	W3	LPR
E16	LPR	NP7	LPR	W-3	LPR
E17	LPR	NP8	LPR	W36	LPR
E18	LPR	NP9	LPR	W4	LPR
E19	LPR	O1	LPR	W-4	LPR
E21	LPR	O1M	LPR	W46	LPR
E22	LPR	O2M	LPR	W5	LPR
E23	LPR	O3M	LPR	W-5	LPR
E26	LPR	OP1	LPR	X	LPR
E27	LPR	OP6	LPR	X5	LPR
E28	LPR	P11	LPR	XA	LPR
E30	LPR	P12	LPR	XA3	LPR
E31	LPR	P16	LPR	XB	LPR
E32	LPR	P1M	LPR	XB3	LPR
E34	LPR	P21	LPR	XE3	LPR
E35	LPR	P22	LPR	XF3	LPR
E36	LPR	P23	LPR	XN3	LPR
E37	LPR	P26	LPR	XR3	LPR
E39	LPR	P27	LPR	Y1	LPR
E51	LPR	P28	LPR	Y-1	LPR
E52	LPR	P2M	LPR	Y10	LPR
E53	LPR	P31	LPR	Y11	LPR
E56	LPR	P32	LPR	Y12	LPR
E57	LPR	P33	LPR	Y13	LPR
E58	LPR	P36	LPR	Y14	LPR
EC6	LPR	P37	LPR	Y15	LPR
EC7	LPR	P38	LPR	Y16	LPR
EC8	LPR	P3M	LPR	Y2	LPR
EC9	LPR	P41	LPR	Y-2	LPR
ES1	LPR	P42	LPR	Y2A	LPR
ES6	LPR	P43	LPR	Y3	LPR
EW0	LPR	P46	LPR	Y-3	LPR
EW3	LPR	P47	LPR	Y4	LPR
EW4	LPR	P48	LPR	Y-4	LPR

EW5	LPR	P51	LPR	Y5	LPR
EW8	LPR	P52	LPR	Y-5	LPR
EW9	LPR	P53	LPR	Y6	LPR
EX1	LPR	P56	LPR	Y-6	LPR
EX2	LPR	P57	LPR	Y64	LPR
EX3	LPR	P58	LPR	Y7	LPR
EX6	LPR	P61	LPR	Y-7	LPR
EX7	LPR	P62	LPR	Y8	LPR
EX8	LPR	P63	LPR	Y-8	LPR
F11	LPR	P66	LPR	Y9	LPR
F12	LPR	P67	LPR	Y-9	LPR
F16	LPR	P68	LPR	Z-0	LPR
F17	LPR	P7	LPR	Z03	LPR
F20	LPR	P-7	LPR	Z1	LPR
F21	LPR	P71	LPR	Z-1	LPR
F22	LPR	P72	LPR	Z11	LPR
F23	LPR	P76	LPR	Z13	LPR
F24	LPR	PH6	LPR	Z14	LPR
F25	LPR	Q1M	LPR	Z15	LPR
F26	LPR	Q2	LPR	Z2	LPR
F27	LPR	Q2M	LPR	Z-2	LPR
F28	LPR	Q3M	LPR	Z3	LPR
F29	LPR	R11	LPR	Z-3	LPR
F31	LPR	R16	LPR	Z33	LPR
F32	LPR	R1M	LPR	Z4	LPR
F33	LPR	R2M	LPR	Z-4	LPR
F36	LPR	R51	LPR	Z41	LPR
F37	LPR	R52	LPR	Z43	LPR
F38	LPR	R53	LPR	Z5	LPR
F41	LPR	R56	LPR	Z-5	LPR
F42	LPR	R57	LPR	Z56	LPR
F43	LPR	R58	LPR	Z57	LPR
F46	LPR	R86	LPR	Z66	LPR
F47	LPR	RE5	LPR	Z7	LPR
F48	LPR	RE6	LPR	Z-7	LPR
FX1	LPR	RE7	LPR	Z8	LPR
FX2	LPR	RE8	LPR	Z-8	LPR
FX3	LPR	RE9	LPR	Z83	LPR
FX6	LPR	RN6	LPR	Z9	LPR
FX7	LPR	RN7	LPR	Z-9	LPR
FX8	LPR	RRA	LPR	Z91	LPR
GA6	LPR	S13	LPR	ZN	LPR
GA7	LPR	S16	LPR	ZO	LPR
GA8	LPR	S26	LPR		

| HA6 | LPR | SA1 | LPR | | |
| HA7 | LPR | SA2 | LPR | | |

Conditional Legal Permanent Resident

Code	Status	Code	Status	Code	Status
C20	LPR	C38	LPR	C42	LPR
C21	LPR	C41	LPR	CB6	LPR
C22	LPR	C42	LPR	CB7	LPR
C23	LPR	C43	LPR	CF1	LPR
C24	LPR	C46	LPR	CF2	LPR
C25	LPR	C47	LPR	CR1	LPR
C26	LPR	C48	LPR	CR2	LPR
C27	LPR	C51	LPR	CR6	LPR
C28	LPR	C52	LPR	CR7	LPR
C29	LPR	C53	LPR	CX1	LPR
C31	LPR	C56	LPR	CX2	LPR
C32	LPR	C57	LPR	CX3	LPR
C33	LPR	C58	LPR	CX6	LPR
C36	LPR	CB1	LPR	CX7	LPR
C37	LPR	CB2	LPR	CX8	LPR

COA Based on IJO Decisions / EOIR Relief

Grant / Relief	Section of INA	The COA is…	LPR?
Adjustment of Status	245	Regular COA. (Refer to BCR/485 for status e.g. IR6, IR0, etc.)	Yes. Subject becomes LPR.
Asylum	208	AS1 (principal), AS2 (spouse), AS3 (child)	No.
LPR Cancellation of Removal (There is a 42A in file)	240(A)(a)	Prior LPR status.	Yes. Subject keeps same COA and adjustment date as before proceedings.
Non-LPR Cancellation of Removal (There is a 42B in file)	240 (A)(b)(1)	Usually Z13, but may be Z11	Yes. Subject becomes LPR.
VAWA Cancellation of Removal	240 (A)(b)(2)	Z14	Yes. Subject becomes LPR.
NACARA	203	Z15	Yes. Subject becomes LPR.
Waiver Including: 212(h), 212(i), and 212(c), 237	Varies case by case	Previous COA	Yes. Subject keeps previous COA.
Withholding of Removal (Accompanied by Final Order/OSUP)	241	UN, none	No.

| Voluntary Departure | 240(A) or (B) | F43, etc. | No. |

Note: The only time the subject's COA is UN, based on an IJO, is when the subject has been ordered removed or granted voluntary departure and there are NO EXECUTED REMOVAL DOCUMENTS.

COA Under the Immigrant Laws, Code

Official Website of the Department of Homeland Security, USCIS
https://www.uscis.gov/ilink/docView/AFM/HTML/AFM/0-0-0-1/0-0-0-27276/0-0-0-32908.html

- Appendix 23-7 **Class of Admission under the Immigrant Laws**, Code (current)

Containing the following sections:
  - Classes **Currently In Use** - Legal Permanent Resident Aliens.
  - Classes **Currently In Use** – Nonimmigrants.
  - Classes **Currently In Use** - Other Categories of Aliens.
  - Classes **Currently Not In Use** - Legal Permanent Resident Aliens.
  - Classes **Currently Not In Use** – Nonimmigrants.

Each section containing the following information:
  - **Statistical** = Code in the data bases.
  - **Document** = Code on documents.
  - **Arrival/Adjust**:
    - N = New arrival;
    - A = Adjustment (under Sec. 245) to immigrant (legal permanent resident) status.
  - **Section of Law**
  - **Description**

Policy Manual, Adjustment of Status

Official Website of the Department of Homeland Security, USCIS
https://www.uscis.gov/policy-manual/volume-7

- Policy Manual, Volume 7 - **Adjustment of Status** (current)

Containing the following parts:
  - **Part A** - Adjustment of Status Policies and Procedures
  - **Part B** - 245(a) Adjustment
  - **Part C** - 245(i) Adjustment
  - **Part D** - Family-Based Adjustment
  - **Part E** - Employment-Based Adjustment
  - **Part F** - Special Immigrant-Based (EB-4) Adjustment
  - **Part G** - Diversity Visa Adjustment
  - **Part H** - Criminal or Terrorist Informant-Based Adjustment
  - **Part I** - VAWA-Based Adjustment
  - **Part J** - Trafficking Victim-Based Adjustment

- o **Part K** - Crime Victim-Based Adjustment
- o **Part L** - Refugee Adjustment
- o **Part M** - Asylee Adjustment
- o **Part N** - Legalization
- o **Part O** - Registration
- o **Part P** - Special Adjustment Programs
- o **Part Q** - Rescission of Lawful Permanent Residence
- o **Part R** - Abandonment of Lawful Permanent Residence

Each part containing the following information:
- ▪ Relevant **chapters**
  - • Purpose, Background & Legal Authorities etc.

LPR, Categorized Immigrant COA

Official Website of the Department of Homeland Security, USCIS
https://www.dhs.gov/immigration-statistics/lawful-permanent-residents/ImmigrantCOA

- • **Lawful Permanent Residents**, Immigrant Classes of Admission

Containing several broad classes of admission for foreign nationals to gain LPR status:
- o **Immediate Relatives of U.S. Citizens**
- o **Family-sponsored**
  - ▪ First: Unmarried sons/daughters of U.S. citizens and their children
  - ▪ Second: Spouses, children, and unmarried sons/daughters of alien residents
  - ▪ Third: Married sons/daughters of U.S. citizens and their spouses and children
  - ▪ Fourth: Brothers/sisters of U.S. citizens (at least 21 years of age) and their spouses and children
- o **Employment-based**
  - ▪ First: Priority workers
  - ▪ Second: Professionals with advanced degrees or aliens of exceptional ability
  - ▪ Third: Skilled workers, professionals, and needed unskilled workers
  - ▪ Fourth: Certain special immigrants
  - ▪ Fifth: Employment creation (investors)
- o **Refugees and Asylees**
- o **Diversity Immigrant Visa Program**
- o **Other**
  - ▪ Parolees
  - ▪ Nicaraguan and Central American Relief Act (NACARA)
  - ▪ Cancellation of removal
  - ▪ Haitian Refugee Immigration Fairness Act (HRIFA)
  - ▪ IRCA legalization
  - ▪ IRCA legalization dependents
  - ▪ Other classes

General		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
ABC Eligibility Checklist (b)(7)(e)	Release Review for deliberative notes (b)(5)	Release (d)(5) and (b)(5)
	WIF (b)(7)(E) If there is third party PII or a user ID, add (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Application for Asylum and for Withholding of Removal, I-589– RIDERS And Supporting Documentation	Release applicants name on I-589 Redact all other third party information (PII and statements) including names on I-589 (b)(6) WIF supporting documents submitted with the I-589 (b)(6) unless they are documents issued or belonging to your subject (rider). For example: Alien Cards (LPR, EAD), Passports, Birth Certificates, Social Security Card, Driver's licenses, Naturalization Certificates, Marriage Certificates, Divorce Decrees, etc.	Release Release Release
Arrival/Departure Record, I-94	Release in full if belongs to the subject WIF (b)(7)(C) if third party	Release (k)(2) and (b)(7)(C)
Assessment Sheet (Preliminary Assessment)	Review for (b)(5) (deliberative process), otherwise release	(d)(5) and (b)(5)
Assessment to Refer, Grant, Terminate	Redact the deliberative information (b)(5) If the file contains the Referral Notice to the SOR, you can release the decision and title. If the Referral Notice to the SOR is not in the file, redact the decision and title (b)(5)	(d)(5) and (b)(5) (d)(5) and (b)(5)

General		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
Affidavit to Withdraw Visa Petition	WIF with (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(E)
	(b)(7)(F) (could reasonably be expected to endanger the life or physical safety of any individual)	(k)(2) and (b)(7)(C)
	(b)(7)(D) may also apply if explicitly named as a confidential source	(k)(2) and (b)(7)(D)
Asylum and NACARA § 203 Background Identity and Security Checklists	EARM, IBIS, FBI, US-VISIT and CCD systems checks, redact results (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
	Redact officer name/initials/IDs (b)(7)(C)	(k)(2) and (b)(7)(C)
		(k)(2) and (b)(7)(E)
	(b)(7)(E)	
	If checked (b)(7)(E), release if blank.	(k)(2) and (b)(7)(E)
	Release pending FBI result area regardless if checked or not.	
Asylum/Refugee flowcharts and worksheets that pertain to the interview	Review for (b)(5) (deliberative process)	(d)(5) and (b)(5)
	Redact law enforcement checks (b)(7)(C) and (b)(7)(E), otherwise release	(k)(2)/(j)(2) and (b)(7)(C) and (b)(7)(E)
Asylum Flow Chart of Processing		(k)(2) and (b)(7)(E)
	Redact with (b)(7)(E)	
	If initials are present, also use (b)(7)(C)	(k)(2) and (b)(7)(C)
Asylum Interview Notes	Review for deliberative material. Redact (b)(5)	(d)(5) and (b)(5)

General

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Attorney work product (Non-ICE) including attorney worksheets, trial attorney notes (blank sheets can be released)	WIF (b)(5)	(d)(5) and (b)(5)
Blank asylum/refugee flowcharts	Release	Release
Case History (CHIS)	Redact protected system results with (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
	Redact USER ID for IBIS checks (b)(7)(E)	(k)(2) and (b)(7)(E)
Case Status (CSTA)/CHECKERS	Redact IBIS/TECS, EARM/DACS, NAILS, and USVISIT (b)(7)(E). If blank release.	(k)(2) and (b)(7)(E)
	Redact FBIN section (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact FBI Response (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact third party Alien Number (b)(6)	Release
	Redact [ ] (b)(7)(E). If blank release.	(k)(2) and (b)(7)(E)
	Redact the result field of the FBI Name Ck (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact any officer name (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact the Relates field even if blank	(k)(2) and (b)(7)(E)
Central Index Systems (CIS2) 9101, 9102, 9106	WIF (b)(6) if third party and subject is not listed	Release
	Redact third party PII and non-protected system results (b)(6),	Release
	Redact DACS [ ] EARM [ ] or NAILS [ ] with (b)(7)(E)	(k)(2) and (b)(7)(E)
Claims Mainframe	Redact the Action Code, results, and the USER ID for the IBIS check (b)(7)(E)	(k)(2) and (b)(7)(E)
Computer codes used to maneuver within the system such as the function keys (PF1)	Release	Release

General		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
Corporate Tax Returns	Redact Shareholder information, including personal earnings, compensation of officers and stock holdings, preparer's SSN (b)(6)	Release
	Redact company TIN / EIN (b)(3) 26 U.S.C. § 6103	Release
	Redact preparer's TIN/EIN (b)(3) 26 U.S.C. § 6103 if a company	Release
	Redact preparer's TIN/EIN (b)(6) if an individual	Release
	Redact the preparer's PTIN if it is an SSN (SSN=9 digits, PTIN = P+8 digits) (b)(6)	Release
Court Documents (not EOIR) Sealed	Review to determine the context of what is going on in the file to know whether to release, WIF, etc.	
Filed Under Seal or In Camera Ex Parte	WIF (b)(5)	(d)(5) and (b)(5)
Credible Fear Determination Checklist	WIF (b)(5)	(d)(5) and (b)(5)
DACA Checklist	Redact the entire BCU ☐ (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact the criminality section and IBIS section only if results are marked (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact FBI results ☐	(j)(2) and (b)(7)(E)
	☐ (b)(7)(E),	
☐	documents (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact officer names/initials/IDs (b)(7)(C)	(k)(2) and (b)(7)(C)
Earned Income Credit (EIC)	WIF (b)(6) if third party	Release

General

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Family Registry/Household Registry	If the subject is listed anywhere on a Chinese or Korean family registry, release in full.	Release
	If the subject is not listed on a Chinese or Korean family registry WIF (b)(6).	Release
FPQ2 Compressed Vetting Procedures / Initial Screening Sheet	Redact any protected system results (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact FBI sections	(j)(2) and (b)(7)(E)
Grand Jury Indictment	If a Grand Jury Indictment has not been filed with the court, WIF (b)(3) Rule 6.e, (b)(7)(A), and (b)(7)(C)	(k)(2) and (b)(7)(C)
IBIS Inquiry	Redact the IBIS result(s) (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact third party Alien Numbers (b)(6)	Release
IBIS / TECS / BCU	Anytime you see WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	If officer names/initials/IDs and third party PII are present add (b)(7)(C)	(k)(2) and (b)(7)(C)
Individual Tax Returns	If you have consent from the filer, release them in full.	Release
	If you do not have consent, redact everything except the form name and the filers' name (b)(6).	Release
	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Initials law enforcement	(b)(7)(C)	(k)(2) and (b)(7)(C)
Initials (not law enforcement function or refugee officer)	Release	Release

General

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Legalization/SAW Examinations Worksheet, I-696	If the reviewer signed Box E, on the front of form I-696, and annotated a final decision you will release the information in Box B. If the reviewer did not sign Box E you will redact Box B with a (b)(5) Review the back of this form for deliberative material.	(d)(5) and (b)(5)
Local Law Enforcement Documents	If your subject is not a party of, WIF (b)(7)(C) If your subject is a party of: Redact third party PII/Statements and Law Enforcement Officer names	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C)
Marriage Fraud Interviews/Stokes Interviews	Redact the answers of any person you do not have consent from (b)(7)(C). Redact any notes or marks made by the interviewer, ONLY if notes and/or markings are deliberative (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Marriage Fraud Mainframe System	If there is ongoing investigations WIF this screenprint (b)(7)(E)	(k)(2) and (b)(7)(E)
Material Support	Redact Material Support references on forms (b)(7)(E) and any officer name/initials/IDs (b)(7)(C) WIF Material Support Worksheets (b)(7)(E) If officer names/initials/IDs use (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Memorandum of Creation of Record of Lawful Permanent Residence, I-181	If subject's and adjudicated, release in full. If unadjudicated WIF (b)(5)	Release Release

General		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	If agency is DOS add (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	If agency is ICE, ~~RIF to ICE~~	
Naturalization Prosecutorial Discretion Review	Redact ISO and SISO's name(b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Referral Type and Charge(s) of Removability sections (b)(5)	(d)(5) and (b)(5)
	Redact ISO's recommendation (b)(5)	(d)(5) and (b)(5)
	NTA Panel's ultimate decision can be release since it is no longer predecisional	
	Redact all panel members (b)(7)(C)	(k)(2) and (b)(7)(C)
	ICE attorney may sign but do not RIF this document to ICE	
NFTS/RAILS	Redact LE Officer names	(k)(2) and (b)(7)(C)
	WIF if mention of	(k)(2) and (b)(7)(E)
PCQS – CIS Details	Redact , (b)(7)(E)	(k)(2) and (b)(7)(E)
PCQS Person Search	When any protected system is checked/searched, for example: NCIC, SQ11, ENFORCE, CCD, FD258 or the Select All is checked, redact the corresponding results using (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
Phone numbers (direct lines) of employees and e-mail addresses	(b)(6)	Release
Phone numbers and fax numbers of law enforcement personnel	(b)(7)(C)	(k)(2) and (b)(7)(C)
Photographs	If the subject is in the photo with others (such as family photos) - release in full.	Release
	Photos of third parties without the subject, WIF (b)(6)	

General

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Record of IBIS Query (ROIQ)	Redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact USERID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party DOBs (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact (b)(7)(E)	(k)(2) and (b)(7)(E)
Record of Action, I-703	If attorney work product has to do with detention, removal or deportation, RIF it to ICE. If it is not associated with deportation or removal, i.e., it is CIS or CBP attorney work product, WIF (b)(5).	(d)(5) and (b)(5)
Record of Determination/Credible Fear Worksheet, I-870	Release in full if subjects	Release
Record of Information Disclosure (Privacy Act), G-658	OOS Form G-658 if the "Disclosed to" agency is law enforcement or of the intelligence community. If the "Disclosed to" agency is for purposes of obtaining a benefit, fully release.	OOS Form G-658 if the "Disclosed to" agency is law enforcement or of the intelligence community. If the "Disclosed to" agency is for purposes of obtaining a benefit, fully release.
Refugee officers (names and initials except on correspondence mailed to the refugee)	(b)(6)	Release
Refugee interview notes	(b)(7)(E)	(k)(2) and (b)(7)(E)
Routing Sheets	 (b)(7)(E) (b)(7)(E), WIF (b)(7)(E) and (b)(7)(C) for any officer names/initials/IDs or phone numbers	(k)(2) and (b)(7)(E) (j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)/(b)(7)(C)
Snitch Letters	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(E)/(b)(7)(C)
Social Security Numbers (third party)	(b)(6)	Release

General		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
Third Country Transit Bar Worksheet	Review for any deliberative notes to redact (b)(5); otherwise release in full	(d)(5) and (b)(5)
Third Party Documents: USCIS approval/denial letters, I-797s, Notice of Intent, Requests for Evidence addressed to petitioner	Redact any PII not previously released (b)(6). Review the body of the letter for any PII (e.g. medical history, criminal history) and redact (b)(6). Redact the reason for denial if not released or known to the subject (b)(6).	Release
G-325 Biographic Information Sheet Utility bills Credit card bills Bank statements Interpreter affidavit (address and driver's license number) W-2's and tax returns	Release only the name of the document and the name of the individual. Redact everything else (b)(6).	Release
Earning Statements/Paystubs/Paycheck	Release person's name only. Redact everything else (b)(6)	Release
Third Party Documents: Copies of alien cards (LPR, EAD) Passports Birth Certificates Social Security Card Copies of driver's licenses Naturalization Certificates Employment letters Marriage Certificates Divorce Decrees Medical Documents Rental Agreements USCIS letters addressed to petitioner acknowledging withdraw of petition Petitioner withdraw letters	WIF (b)(6)	Release
User ID's on bar codes with receipt numbers	Release	Release

General

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
User ID's on screenprints (Law enforcement computer systems IBIS, DACS,)	(b)(7)(C)	(k)(2) and (b)(7)(C)
Validation Instrument for Business Enterprises (VIBE)	WIF ALL VIBE _____(b)(5) and (b)(7)(E) Redact VIBE search results (b)(7)(E)	(d)(5) and (b)(5) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
	WIF (b)(7)(E) Add (b)(7)(C) for any third party information	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Affidavit In Lieu of Lost Receipt of US INS for Collateral Accepted as Security, I-395	Redact CBP officer names and third party PII (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Alien Booking Record, I-385	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Alternative to Detention (ATD)	RIF to ICE	RIF to ICE
APIS NCIC Positive Response	Redact TID (b)(7)(C) Review narrative. Redact _____ (b)(7)(E) WIF (b)(7)(C) if it does not belong to subject	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Appendix D/SYS POE	Redact officer names and third party information (b)(7)(C) Redact protected system results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Application for Stay of Deportation or Removal, I-246	RIF to ICE	RIF to ICE

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Assessment for Transportation, Escort, and Detention/Detainee Assessment	Review Notes/Explain section for deliberative material or sensitive words, (b)(5) or (b)(7)(E)	(d)(5) and (b)(5) (k)(2) and (b)(7)(E)
	Redact ⬚ ⬚ (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact LE officer names and third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
⬚	RIF to ICE	RIF to ICE
⬚	WIF (b)(7)(C) if not ICE	(k)(2) and (b)(7)(C)
	Review Comments for deliberative material, redact (b)(5) Or RIF to ICE	(d)(5) and (b)(5) RIF to ICE
Bag and Baggage, I-166	RIF to ICE	RIF to ICE
Baggage Check CBP Form, I-77	Release if CBP Or RIF to ICE	Release if CBP Or RIF to ICE
Biometric Long Log	Redact the LO#, RC# and AR# columns (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact any results from protected systems (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact User and Terminal ID (b)(7)(C)	(k)(2) and (b)(7)(C)
Bond Backlog Action Team Action Sheet (BBAT)	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Bond Worksheet (multi page document)	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE

ICE and CBP Documents		
(If filled out by USCIS, process as stated below)		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
1270 of Federal Prisoner/Alien in Transit, USM 553	If it is filled out by a U.S. Marshal, refer it to USM If it is signed by CBP, redact the officers name (b)(7)(C) and refer it to USM If this form is signed by an ICE agent, refer it to ICE.	If it is filled out by a U.S. Marshal, refer it to USM If it is signed by CBP, redact the officers name(k)(2)/ (b)(7)(C) and refer it to USM If this form is signed by an ICE agent, refer it to ICE.
Money order, social security cards, driver licenses, etc. attached to Bond Worksheet	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Candidate Bio	Redact LE officer names, TID and third party PII (b)(7)(C) Redact protected system results (b)(7)(E) Redact investigative info in narrative including [____] (b)(7)(E) Or RIF to ICE	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) RIF to ICE
[____]	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C) and (b)(7)(E)
CCH Signature Sheet Special Interest Group	Redact CBP officer names/ identifiers, phone/fax (b)(7)(C) Redact protected system results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Certificate of Eligibility for Nonimmigrant Student Status, I-20	RIF to ICE	RIF to ICE
Communications Records Checks	Redact CBP officer names and identifiers (b)(7)(C) Redact protected system results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Continuation Page, I-831	Process the same as the document it is continuing.	Process the same as the document it is continuing.

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
	WIF (b)(7)(C), (b)(7)(E), and possibly (b)(5) If the I-205 (Warrant of Deportation) has been served then redact If filled out by ICE then RIF to ICE	(k)(2) and (b)(7)(C)/(b)(7)(E) (d)(5) and (b)(5) (k)(2) and (b)(7)(C)/(b)(7)(E) (d)(5) and (b)(5) RIF to ICE
	RIF to ICE	RIF to ICE
Deportable Alien Control System (DACS)	RIF to ICE	RIF to ICE
Deportation Worksheet	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Detainee Classification System	RIF to ICE	RIF to ICE
Detention and Removal Case Check Sheet	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
	RIF to ICE	RIF to ICE
	WIF (b)(7)(E) Add (b)(7)(C) for any LE officers or third party information Add (b)(5) for any deliberative material	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Division of Immigration Health Services (DIHS) In-Processing Health Screening Form	RIF to ICE	RIF to ICE
EARM Subsystem Display	RIF to ICE if any of the following fields contain information:	RIF to ICE if any of the following fields contain information:
	RIF to ICE	RIF to ICE

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Escort Classification Worksheet	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Field Information Report	Redact FIR number (b)(7)(E) Redact code name assigned to subject (b)(7)(C) Review for sensitive words (b)(7)(E)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Field Operations Worksheet & Deportation Case Check Sheet, I-170	RIF to ICE	RIF to ICE
Final Administrative Removal Order, I-851A	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C) RIF to ICE
Immigration Bond & BMIS Cash Bond Data Entry, I-352	RIF to ICE Note: If the bond packet includes the Obligor's identification and/or any form of payment, also RIF to ICE.	RIF to ICE
Immigration Detainer – Notice of Action, I-247	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Information for Travel Document or Passport, I-217 (b)(7)(e)	RIF to ICE if there is any ICE or Legacy INS ICE function signature. Release in full if CBP If there is an I-831 continuation page signed by CBP, redact officer's name (b)(7)(C)	RIF to ICE if there is any ICE or Legacy INS ICE function signature. Release (b)(7)(C) and (k)(2)
	RIF to ICE	RIF to ICE
	RIF to ICE	RIF to ICE

<cot>The table has three columns: TITLE/SUBJECT, FOIA EXEMPTION, PA EXEMPTION</cot>

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Investigation Preliminary Worksheet, G-600A	RIF to ICE	RIF to ICE
IO95 Inspection Results	Redact TID, LE officer names (b)(7)(C) Review narrative for (b)(7)(E), and depending on what's in the file, possibly (b)(7)(A) Redact ☐ (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(A) (k)(2) and (b)(7)(C)
Letter for Appointment, G-56	Release Or RIF to ICE	Release Or RIF to ICE
List of Alerts	Redact requestor names (b)(7)(C) Review Alert Text for information that needs to be held (b)(7)(C) and/or (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
LRSGEN General Area, Non-Specific (Zones/Grids) (Entry/Apprehension Landmarks)	Redact protected system results and zones & grids, (GPS) coordinates (b)(7)(E) Redact LE officer names, star numbers, and initials (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
LRTPC Detainee Field Interview Sheet	Redact LE officer names, star numbers, and initials (b)(7)(C) Redact protected system results (b)(7)(E) (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and/or (j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
	RIF to ICE	RIF to ICE
Memo - Subject Permission to remain	Release	Release
Memo – Parole Revocation	Release	Release
NCIC/NLETS View Messages	Redact LE officer names/identifiers (b)(7)(C)	(k)(2) and (b)(7)(C)

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
NCIC Entry Report	Redact LE officer names/identifiers (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
NCIC Query Results (b)(7)(e)	WIF (b)(7)(C) if third party Redact LE officer names/identifiers (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) RIF to ICE
	WIF (b)(7)(C) and (b)(7)(E) Or RIF to ICE	(k)(2) and (b)(7)(C) and (b)(7)(E) RIF to ICE
NFTS/RAILS Screenprints	Redact officer names (b)(7)(C)	(k)(2) and (b)(7)(C)
Notice and Order of Expedited Removal, I-860	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C) RIF to ICE
Notice and Request for Disposition, I-274 (multi-page document)	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C) RIF to ICE
Notice of Action – Voluntary Departure, I-210	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice of Custody Determination, I-286	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice of Immigration Bond Breach I-323	RIF to ICE	RIF to ICE

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice of Immigration Bond Cancelled I-391 (multi page document)	RIF to ICE	RIF to ICE
Notice of Intent to Issue a Final Administrative Removal Order, I-851	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice of Intent/Decision to Reinstate Prior Order, I-871	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice of Rights and Request for Disposition, I-826 (multi page document)	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice of Rights and Request for Disposition, I-770 (multi page document)	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice to Alien Ordered Removed/Departure Verification, I-296	Per CBP if "Signature of officer serving warning" is signed, release If "Signature of officer serving warning" is not signed WIF (b)(5) and add (b)(7)(C) for officer names Or RIF to ICE	Release (d)(5), (b)(5) (k)(2) and (b)(7)(C) RIF to ICE
Notice to Appear, Bond and Custody Processing Sheet, I-265(multi page document)	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE

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ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice to Appear, I-862 (multi page document)	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice to Appear – Arriving Alien & UAC	Redact LE officer names and identifier (b)(7)(C) Redact protected system results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and/or (j)(2) and (b)(7)(E)
Notice to Consular Officer Concerning Detention I-264	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Notice to Deliver Alien, I-340	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Notice to Detain, Remove, or Present Alien, I-259	Redact CBP officer names (b)(7)(C)	(k)(2) and (b)(7)(C)
Notice to EOIR: Alien Address, I-830	Redact CBP officer names, badge numbers, ID numbers and direct line phone numbers (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Official Assignment Sheet, G-391	RIF to ICE	RIF to ICE
Order of Release on Recognizance, I-220A (b)(7)(e)	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C) RIF to ICE
Order to Appear Deferred Inspection, I-546	Redact CBP officer names (b)(7)(C)	(k)(2) and (b)(7)(C)

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Order to Detain or Release Alien, I-203	Redact CBP officer names (b)(7)(C) Or ~~RIF to ICE~~	(k)(2) and (b)(7)(C) ~~RIF to ICE~~
Order to Show Cause and Notice of Hearing, I-221 (multi page document)	WIF (b)(5) and (b)(7)(C) if not served Or ~~RIF to ICE~~	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Out processing Checklist (Deportation)	~~RIF to ICE~~	~~RIF to ICE~~
Post Order Custody Review Worksheet (consists of several pages)	Redact CBP officer names (b)(7)(C) Review for deliberative material (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Property Receipt, G-589	Release if CBP Or ~~RIF to ICE~~	Release if CBP Or ~~RIF to ICE~~
PQH API/Hit Data	Redact TID and inspector number (b)(7)(C) Redact information under RSLT column (b)(7)(E) Review the TECS Record ID, redact if we normally would on a TECS II Person Subject Query or if an agency we would RIF to.	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Principal Legal Advisor Network (PLAnet) Case Summary	~~RIF to ICE~~	~~RIF to ICE~~
Prosecution Report	Redact LE officer names and third party PII (b)(7)(C) Review for deliberative material (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Receipt of Immigration Officer US Bonds, I-305 (multi page document)	~~RIF to ICE~~	~~RIF to ICE~~

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Record of Deportable/Inadmissible Alien	Redact LE officer names and third party PII/statements (b)(7)(C) Redact protected system results (b)(7)(E) Redact investigative info in narrative◻ ◻ (b)(7)(E) Or RIF to ICE	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) RIF to ICE
Record of Measures Taken to Obtain Travel Document for Deportation	RIF to ICE	RIF to ICE
Record of Persons and Property Transferred, I-218	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Record of Sworn Statement in Affidavit	if prepared by CBP and signed by alien, release or RIF to ICE	if prepared by CBP and signed by alien, release or RIF to ICE
◻	RIF to ICE	RIF to ICE
Report of Apprehension or Seizure	Redact Officer names (b)(7)(C) Redact vehicle information (b)(7)(C) Review narrative for (b)(7)(C), (b)(7)(E), and possibly (b)(5)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Report of Detainees missing Property, I-387	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Report of Investigation (ROI) or Memorandum of Investigation (MOI)	WIF (b)(7)(C) and (b)(7)(E) Or RIF to ICE	(k)(2) and (b)(7)(C) and (b)(7)(E) RIF to ICE
Rio Grande Valley Sector	Redact officer names, phone and fax numbers (b)(7)(C) [redacted] line (b)(7)(E) Redact protected systems results (b)(7)(E) Review for protected information directly under "Special Handling Instructions for Agent" area	(k)(2) and (b)(7)(C) (j)(2) and (b)(7)(E) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
San Ysidro or Otay Mesa Port of Entry Enforcement Team Computer Checklist for Expedited and Other Removals	Redact CBP officer names (b)(7)(C) Redact protected systems results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
SEACATS S/A/S Short/Long Summary (Seized Assets and Case Tracking System)	Redact TID, LE officer names, phone, SSNs (b)(7)(C) Redact [redacted] (b)(7)(E) Or RIF to ICE	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Secondary Inspection	Redact TID, LE officer names (b)(7)(C) Redact [redacted] (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Secondary Referral Tracking Sheet/PLOR Worksheet	Redact LE officer names, star numbers, and initials (b)(7)(C) Redact protected system results (b)(7)(E) Redact investigative [redacted] b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Stipulated Order of Removal	if prepared by CBP and signed by alien, release or RIF to ICE	if prepared by CBP and signed by alien, release or RIF to ICE
Student & Exchange Visitor Information System (SEVIS) system prints Note: Not from PCQS	RIF to ICE	RIF to ICE
Subject Encounter Details Screen	Redact the user name (b)(7)(C) Redact protected system results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Supervisor's Sworn Statement	WIF (b)(7)(C) and (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Travel Document Request and/or Worksheet	Redact CBP officer names (b)(7)(C) Or RIF to ICE	(k)(2) and (b)(7)(C) RIF to ICE
Unaccompanied Alien Child (UAC) – Initial Placement Referral Form	Redact officer names, email, signatures, badges and phone (b)(7)(C) Redact third party information (b)(7)(C) Review for deliberative material (b)(5)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Unaccompanied Alien Child Screening Addendum, CBP Form 93	Redact entire Human Trafficking section (b)(7)(E) Redact officer names and signatures (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
USBP Field Processing Form	Redact LE officer names, star numbers, and initials (b)(7)(C) Redact protected system results (b)(7)(E) Redact investigative (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)

ICE and CBP Documents
(If filled out by USCIS, process as stated below)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
US CBP Consolidated Secondary Inspection System	Redact LE officer names (b)(7)(C) Review narrative	(k)(2) and (b)(7)(C)
Warning as to Rights in an Administrative Proceeding Interview Log, I-214	Release in full if belongs to subject	Release in full if belongs to subject
Warning for Failure to Depart, I-229 (memo with other documents attached)	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Warning to Alien Ordered Removed or Deported, I-294	Release if served by CBP If not served, WIF (b)(5), add (b)(7)(C) for any officer names RIF to ICE if signed by ICE	Release if signed by CBP (b)(5) and (d)(5) (b)(7)(C) and (k)(2) RIF to ICE if signed by ICE
Warrant for Arrest of Alien I-200	WIF (b)(5) and (b)(7)(C) if not served Or RIF to ICE	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Withdrawal of Application for Admission/Consular Notification, I-275	Redact LE officer names, signatures, identifiers, third party PII/statements (b)(7)(C) Redact protected systems results and references to sensitive words (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)

ORR Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Verification of Release	Redact third party PII (b)(6)	Release
UAC Basic Information/Discharge Notification	Redact third party PII (b)(6)	Release
ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor/Request to Change Address	Redact third party PII (b)(6)	Release

ORR Documents

ORR Notice of Transfer to ICE Chief Counsel Change of Address/Change of Venue	Redact third party PII (b)(6)	Release
ORR/DUCS Release Request Worksheet	Redact third party PII (b)(6)	Release
Unaccompanied Alien Child (UAC) Initial Placement RIFral Form	Redact third party PII (b)(6) Redact law enforcement officer names (b)(7)(C)	Release (k)(2) and (b)(7)(C)
Initial Medical Exam	Release in Full if it is your subject WIF (b)(6) if it is a third party	Release

US-Visit Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
US-Visit Secondary Inspection Tool Verification Worksheet, G-1221	Redact officer names/identifiers (b)(7)(C) Redact [ ] (b)(7)(E) Redact [ ] (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Arrival and Departure Information System (ADIS)	Per FBI redact [ ] (b)(7)(E) Redact the URL (b)(7)(E)	(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
US-Visit Biometric Capture	Redact UserName (b)(7)(C) Redact the URL (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)

US-Visit Documents

US-Visit	Redact the URL (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact User ID's (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Apprehension Method, if present (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact Apprehended By name, if present (b)(7)(C)	(k)(2) and (b)(7)(C)
	Review the Comments section for	(k)(2)//(j)(2) and (b)(7)(E)

IDENT System Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
IDENT System Screenprint	Redact agent's names (b)(7)(c)	(k)(2) and (b)(7)(C)
	Redact (b)(7)(E)	(k)(2) and (b)(7)(E)
		(j)(2) / (k)(2) and (b)(7)(E)
Application IDENT Resolution Memorandum, ASC I-90	If the form is not signed and there is not any indication in the file that the I-90 was issued, WIF (b)(5)	(d)(5) and (b)(5)
	Review for possible protected system results. Redact (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
(b)(3)	If a final decision has been reached, there are no protected system results, the form is signed and dated, you may release this form	
IDENT [ ] for NIV Applicant	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)

BOP Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Public Information Inmate Data	If it is your subject you will release in full	
	If third party you will WIF (b)(7)(C)	(k)(2) and (b)(7)(C)
Detainer Action Letter	Redact all officer names and phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
Inmate Assignments	Redact all BOP staff names (b)(7)(C)	(k)(2) and (b)(7)(C)
Transfer Receipt	Redact all names; including your subject, and their alien number/inmate number (b)(7)(C)	(k)(2) and (b)(7)(C)
Inmate Load with an Inmate Intake Receipt	Redact any officer names or third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact all officer names on the Inmate Intake Receipt with (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact any gang information (b)(7)(F)	(k)(2) and (b)(7)(F)
Inmate Profile	Redact all BOP staff names (b)(7)(C)	(k)(2) and (b)(7)(C)
Release Authorization	Redact all officer names and any phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
CIM Clearance and Separatee Data	Redact entire separatee data section (b)(7)(C)	(k)(2) and (b)(7)(C)
Supervision Release Plan	Redact all officer names and third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
Inmate Roster	Redact all inmate names and register numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
Security/Designation Data	Redact all officer names, BOP staff and phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact the RMKS area if there is gang, material witness or security threat related information (b)(7)(F)	(k)(2) and (b)(7)(F)
	Redact law enforcement techniques (b)(7)(E)	(k)(2) and (b)(7)(E)
Inmate Discipline Data	Redact all officer names, third party name and any other identifies (b)(7)(C)	(k)(2) and (b)(7)(C)

BOP Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
Health Services Clinical Encounter	Redact officer and BOP staff names (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party PII, (b)(7)(C)	(k)(2) and (b)(7)(C)
Pre-Sentence Report	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C)/(b)(7)(E)
Prisoner Remand	Redact all officer names and any phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact grand or witness information (b)(7)(C) and (b)(7)(F)	(k)(2) and (b)(7)(C)(b)(7)(F)
Witness Security Program	RIF to BOP	RIF to BOP
Communications Management Unit	RIF to BOP	RIF to BOP
Special Administration Measures	RIF to BOP	RIF to BOP

(b)(3)	DOS Documents	
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	If URL is present add (b)(7)(E)	(k)(2) and (b)(7)(E)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Non-Immigrant Visa Application	Redact DOS officer stamps and annotations (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	If URL is present redact (b)(7)(E)	(k)(2) and (b)(7)(E)

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
CEAC DS-160 Online Non-Immigrant Visa Application Report	Redact top portion of page 1, used for DOS remarks, (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	Redact adjudicative marks, such (b)(3), 8 U.S.C. 1202(f).	(b)(3), 8 U.S.C. 1202(f)
	If URL is present redact (b)(7)(E)	(k)(2) and (b)(7)(E)
(b)(3) (b)(7)(e)	Redact [ ] (b)(3), 8 U.S.C. 1202(f):	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	If URL is present redact (b)(7)(E)	(k)(2) and (b)(7)(E)
DOS Online Immigrant Visa and Alien Registration Application (DS-260)	if URL is present redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Adjustment of Status (AOS) Fee Payment Receipt Details	Redact the "Payer E-mail" if it is a third party e-mail address, (b)(6)	Release
	If URL is present redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	Add (b)(7)(E) for any protected results	(k)(2) and (b)(7)(E)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Travel Authorization Letter	Redact third party PII (b)(6)	Release
	WIF (b)(3), 8 U.S.C. 1202(f) and (b)(5)	(b)(3), 8 U.S.C. 1202(f) and (d)(5)

DOS Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
UNHCR Resettlement Registration Form	Sections 1 and 2 can be released with proper VOI	Release
	Section 3 contains PII on subject/spouse' relatives. Redact third party PII (b)(6)	Release
	Sections 4.2, 4.3, 4.4 and 5 contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
	If third party PII, add (b)(6) Section 5 continuation contains deliberative information redact (b)(5)	Release (d)(5) and (b)(5)
	Sections 6 and 7 (if there are any comments) contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
	If third party PII, add (b)(6)	Release
Registration for Classification as Refugee and its Signature Page (b)(7)(e)	Redact the names of overseas employees (Refugee Officers, Interpreters, etc.), (b)(6)	Release
	If protected system results (IBIS: ⬜ redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	If deliberative notes redact (b)(5)	(d)(5) and (b)(5)
Refugee Application Assessment	Redact overseas Asylum/Refugee Officer names (b)(6)	Release
	Sections III – V contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
	Section VI, even if blank, redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	Lower section of VI redact (b)(5) if subject is not aware of decision	(d)(5) and (b)(5)
	Redact Refugee Officer notes and any protected system results (b)(7)(E)	(k)(2) and (b)(7)(E)

DOS Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
	WIF (b)(5) If officer is working overseas and/or for third party PII, add (b)(6) If law enforcement information and/or protected results are present, add (b)(7)(C) and/or (b)(7)(E)	(d)(5) and (b)(5) Release (k)(2) and (b)(7)(C) and/or (b)(7)(E)
Child Status Protection Act (CSPA) Worksheet	Part A - release to a first party Parts B, C, D, and E - contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
Child Status Protection Act (CSPA) Formula Worksheet	Release to a first party Requestor Exception. If there are deliberative notes needing to be held, redact (b)(5)	(d)(5) and (b)(5)
CLASS/SAO Name Check Results Report (SAO) Security Advisory Opinion	Redact third party PII (b)(7)(C) Redact any CLASS and SAO results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Form III: Family Tree for Each Member of Case	Redact third party information (b)(6)	Release
Reception and Placement Program Assurance Form	Redact third party PII (b)(6) WIF (b)(5) if not completed	Release (d)(5) and (b)(5)
	WIF (b)(7)(E) If Refugee Officer if overseas add (b)(6)	(k)(2) and (b)(7)(E)
	WIF Refugee officer notes (b)(7)(e) If Refugee Officer is overseas, add (b)(6)	(k)(2) and (b)(7)(E)
	WIF (b)(7)(E) If Refugee Officer is overseas, add (b)(6) if FOIA	(k)(2) and (b)(7)(E)
	WIF (b)(3), 8 U.S.C. 1202(f) If a Refugee Officer's name, phone number, e-mail address or other personal identifiers are present, add (b)(6)	(b)(3), 8 U.S.C. 1202(f)

(b)(3) (b)(7)(e)

DOS Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
Bureau of Human Rights and Humanitarian Affairs (BHRHA)	Redact the Verbal Testimony (b)(5)	(d)(5) and (b)(5)
	Redact ⬚ (b)(3), U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Request for Immigration Number(s)	Redact the "requested by" name if it belongs to an Immigration Inspector (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party PII, (b)(6)	Release
	Redact the ⬚ (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Sworn Statements	Redact overseas officer name (b)(6)	Release
Release of Information Consent Form	Redact overseas officer name (b)(6)	Release
Refugee Interview	Release to first party requesters Redact deliberative notes (b)(5)	Release (d)(5) and (b)(5)
	WIF (b)(7)(e)	(k)(2) and (b)(7)(E)
	Redact officer names (b)(6)	Release
US Refugee Admission Program	Release with proper VOI	Release
	WIF if third party (b)(6)	Release
Health Assessment Informed Consent Form	Release with proper VOI	Release
	WIF if third party (b)(6)	Release
Joint Voluntary Agency (JVA)	Redact deliberative notes (b)(5)	(d)(5) and (b)(5)
	Redact references to fraud (b)(7)(C) and/or (b)(7)(E)	(k)(2) (b)(7)(C) and/or (k)(2) (b)(7)(E)
Internal Routing Sheets	Release with proper VOI	Release
	Redact third party PII (b)(6)	Release
	Redact deliberative information (b)(5)	(d)(5) and (b)(5)

DOS Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Non-Immigrant Visa Data Display	If it relates to the subject Release the subject's information	Release
	WIF if third party (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact agent names and identifiers (b)(7)(C)	(k)(2) and (b)(7)(C)
(b)(3)	Redact comments and protected systems results (b)(7)(E)	(k)(2) and (b)(7)(E)
	WIF (b)(3), 8 U.S.C. 1202(f)	WIF (b)(3), 8 U.S.C. 1202(f)
Department of State Letters	If not signed by a Field Office Director/District Director and completed overseas Redact overseas officer name (b)(6)	Release letters and documents mailed to and served on the subject Release letters and documents signed by a Field Office Director/District Director
Form I-566 (Interagency Record of Request)	If one of the boxes is checked and/or a recommendation is listed, Redact (b)(3), 8 U.S.C. 1202(f). Note: The section referenced is Part.7, #1 of Form I-566.	If one of the boxes is checked and/or a recommendation is listed Redact (b)(3), 8 U.S.C. 1202(f). Note: The section referenced is Part.7, #1 of Form I-566.
FS-551, Immigrant Visa and Alien Registration	Release to first party Redact officer names and/or initials if systems check conducted (b)(7)(C) Redact protected systems results (b)(7)(E)	Release (k)(2) (b)(7)(C) (k)(2) (b)(7)(E) and/or (j)(2) (b)(7)(E)
DS-2053, Medical Examination for Immigrant or Refugee Applicant	Release to first party with proper VOI WIF if third party (b)(6)	Release Release
DS-3024, Chest X-Ray and Classification Worksheet	Release to first party with proper VOI WIF if third party (b)(6)	Release Release
DS-3025, Vaccination Document Worksheet	Release to first party with proper VOI WIF if third party (b)(6)	Release Release

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DOS Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
DS-3026, Medical History and Physical Examination Worksheet	Release to first party with proper VOI WIF if third party (b)(6)	Release Release
Optional Form 157, Medical Examination of Applicants for United States Visas	Release to first party with proper VOI WIF if third party (b)(6)	Release Release
Blood Test Results	Release to first party with proper VOI WIF if third party (b)(6)	Release Release
Non-Immigrant Fiancé (E) Visa Application	Release to first party WIF if third party (b)(6)	Release Release
DS-160, Online Non-Immigrant Visa Application	Release to your subject WIF if third party (b)(6)	Release Release
Supplement to Non-Immigrant Visa Application	Release to your subject WIF if third party (b)(6)	Release Release
Profile of Asylum Claims and Country Conditions	Redact URL (b)(7)(E)	(k)(2) and (b)(7)(E)
DOS Documents Filed or Served in Court (by the subject or their representative)	Release to your subject WIF if third party (b)(6)	Release Release
DS-2019, Certificate of Eligibility for Exchange Visitor, (J-1) Status (Formerly IAP-66)	Release to your subject WIF if third party (b)(6)	Release Release
IAP-66, Certificate of Eligibility for Exchange Visitor, (J-1) Status	Release to your subject WIF if third party (b)(6)	Release Release

FBI Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
NCIC Entry Report Original Entry (b)(7)(e)	Redact ⬛⬛⬛⬛⬛⬛ ⬛⬛⬛⬛⬛⬛ section (b)(7)(E) Redact the agent's names (b)(7)(C) If the ICE language appears in the Miscellaneous Remarks section RIF to ICE.	(j)(2) and (b)(7)(E) (j)(2) and (b)(7)(C)

FBI Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
CPMS (EOIR: ASC Encounter), FBI Response	Redact FBI Response area (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact officer names/initials/phone numbers and third party PII (b)(7)(C)	(j)(2) and (b)(7)(C)
FBI Name Check	The NAME Report is in reference to the FBI Name check and should be redacted (b)(7)(E)	(j)(2) and (b)(7)(E)
	The FP Report is in reference to FD258 Fingerprint Detail and should be redacted (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact the printed by name and any User IDs (b)(7)(c)	(j)(2) and (b)(7)(C)
Biographic Information	Redact the FBI stamp (b)(7)(E)	(j)(2) and (b)(7)(E)
FD-258 / FD-259 Fingerprint Cards	Redact the law enforcement officer's name on the back (b)(7)(C) If executed by ICE, RIF ICE.	(j)(2) and (b)(7)(C)
FD-258 Fingerprint Cards	Redact third party FBI numbers, SSNs, law enforcement officer names (b)(7)(C)	(j)(2) and (b)(7)(C)
	Review the back of the card and if there is a phone number present redact (b)(7)(C)	(j)(2) and (b)(7)(C)
	Redact ☐☐☐ (b)(7)(E)	(j)(2) and (b)(7)(E)
☐☐☐ Cards	Redact ☐☐☐ (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact third party FBI numbers (b)(7)(C)	(j)(2) and (b)(7)(C)
	If the Social Security Number (SSN) cannot be verified that it belongs to the subject redact (b)(7)(C)	(j)(2) and (b)(7)(C)

FBI Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
RAP Sheet	Redact search results (b)(7)(E), to include	(j)(2) and (b)(7)(E)
	If the RAP sheet does not belong to the subject WIF (b)(7)(C) and (b)(7)(E)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact	(j)(2) and (b)(7)(E)
	(b)(7)(E)	
	Redact (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact entire references to (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact law enforcement officer names/initials/phone numbers and third party PII (b)(7)(C)	(j)(2) and (b)(7)(C)
I-601 and I-212 Processing Sheet	Always redact (b)(7)(E)	(j)(2) and (b)(7)(E)
I-485 Processing Worksheet (ADJ)	Redact	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Remarks columns (b)(7)(E) for the result and (b)(7)(C) for the initials	

FBI Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
I-485 Adjudications Processing Worksheet (G-1270)	Redact the FBI result fields, Initials, Date, and Remarks columns (b)(7)(E) and (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact the FBI Name Check, Fingerprint result, TECS/SQ11, and IBIS fields (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact [_____] (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact [_____] (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact the last character of the FD-258 Control number (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact VIBE results (b)(7)(E). If the VIBE Score area is completely blank release this section and the the Pending VIBE Check/Resolution section on the 2nd page. If any result is marked, redact the entire section and also redact the Pending VIBE Check/Resolution section on the 2nd page (b)(7)(E)	(k)(2) and (b)(7)(E)
Asylum/Refugee I-485 Processing Worksheet	Redact the FBI results field, Initials, Date, and Remarks columns (b)(7)(E) and (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact FBI name check and fingerprint results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact [_____] (b)(7)(E)	
		(j)(2) and (b)(7)(E)

FBI Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
N-400 Pre-Processing Worksheet	Under the FBI Name Check, redact the Result, Initials, Date, and Remarks columns (b)(7)(E) and (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	If a FD-258 control number is listed redact the last character of the FD-258 Control number, and the Initials section (b)(7)(E)	(j)(2) and (b)(7)(E)
Case Information (N-400)	Redact FBI Fingerprint Card Result (b)(7)(E) and the user name (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact FBI Name Result, (b)(7)(E) and the user name (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	History, review for FBI sections and redact the End Condition (b)(7)(E)	(j)(2) and (b)(7)(E)
TPS Checklist/Routing Sheets	Redact FINGERPRINTS Section (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E)	(j)(2) and (b)(7)(E)
	RIF	RIF
	WIF (b)(7)(E)	(j)(2) and (b)(7)(E)
	RIF to FBI	RIF to FBI
Print NCIC Results	Redact NCIC information (b)(7)(E)	(j)(2) and (b)(7)(E)
	Release NCIC Criminal History if it relates to your subject	Release NCIC Criminal History if it relates to your subject
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)

FBI Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
FBI Response Descriptors	Redact [____] the last letter of the FBI Control Number, [____] RESPONSE (b)(7)(E).	(j)(2) and (b)(7)(E)
	Redact the printed by name and any User IDs (b)(7)(c).	(j)(2) and (b)(7)(C)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
Submission Data FBI Response Data	Redact the FBI law enforcment results [____] [____] (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact the ASC User ID (b)(7)(C)	(j)(2) and (b)(7)(C)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
FD258 Tracking System FBI Name Check	Redact the FBI law enforcment results [____] [____] (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact officer initials/name if present (b)(7)(C)	(j)(2) and (b)(7)(C)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
FBI Name Check Response & Name Check Program / Query Request Status	Redact the FBI law enforcement results/response (b)(7)(E), [____] [____]	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
FD258 Tracking System & FBI Name Check Response	Redact the FBI law enforcement results (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
FD258 Tracking System	Redact FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)

FBI Documents		
TITLE/SUBJECT	**FOIA EXEMPTION**	**PA EXEMPTION**
Name Check Response	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
Name and Alias History (NHIS)	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
Case Status (N-400 form)	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact the User ID (b)(7)(C)	(j)(2) and (b)(7)(C)
	Redact the End Condition info. if it is a protected result (b)(7)(E) Note: Review for FBI info. in the Descriptions column	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
Interoffice Memorandum	Redact all ⬚ (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
RNACS System Case Inquiry-Display (CASE)	Redact the FBI law enforcment results ⬚ (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
INS FBI Billing Query Detail Display	Redact the last letter of the FBI Control Number (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
RNACS System Fingerprint Tracking	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)

FBI Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
NACARA File Checklist	Redact the FBI law enforcment results ____ (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact employee name (b)(7)(C)	(j)(2) and (b)(7)(C)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
NTA Processing Worksheet	Redact the FBI law enforcment results ____ (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
I-862 NTA Processing Worksheet	Redact the FBI law enforcment results ____ (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact employee name (b)(7)(C)	(j)(2) and (b)(7)(C)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
U-1 Checklists	Redact the FBI law enforcment results ____ (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
Form 918- U-1 Checklist	Redact the FBI law enforcment results ____ (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)
Interview Notes Cover Page	Redact the FBI law enforcment results ____ (b)(7)(E)	(j)(2) and (b)(7)(E)
	WIF (b)(7)(E) and (b)(7)(C) if third party	(j)(2) and (b)(7)(C)/(b)(7)(E)

TECS Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
TECS II – Person Subject Display	To see which agency owns the information, look at the last 3 alphanumeric of the TECS Record ID and/or the CONTACT.	
	If the owner is ICE or another agency we RIF to, RIF accordingly.	
	*Exception FBI: Do not RIF, process as below	
	If the TECS Record ID belongs to Department of State WIF (b)(3), (b)(7)(C) and (b)(7)(E)	(b)(3), (k)(2) and (b)(7)(C)/ (b)(7)(E)
	If the TECS Record ID refers to redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	If agency is CBP, redact the TID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Officer names (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Record Status, Query Notification, Primary Action, No Fly Indicator, Remarks Information, Warrant Information and Pilot License Information results (b)(7)(E)	(k)(2) and (b)(7)(E)
	Depending on your case you may redact Exclusion Information, Criminal Affiliation and other information (b)(7)(E)	(k)(2) and (b)(7)(E)
	Review other areas for sensitive word to redact (b)(7)(E)	(k)(2) and (b)(7)(E)
TECS II I-94 Arrival/Departure Display Detail View	Redact the TID number (b)(7)(C)	(k)(2) and (b)(7)(C)
TECS II I-94 Arrival/Departure Data Query	Redact Inspector Number (b)(7)(C)	(k)(2) and (b)(7)(C)
TECS II I-94 Query Results (Hit List)	Redact the TID number with (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party names and PII (b)(7)(C)	(k)(2) and (b)(7)(C)

TECS Documents

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
TECS II Primary Query History - Passenger Activity	Redact the TID number (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact results under RLTS (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact Inspector ID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Review any TECS Record IDs	
TECS Results	Redact (b)(7)(E)	(k)(2) and (b)(7)(E)
TECS II Non-Immigrant Information System	Redact the TID number (b)(7)(C)	(k)(2) and (b)(7)(C)
TECS II Incident Log Remarks	Redact LE officer names and third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party statements in the narrative (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact protected system results (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact investigative info in [ ] (b)(7)(E)	(k)(2) and (b)(7)(E)
IBIS Visa/CIS Query	Release if it belongs to the subject	
TECS Screenprints / Visa Non-Immigrant (VN)	WIF (b)(3), (b)(7)(C) and (b)(7)(E)	(b)(3), (k)(2) and(b)(7)(C)/ (b)(7)(E)
Visa/CIS[ ]	Redact [ ] (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
TECS II External Message Display	Redact entire line [ ] (b)(7)(E)	(j)(2) and (b)(7)(E)
[ ]	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
TECS II Address Query	Release if this page is about the subject.	
	If it belongs to a third party, WIF (b)(7)(C)	(k)(2) and (b)(7)(C)
TECS II NCIC/NLETS Record Display	Release if this page is about the subject.	
	If it belongs to a third party, WIF (b)(7)(C)	(k)(2) and (b)(7)(C)

TECS Record IDs

A			
TECS Record ID	**Description**	**TECS Record ID**	**Description**

B			
B01	INS. ON-LINE	**B12**	RAPS
B03	DOJ - OSI		
B04	INS, BORDER PATROL		
B05	INS - OASIS		
B08	NSEERS		
B11	CIS/ADIT		

C			
CB0	BORDER PATROL - BUFFALO SECTOR		
		CB1	BORDER PATROL - BUFFALO, NY
		CB2	BORDER PATROL - NIAGARA FALLS, NY
		CB3	BORDER PATROL - WATERTOWN, NY
		CB4	BORDER PATROL - FULTON, NY

CC0	BORDER PATROL - EL CENTRO SECTOR
CC1	BORDER PATROL - EL CENTRO, CA
CC2	BORDER PATROL - INDIO, CA
CC3	BORDER PATROL - RIVERSIDE, CA
CC4	BORDER PATROL - CALEXICO, CA

CA0	BORDER PATROL - MIAMI SECTOR
CA1	BORDER PATROL - MIAMI, FL
CA2	BORDER PATROL - TAMPA, FL
CA3	BORDER PATROL - JACKSONVILLE, FL
CA4	BORDER PATROL - WEST PALM BEACH, FL
CA5	BORDER PATROL - ORLANDO, FL

CDL	FAM - LITTLE ROCK

CDS	FAM - OKLAHOMA CITY

CD0	BORDER PATROL - DEL RIO SECTOR

CD2	BORDER PATROL - COMSTOCK, TX	**CD1**	BORDER PATROL - DEL RIO, TX
CD3	BORDER PATROL - CARRIZO SPRINGS, TX	**CF1**	BLAINE, WA
CD4	BORDER PATROL - EAGLE PASS, TX	**CF2**	BORDER PATROL - LYNDEN, WA
CD5	BORDER PATROL - BRACKETTVILLE, TX	**CF3**	BORDER PATROL - BELLINGHAM, WA
CD6	BORDER PATROL - UVALDE, TX	**CF4**	BORDER PATROL - PORT ANGELES, WA
CD7	BORDER PATROL - ROCKSPRINGS, TX		
CD8	BORDER PATROL - SAN ANGELO, TX		

CGE	FAM - MIAMI

Code	Description	Code	Description
CEN	FAM - DETROIT		
CEO	FOD BOSTON		
CEV	FAM - CLEVELAND		
		CG0	BORDER PATROL - GRAND FORKS SECTOR
CEY	FOD NEW YORK	CG1	BORDER PATROL - GRAND FORKS, ND
CEZ	FOD NEWARK	CG2	BORDER PATROL - PORTAL, ND
CE0	BORDER PATROL - EL PASO SECTOR	CG3	BORDER PATROL - BOTTINEAU, ND
CE1	BORDER PATROL - EL PASO, TX	CG4	BORDER PATROL - PEMBINA, ND
CE2	BORDER PATROL - LORDSBURG, NM	CG5	BORDER PATROL - INTERNATIONAL FALLS, MN
CE3	BORDER PATROL - TRUTH OR CONSEQUENCES, NM	CG6	BORDER PATROL - WARROAD, MN
CE4	BORDER PATROL - LAS CRUCES, NM	CG7	BORDER PATROL - DULUTH, MN
CE5	BORDER PATROL - FABENS, TX	CG8	BORDER PATROL - GRAND MARAIS, MN
CE6	BORDER PATROL - ALAMOGORDO, NM		
CE7	BORDER PATROL - FORT HANCOCK, TX		
CE8	BORDER PATROL - CARLSBAD, NM		
CE9	BORDER PATROL - DEMING, NM	CHD	FAM - LOUISVILLE/COVINGTON

CHJ	FAM - INDIANAPOLIS
CHN	FAM - CINCINNATI
CHW	FAM - SAN ANTONIO
CHX	FAM - EL PASO
CHY	FAM - NEW ORLEANS
CHZ	FAM - HOUSTON
CH0	BORDER PATROL - HOULTON SECTOR
CH1	BORDER PATROL - HOULTON, ME
CH2	BORDER PATROL - JACKMAN, ME
CH3	BORDER PATROL - RANGELEY, ME
CH4	BORDER PATROL - VAN BUREN, ME
CH5	BORDER PATROL - FORT FAIRFIELD, ME
CH6	BORDER PATROL - CALAIS, ME

CF0	BORDER PATROL - BLAINE SECTOR

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CLW	FAM - LAS VEGAS
CLY	FAM - PHOENIX
CL0	BORDER PATROL - LAREDO SECTOR
CL1	BORDER PATROL - LAREDO DELMAR, TX
CL2	BORDER PATROL - COTULLA, TX
CL3	BORDER PATROL - HEBBRONVILLE, TX
CL4	BORDER PATROL - LAREDO SOUTH, TX
CL5	BORDER PATROL - DALLAS, TX
CL6	BORDER PATROL - FREER, TX
CL7	BORDER PATROL - SAN ANTONIO, TX
CL8	BORDER PATROL - ZAPATA, TX

CJ0	BORDER PATROL - SAN DIEGO SECTOR
CJ1	BORDER PATROL - SAN CLEMENTE, CA
CJ2	BORDER PATROL - TEMECULA, CA
CJ3	BORDER PATROL - BROWN FIELD, CA
CJ4	BORDER PATROL - CHULA VISTA, CA
CJ5	BORDER PATROL - CAMPO, CA
CJ6	BORDER PATROL - BOULEVARD DUTY POST, CA
CJ7	BORDER PATROL - EL CAJON, CA
CJ8	BORDER PATROL - IMPERIAL BEACH, CA

CM1	BORDER PATROL - HAVRE, MT
CM2	BORDER PATROL - MALTA, MT
CM3	BORDER PATROL - BILLINGS, MT
CM4	BORDER PATROL - TWIN FALLS, ID
CM5	BORDER PATROL - SHELBY, MT
CM6	BORDER PATROL - SWEETGRASS, MT
CM7	BORDER PATROL - ST MARY, MT
CM8	BORDER PATROL - PLENTYWOOD, MT
CM9	BORDER PATROL - SCOBEY, MT

CM0	BORDER PATROL - HAVRE SECTOR

CNC	FAM - NEW YORK

CNE	FAM - ALBANY

CNJ	FAM - NEWARK

CNM	FAM - BUFFALO

		CQK	FAM - BOSTON
CNX	FAM - COLUMBIA		
CNZ	CNZ . . . . FAM - CHARLOTTE		
CN0	BORDER PATROL - NEW ORLEANS SECTOR		
CN1	BORDER PATROL - NEW ORLEANS, LA		
CN2	BORDER PATROL - LAKE CHARLES, LA	CQT	FAM - NEW HAVEN
CN3	BORDER PATROL - BATON ROUGE, LA	CQW	FAM - DENVER
CN4	BORDER PATROL - GULFPORT, MS	CQX	SALT LAKE CITY
CN5	BORDER PATROL - MOBILE, AL	CQY	FAM - KANSAS CITY
CN6	BORDER PATROL - LITTLE ROCK, AR	CQZ	FAM - ALBUQUERQUE
COB	FAM HQ SYSTEM OPERATIONS CONTROL DIV.		
COO	FAM HQ FLIGHT OPERATIONS		

CRU	FAM - MEMPHIS
CRW	FAM - BIRMINGHAM
CRY	FAM - MOBILE
CRZ	FAM - JACKSON
CR0	BORDER PATROL - RAMEY SECTOR
CR1	BORDER PATROL - RAMEY, PR
CPG	FAM - PITTSBURGH

		CU1	BORDER PATROL - LLANO, TX
		CU2	BORDER PATROL - ABILENE, TX
CS0	BORDER PATROL - SWANTON SECTOR	CU3	BORDER PATROL - SILVER CITY, NM
CS1	BORDER PATROL - SWANTON, VT	CU4	BORDER PATROL - YSLETA, TX
CS2	BORDER PATROL - RICHFORD, VT	CU5	BORDER PATROL - ALBUGUERQUE, NM
CS3	BORDER PATROL - NEWPORT, VT	CU6	BORDER PATROL - SANTA TERESA, NM
CS4	BORDER PATROL - BEECHER FALLS, VT	CU7	BORDER PATROL - BIG BEND NT'L PARK, TX
CS5	BORDER PATROL - CHAMPLAIN, NY	CU8	BORDER PATROL - VAN HORN, TX
CS6	BORDER PATROL - OGDENSBURG, NY	CU9	BORDER PATROL - MIDLAND, TX
CS7	BORDER PATROL - MASSENA, NY		
CS8	BORDER PATROL - BURKE, NY		

Code	Description	Code	Description
		CV0	BORDER PATROL - LIVERMORE SECTOR
		CV1	BORDER PATROL - SACRAMENTO, CA
		CV2	BORDER PATROL - STOCKTON, CA
		CV3	BORDER PATROL - FRESNO, CA
		CV4	BORDER PATROL - BAKERSFIELD, CA
		CV5 SAN LUIS OBISPO	BORDER PATROL - SAN LUIS OBISPO
CT0	BORDER PATROL - MARFA SECTOR	CWA	FOD SEATTLE
CT1	BORDER PATROL - MARFA, TX	CWB	FAM - DALLAS
CT2	BORDER PATROL - LUBBOCK, TX		
CT3	BORDER PATROL - AMARILLO, TX	CWD	FOD DENVER
CT4	BORDER PATROL - PRESIDIO, TX	CWE	FOD SAN DIEGO
CT5	BORDER PATROL - PECOS, TX	CWF	FOD SAN FRANCISCO
CT6	BORDER PATROL - FORT STOCKTON, TX		
CT7	BORDER PATROL - SANDERSON, TX		
CT8	BORDER PATROL - ALPINE, TX	CWL	FOD LOS ANGELES
CT9	BORDER PATROL - SIERRA BLANCA, TX		
		CWR	FAM - MINNEAPOLIS
		CWT	FAM - OMAHA
		CWU	FAM - BALTIMORE
		CWW	FAM - WASHINGTON
CW2	BORDER PATROL - PASCO, WA	CWX	FOD PHOENIX
CW3	BORDER PATROL - OROVILLE, WA	CWY	FAM - RICHMOND
CW4	BORDER PATROL - WENATCHEE, WA	CWZ	FAM - NORFOLK

CW5	BORDER PATROL - COLVILLE, WA	**CW0**	BORDER PATROL - SPOKANE SECTOR
CW6	BORDER PATROL - BONNERS FERRY, ID	**CW1**	BORDER PATROL - SPOKANE, WA
CW7	BORDER PATROL - WHITE FISH, MT		
CW8	BORDER PATROL - EUREKA, MT		
CXA	FOD SAN ANTONIO		
CXD	FOD DALLAS		
CXE	FOD EL PASO		
CXG	FOD DETROIT		
CXI	FOD CHICAGO		
CXK	FAM - CHICAGO		
CXN	FOD NEW ORLEANS		
CXO	FOD HOUSTON		
CXP	FOD ST PAUL		
CXU	FAM - MILWAUKEE		
CXV	FAM – SPRINGFIELD		
CXZ	FAM - ST. LOUIS	**CZ0**	BORDER PATROL - TUCSON SECTOR
CX0	BORDER PATROL - MCALLEN SECTOR	**CZ1**	BORDER PATROL - TUCSON, AZ
CX1	BORDER PATROL - MCALLEN, TX	**CZ2**	BORDER PATROL - CASA GRANDE, AZ

CX2	BORDER PATROL - MERCEDES, TX	**CZ3**	BORDER PATROL - NOGALES, AZ
CX3	BORDER PATROL - FALFURRIAS, TX	**CZ4**	BORDER PATROL - WILLCOX, AZ
CX4	BORDER PATROL - RIO GRANDE CITY, TX	**CZ5**	BORDER PATROL - DOUGLAS, AZ
CX5	BORDER PATROL - BROWNSVILLE, TX	**CZ6**	BORDER PATROL - AJO, AZ
CX6	BORDER PATROL - HARLINGEN, TX	**CZ7**	BORDER PATROL - NACO, AZ
CX7	BORDER PATROL - KINGSVILLE, TX	**CZ8**	BORDER PATROL - SONOITA, AZ
CX8	BORDER PATROL - FORT BROWN, TX	**C0B**	COMMERCIAL OPS - NORTHEAST REGION
CX9	BORDER PATROL - CORPUS CHRISTI, TX		
CYB	BFU - VERMONT (RAC YB)		
CYD	BFU - DALLAS (RAC YD)		
CYE	FAM - LOS ANGELES		
CYF	FAM - SAN DIEGO		
CYG	FAM - SACRAMENTO		
CYH	FAM - SAN FRANCISCO	**C01**	CBP FIELD OPS - PORTLAND ME
CYI	FAM - HONOLULU	**C02**	CBP FIELD OPS - ALBANS VT
		C04	CBP FIELD OPS - BOSTON MA
CYL	BFU - CALIFORNIA (RAC YL)	**C05**	CBP FIELD OPS - PROVIDENCE RI
CYM	FAM - PHILADELPHIA	**C06**	CBP FIELD OPS - BRIDGEPORT CT
CYN	BFU - NEBRASKA (RAC YN)	**C07**	CBP FIELD OPS - CHAMPLAIN/OGDENSBURG NY
CYO	FAM - ATLANTA	**C09**	CBP FIELD OPS - BUFFALO NY
CYP	FAM - KNOXVILLE		
CYS	FAM - SEATTLE		
CYT	FAM - PORTLAND		
CYV	FAM - ANCHORAGE		

		C10	CBP FIELD OPS - NEW YORK NY
		C11	CBP FIELD OPS - PHILADELPHIA PA
CY0	BORDER PATROL - YUMA SECTOR	C13	CBP FIELD OPS - BALTIMORE MD
CY1	BORDER PATROL - YUMA, AZ	C14	CBP FIELD OPS - NORFOLK VA
CY2	BORDER PATROL - BLYTHE, AZ	C15	CBP FIELD OPS - WILMINGTOM NC
CY3	BORDER PATROL - WELLTON, AZ	C16	CBP FIELD OPS - CHARLESTON SC
		C17	CBP FIELD OPS - SAVANNAH GA
C21	CBP FIELD OPS - PORT ARTHUR TX	C18	CBP FIELD OPS - TAMPA FL
C23	CBP FIELD OPS - LAREDO TX	C19	CBP FIELD OPS - MOBILE AL
C24	CBP FIELD OPS - EL PASO TX		
C25	CBP FIELD OPS - SAN DIEGO CA		
C26	CBP FIELD OPS - NOGALES AZ		
C27	CBP FIELD OPS - LOS ANGELES CA	C20	CBP FIELD OPS - NEW ORLEANS LA
C28	CBP FIELD OPS - SAN FRANCISCO CA		
C29	CBP FIELD OPS - COLUMBIA-SNAKE OR	C87	OLD ASA - INVALID
C30	CBP FIELD OPS - SEATTLE WA		
C31	CBP FIELD OPS - ANCHORAGE AK		
C32	CBP FIELD OPS - HONOLULU HI		
C33	CBP FIELD OPS - GREAT FALLS MT		
C34	CBP FIELD OPS - PEMBINA ND		
C35	CBP FIELD OPS - MINNEAPOLIS MN		
C36	CBP FIELD OPS - DULUTH MN		
C37	CBP FIELD OPS - MILWAUKEE WI		

C38	CBP FIELD OPS - DETROIT MI		
C39	CBP FIELD OPS - CHICAGO IL		
		C70	CBP FIELD OPS HEADQUARTERS
		C71	CBP FIELD OPS REGION N-E
		C72	CBP FIELD OPS REGION N-Y
		C73	CBP FIELD OPS REGION N-C
		C74	CBP FIELD OPS REGION S-E
		C75	CBP FIELD OPS REGION S-C
		C76	CBP FIELD OPS REGION S-W
		C77	CBP FIELD OPS REGION PAC
C41	CBP FIELD OPS - CLEVELAND OH		
C45	CBP FIELD OPS - ST. LOUIS MO	C80	OLD ASA - INVALID
C46	CBP FIELD OPS - NEWARK NJ	C81	OLD ASA - INVALID
C47	CBP FIELD OPS - NY (JFK)	C85	OLD ASA - INVALID
C49	CBP FIELD OPS - SAN JUAN PR		
C51	CBP FIELD OPS - US VIRGIN ISLANDS		
C52	CBP FIELD OPS - MIAMI FL		
C53	CBP FIELD OPS - HOUSTON TX		
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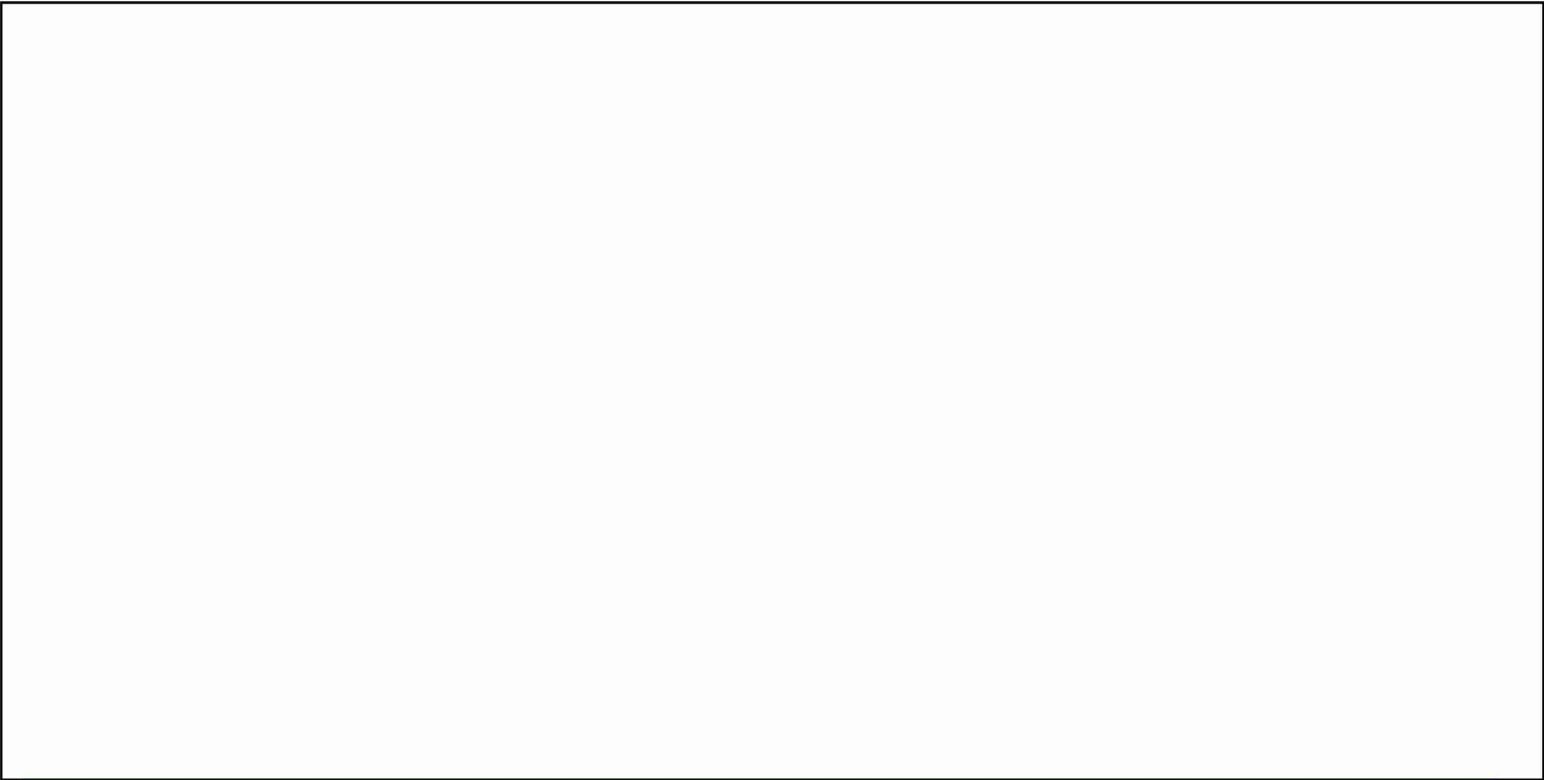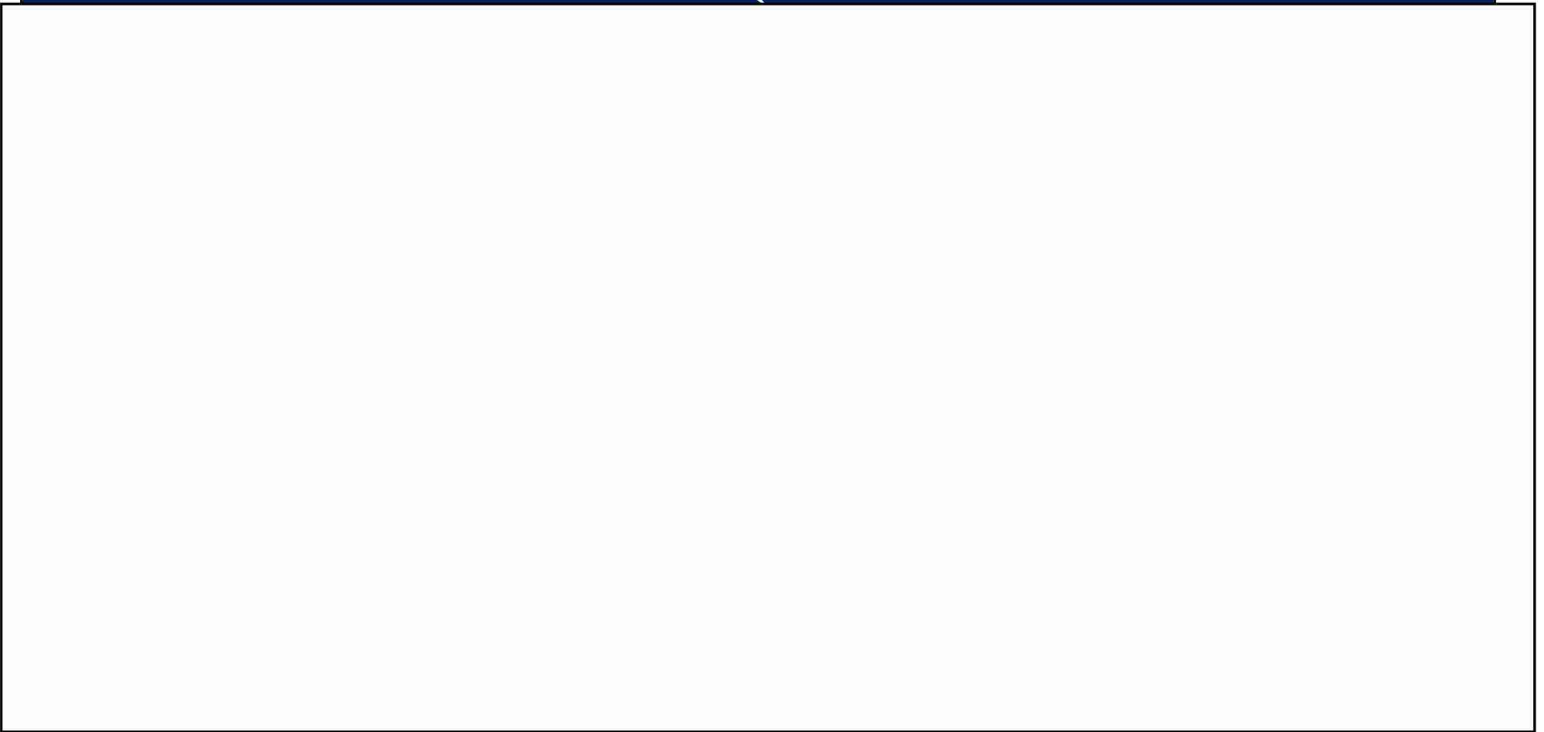
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OTHERS

Department/Section	Purpose	E-mail Address
Media	Media found in file	
Information Management Liaison Section	Misfiled documents Return of original documents	
Knowledge Management Group	Processing helpdesk Misfiled documents	
Knowledge Management Group	Translations Policy questions	
FIRST Program Managers	Records not responsive FIRST operating issues Referrals- Agency Not Listed	
Appeals	Appeals	
Congressionals	Congressional requests	
Case Create	Case create helpdesk	
Genealogy	Genealogy inquiries	
FOIA OA Room	CDS Supplemental release mailings	
FOIA Support Team	File staffing questions	
Significant Interest Group	Signification interest items	

SOURCE (OUS) CODES			
Organization	**Unit**	**Subunit**	**Description**
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TYPE CODES

Code	Description

168