



U.S. Customs and  
Border Protection

MAY 27 2008

MEMORANDUM FOR: Directors, Field Operations

(b) (6), (b) (7)(C)

FROM:

*for* (b) (6), (b) (7)(C) Executive Director  
Admissibility and Passenger Program  
Office of Field Operations

SUBJECT:

Field Guidance on Processing Digitized A-Files

The U.S. Citizenship and Immigration Service (USCIS) has begun digitizing A-Files and creating electronic images of the files available to users as part of its transformation to a paperless business model. USCIS is making these files available via the Enterprise Document Management System (EDMS). (b) (7)(E) However, direct access to EDMS for U.S. Customs and Border Protection (CBP) personnel is not available at this time.

The following procedures have been developed to assure CBP access to digitized A-Files. These procedures shall be followed until CBP staff has direct access to EDMS.

Requesting an A-File or specific content from an A-File that is identified as a digitized file or in the process of being digitized:

(b) (7) (E)

Any request for a digitized file or specific content from a digitized file must include the following:

(b) (7) (E)

For Official Use Only – Law Enforcement Sensitive

Priority requests for a digitized file or specific content from a digitized file:

The National Record Center Information Liaison Division (NRC-ILD) can be contacted if there is an emergency or a priority need for a file or specific content in an A-File (b)(7)(E) (b)(7)(E). The NRC - ILD is available to research and review the file in question and provide the needed information 24 hours a day, 7 days a week via telephone or e-mail.

- (b)(7)(E) (b)(7)(E)
- (b)(7)(E) (b)(7)(E)

Important Note: (b)(7)(E)  
(b)(7)(E)

In addition to the aforementioned, (b)(7)(E)  
(b)(7)(E)

(b)(7)(E)

Attached is a copy of the memo from the USCIS' Associate Director of National Security and Records Verification Directorate on guidance relating to the adjudication and or processing of cases involving digitized A-Files.

Please direct any questions or concerns regarding this memorandum to (b) (6), (b) (7)(C) Program Manager, Admissibility Review Office, (b)(6);(b)(7)(C)

Attachment (1)

Weekly Muster

**Week of:** June 4, 2008

**Topic:** Field Guidance on Processing Digitized A-Files

**Headquarters POC:** (b) (6), (b) (7)(C)

**Office:** OFO/APP/ARO

**Message:**

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(b)(7)(E)

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(b) (7) (E)

The National Record Center Information Liaison Division (NRC-ILD) can be contacted if there is an emergency or a priority need for a file or specific content in an A-File (b)(7)(E) (b)(7)(E). The NRC - ILD is available to research and review the file in question and provide the needed information 24 hours a day, 7 days a week via telephone or e-mail.

- (b)(7)(E)
- (b)(7)(E)

Please direct any questions or concerns regarding this memorandum to (b) (6), (b) (7)(C) Program Manager, Admissibility Review Office, (b) (6), (b) (7)(C)

**Prepared by:** (b) (6), (b) (7)(C) ARO

**Date of Submission:** May 21, 2008