



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Chief Immigration Judge

Chief Immigration Judge

5107 Leesburg Pike, Suite 2500
Falls Church, Virginia 22041

July 9, 2003

MEMORANDUM

TO: All Court Administrators

FROM: Office of the Chief Immigration Judge

SUBJECT: Operating Policy and Procedure Memorandum No. 03-04:
Use of Federal Express Delivery Services

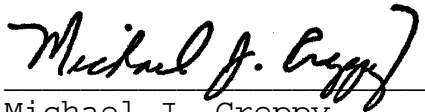
The purpose of this Operating Policy and Procedure Memorandum (OPPM) is to require your assistance in limiting the unnecessary use of Federal Express (FedEx) Delivery Services by the Immigration Courts. Attached is a listing of the various FedEx Express services and prices that are available to OCIJ and the Immigration Courts through Federal Express' shipping contract with the Department of Justice. It has been the practice of most of the Immigration Courts to ship all documents via FedEx Priority Overnight or FedEx Standard Overnight. These services should only be used to send documents that must be delivered overnight or that are time sensitive. While we understand the need for the Immigration Courts to track the shipment of documents and Records of Proceedings (ROPs), there are very few instances in which they actually need to reach their destination by 10:30 a.m. the next day or 3 p.m. the next business day.

The OCIJ has decided that FedEx Standard Overnight be used only for priority case ROPs. All other documents and ROPs should be shipped via FedEx Express Saver. FedEx Express Saver typically provides delivery by 4:30 p.m. in three business days within the continental United States, Monday through Friday.¹ There have been numerous instances where FedEx Overnight services

¹Because the FedEx Express Saver is only available within the continental United States, the Honolulu Immigration Court should use FedEx 2Day service and the San Juan Immigration Court should use FedEx International Economy which provides delivery in 2 business days.

has been used to send documents to OCIJ such SF-52s, Requests for Personnel Actions; SF-71s, Request for Leave or Approved Absence; Training Forms; and DOJ-501s, Travel Authorization/Advance Forms, for advanced approval, when the event was not scheduled to occur for several weeks or months into the future. In some instances, SF-71s have been sent, via FedEx Overnight, to OCIJ for approval, after the leave had already been taken and the time and attendance had been transmitted to the National Finance Center. In these situations, it would have been more appropriate to use regular mail (since delivery was not time sensitive), or FedEx Express Saver if the documents needed to be tracked.

The FedEx shipping guidance listed above must be implemented immediately. You must review the mailing practices within your Court to ensure that only those items that require urgent attention are sent to headquarters via FedEx Overnight. Significant savings can be realized for the Immigration Courts as a whole by implementing the abovementioned guidelines. Through the judicious use of FedEx, we can reduce the excessive expenditures currently being incurred throughout our Immigration Courts.



Michael J. Creppy
Chief Immigration Judge

Attachment

PRICING OF SERVICES

Priority Overnight (delivery by 10:30 a.m. the next business day)			2 nd Day (delivery by 4:30 p.m. the 2 nd business day)		
Lbs.	Rate	% Below GSA Rate	Lbs.	Rate	% Below GSA Rate
<1	4.31	21	<1	3.91	16
1	4.38	21	1	3.91	16
2	4.47	21	2	3.97	16
3	4.53	21	3	4.03	16
4	4.59	21	4	4.09	16
5	5.22	21	5	4.52	16
6	6.16	21	6	5.38	16
7	7.10	21	7	6.24	16
8	8.04	21	8	7.10	16
9	8.98	21	9	7.96	16
10	9.92	21	10	8.82	16
Standard Overnight (delivery by 3:00 p.m. the next business day)			3 rd Day (delivery by 4:30 p.m. the 3 rd business day)		
Lbs.	Rate	% Below GSA Rate	Lbs.	Rate	% Below GSA Rate
<1	4.14	13	<1	3.66	16
1	4.20	18	1	3.66	16
2	4.28	18	2	3.72	17
3	4.34	18	3	3.78	17
4	4.40	18	4	3.84	17
5	5.00	18	5	4.27	16
6	5.90	18	6	5.08	17
7	6.80	18	7	5.89	17
8	7.70	18	8	6.70	17
9	8.60	18	9	7.51	18
10	9.50	18	10	8.32	18



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- **FedEx 3Day[®] Freight.** Third-business-day delivery by 3 p.m. for most shipments in the U.S. Service is not available to or from Alaska and Hawaii.

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* See the FedEx Service Guide for details.