JAN **5** 2011

MEMORANDUM FOR: Directors, Field Operations
                    Office of Field Ope**(b) (6), (b) (7)(C)**
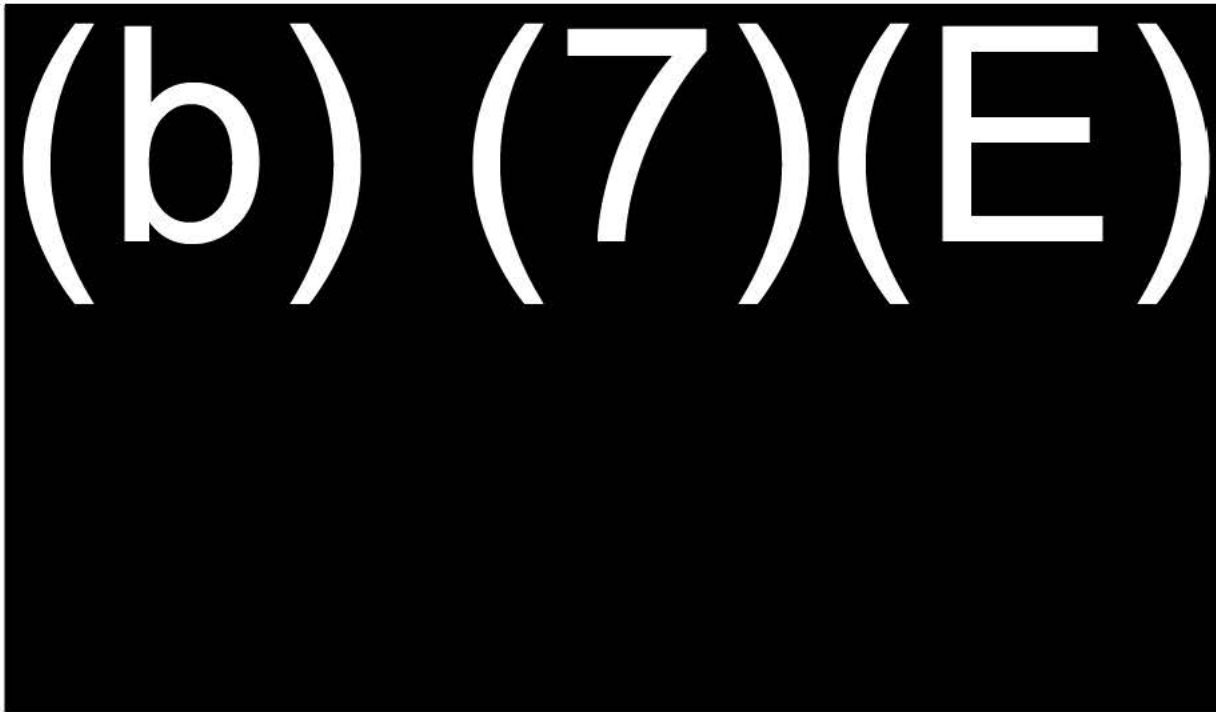
FROM: Executive Director
                    Admissibility and P
                    Office of Field Operations

SUBJECT: Requirements Prior to Manually Adding Passengers in the
                    Traveler Primary Arrival Client

This memorandum is to inform your office of the procedures required on primary prior to
manually adding a passenger to a flight in the (b) (7)(E)   The
directions in this memorandum will ensure that all ports are adhering to the same procedures
and are to be enacted immediately.

(b) (7)(E)

(b) (7)(E)

If you have any questions concerning this memorandum, please contact (b) (6), (b) (7)(C) of Admissibility and Passenger Programs at (b) (6), (b) (7)(C)

Attachment

Weekly Muster

Week of Muster: Immediately

Topic: Requirements Prior to Manually Adding Passengers in the
Traveler Primary Arrival Client

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

Office: Admissibility and Passenger Programs

This muster is to notify officers of the procedures required on primary prior to manually
adding a passenger to a flight in the (b) (7)(E)

(b) (7)(E)