MEMORANDUM FOR: See Distribution

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

FROM: Acting Executive Director
Admissibility and Passenger Programs

SUBJECT: Implementation of the Pilot Electronic Form I-418 Passenger Crew Manifest

The purpose of this memorandum is to inform the field that the Office of Field Operations (OFO) will implement an electronic CBP Form I-418, Passenger List and Crew List manifest pilot program. The electronic Form I-418 has been installed into the Advance Targeting System (ATS). This implementation will enhance our seaport inspection process, making it more efficient, since the electronic CBP Form I-418 has the built-in capabilities to record passenger and crew inspectional results and will update the system in real time.

In order to ensure this implementation is completed without any negative impact, OFO would like to implement this pilot in three phases:

(b) (7)(E)

The implementation of the first phase is effective immediately. The second and the third phase are projected to be implemented before the end of calendar year 2013. This projection is pending depending on budget constraints.

Although some vessels are currently not participating in the electronic Form I-418 pilot program, all vessels over 300 tons are mandated to submit Advance Passenger Information System (APIS) data to the U.S. Coast Guard's (USCG) electronic Notice of Arrival/Departure (eNOAD) system. Data from the eNOAD system is automatically uploaded to the electronic Form I-418 in ATS, providing CBP officers with real-time access to the vessel's data.

Once three phases of this pilot program are complete, Enforcement Program Division (EPD) within Admissibility and Passenger Programs (APP) will review the program to ensure that the electronic Form I-418 is recording inspection results, reconciling the passengers/crew arrival/departure data, and all coastwise movements. If the data is positive, CBP will transition of the pilot program to permanent. Until that time, CBP may continue to receive the paper Form I-418 manifests from those vessels that are not participating in the pilot program.

Please ensure that this memorandum is disseminated to personnel within your area of responsibility. Any questions regarding the policy outlined above should be directed to the Acting Enforcement Program Division Director, ███(b) (6), (b) (7)(C)███.

Attachments

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Weekly Muster

Week of: Upon receipt

Topic: Enhancement to Electronic Form I-418 Passengers/Crew Manifest
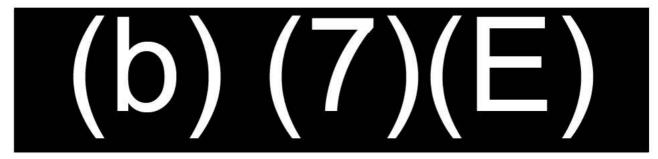
Headquarters POC: (b) (6), (b) (7)(C)

Office: Admissibility and Passenger Programs

- The OFO will be initiating three phases of the enhanced electronic Form I-418 Passenger/Crew Manifest in the CBP ATS-N.

- To facilitate the passengers/crew inspections process more efficiently, the enhanced electronic Form I-418 system will have built-in capabilities to record passengers/crew inspections separately

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- Although, some vessels are currently not participating in the CBP electronic Form I-418 pilot program, all carriers must submit APIS data to the USCG's eNOAD system that is automatically uploaded to the ATS providing CBP with "real-time" data.

- Until the transition to the permanent program is completed, CBP may continue to receive the paper Form I-418 manifests from those vessels that do not participate in the CBP electronic Form I-418 pilot program.

- A step-by-step snap shot instruction is posted on CBPnet Secure, OFO, Job Aids and Tools, I-418 Instructions.

- Accessing I-418 manifest data:

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