



**U.S. Customs and  
Border Protection**

**FEB 25 2016**

MEMORANDUM FOR: Directors, Office of Field Operations  
Director, Field Operations Academy

FROM: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)  
Executive Director  
Admissibility and Passenger Programs  
Office of Field Operations

SUBJECT: Admissibility Processing and Family Units

Office of Field Operations personnel generally encounter aliens through inbound or outbound inspections at our ports of entry. Enforcement Actions are determined on individual aliens, based upon the totality of circumstances. In some instances these aliens are encountered as a unit, and while this does not necessarily effect OFO's enforcement action, the designation must be noted for the purposes of statistics and Immigration and Customs Enforcement detention actions. In addition, the recordation of family units is critical given recent litigation of the *Flores* Agreement.

A Family Unit (FAMU) is:

1. At least one alien child under the age of 18;
2. Accompanied by at least one alien parent(s) or legal guardian(s); and,
3. All are inadmissible and/or subject to removal.

The (b) (7)(E) is the only OFO authorized system for processing of aliens. It is mandatory for these FAMU to be properly catalogued and is accomplished through the use of a single (b) (7)(E) event for processing of the individuals within the FAMU. This requirement does not preclude multiple CBP Officers from processing individuals in a single event simultaneously. The attached muster further describes how multiple CBP Officers can simultaneously process different individuals within a FAMU in a single (b) (6), (b) (7)(C) event within the same area of responsibility (AOR). CBP Officers and Supervisors are reminded that data integrity and attention to detail are shared responsibilities.

Please ensure that this memorandum and attached muster are disseminated to all ports of entry within your jurisdiction. If you have any questions or require additional information, please contact (b) (6), (b) (7)(C) (A) Director, Enforcement Programs Division at (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C) Program Manager, at (b) (6), (b) (7)(C)

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## Weekly Muster

**Week of Muster:** Immediate

**Topic:** Admissibility Processing and Family Units

**HQ POC/Office:** (b) (6), (b) (7)(C), Enforcement Programs Division

- A Family Unit (FAMU) is:
  1. At least one alien child under the age of 18;
  2. Accompanied by at least one alien parent(s) or legal guardian(s); and,
  3. All are inadmissible and/or subject to removal.
- While not indicative of appropriate action, inclusion in a FAMU must be annotated.
- It is a shared management and officer responsibility to ensure data integrity.
- It is mandatory to properly record a FAMU; all individuals within the FAMU must be processed in a single (b) (7)(E) event.
- (b) (7)(E) has the capability for multiple CBP Officers to process different individuals within a single (b) (7)(E) event.
- To accomplish -
  - The basic biographic data of an alien can be utilized to start an event. Additional aliens associated can then be added to the event. The individuals that constitute a FAMU within the event would need to be selected from the bottom of the biographic screen. CBP Officers must then “Acquire” the individual alien they want to process from the (b) (7)(E) Inbox, or;
  - Alternatively, A CBP Officer can start an event and begin processing one individual. Another CBP Officer can then “Acquire” the event, add another alien, and begin processing. Please see attached PowerPoint for visual example
- (b) (7)(E)

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