



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

NOV 08 2012

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

FROM: Acting Assistant Commissioner
Office of Field Operations

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

SUBJECT: Creation of Admissibility Advisory Centers

The Office of Field Operations (OFO) recognizes that enforcement of Title 8 requires specialized knowledge of immigration laws, regulations, and procedures in order to make complex admissibility determinations. OFO is committed to provide CBP officers with the highest standards of support required to make complex admissibility determinations. To accomplish this goal, OFO is establishing twenty-four hour Admissibility Advisory Centers.

The Centers will be centralized within each field office under the command of the Director, Field Operations. Each field office will determine the number of staff required for the Centers based on case volume and complexity. The Centers will not remove the decision-making from the field offices, but would support ports of entry (POE) by providing technical expertise in resolving complex admissibility cases.

The Centers will be comprised of four inter-related components that are crucial for its success: Admissibility Advisory; Admissibility Policy and Research; Admissibility Training; and Admissibility Outreach.

The Centers will:

- Field questions from the POE on adverse action processing within their area of responsibility and provide advice and guidance on complex cases in coordination with Admissibility and Passenger Programs.
- Document the type and nature of the questions received.
- Assess knowledge gaps to create training tailored to local and/or national needs.
- Work to expand the knowledge and skills of current CBP officers, supervisors, and new academy graduates.
- Provide relevant laws, regulations, judicial decisions, and agency directives to assist in the decision-making process on complex cases.
- Assist Admissibility and Passenger Programs with policy reviews and updates to include the Inspector's Field Manual.

- Assist Admissibility and Passenger Programs with reviewing Federal Register Notices, Board of Immigration Appeals and Supreme Court decisions and draft policy for Headquarters dissemination.
- Establish and lead Assessment Teams that will:
 - Review Expedited Removal cases to ensure proper application of admissibility law and sufficiency in the documentation.
 - Conduct interviews with officers, first and second-line supervisors, Port Directors, and Directors of Field Operations to determine perceived areas of developmental need.
 - Liaise with the Training units at the ports to address identified training needs.
- Represent CBP at meetings with external groups such as the American Immigration Lawyers Association and other Non-Governmental Organizations.

The OFO, Admissibility and Passenger Programs will continue to support the field offices in resolving complex admissibility cases and will provide the Centers with policy direction; adequate training; assist with developing Standard Operating Procedures; and making material related to admissibility policy, directives, statute and regulation available.

By December 15, 2012, each field office must submit the names of the individuals selected to operate the Centers to (b) (6), (b) (7)(C) Director, Enforcement Programs. The selectees will be required to attend and complete an admissibility training course in January 2013. The Centers are scheduled to be fully operational by February 2013.

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