



U.S. Customs and  
Border Protection

JUN 10 2013

MEMORANDUM FOR: Directors, Field Operations  
Director, Preclearance Operations  
Office of Field Operations  
Director, Field Operations Academy  
Director, Advance Training Center  
(b) (6), (b) (7)(C) (b) (6), (b) (7)(C)

FROM: (b) (6), (b) (7)(C) Acting Executive Director  
(b) (6), (b) (7)(C) Admissibility and Passenger Programs

SUBJECT: Admissibility Policy Review

The purpose of this memorandum is to inform your office that the Office of Field Operations (OFO) is undertaking a robust review of all Admissibility Policies. This effort will help us ensure that the agency's Admissibility policy is current and accurately reflects our fundamental mission and our core values of consistency, integrity, transparency, and efficiency.

The Admissibility and Passenger Program (APP) Policy Review will be a comprehensive review of all policy, guidance, and procedures that guides the work that we do. The Policy Review will be divided into four areas of concern: (1) assembling and categorizing all existing policy documents; (2) prioritizing the issue areas for review, with input from surveys of the workforce; (3) completing review of policies in each identified issue area; and (4) consolidating and publishing updated policy documents (as appropriate), once approved.

The success of the APP comprehensive Policy Review depends on the engagement of the Agency's workforce. APP is requesting that Field Offices identify subject matter experts to participate on the Admissibility Policy Review Working Group. The result of the review will be a centralized Admissibility Policy Reference Manual detailing official CBP Admissibility policies and procedures which will ultimately replace the agency's existing directives, policy memoranda, and other guidance documents.

Field offices should submit the names of the nominees to Mr. (b) (6), (b) (7)(C), Supervisory Program Manager, Enforcement Programs no later than Friday June 21, 2013. Please ensure that this memorandum is disseminated to all ports of entry within your jurisdiction and that supervisors brief this issue at musters. Should you have any questions or require additional information, please contact (b) (6), (b) (7)(C), Acting Director, Enforcement Programs at (b) (6), (b) (7)(C).

# FREQUENTLY ASKED QUESTIONS

The Office of Field Operations (OFO) Admissibility and Passenger Program (AAP) Policy Review is a comprehensive effort to review all APP policies with the engaged participation of the CBP workforce. This effort will help us ensure that APP policy serves our fundamental mission and reflects our core values of consistency, integrity, transparency, and efficiency.

The success of the APP Policy Review depends on the collective engagement of the agency's workforce. APP is surveying the CBP workforce to help identify subject matter experts to participate on the Admissibility Policy Review Working Group. Throughout the Policy Review, APP will continue to seek feedback from the workforce to ensure that the resulting policies are informed, responsive, and effective.

## **Q1. What is the APP Policy Review?**

A1. The APP Policy Review is a comprehensive review of all policy, guidance, and procedures that guide the work that we do. The Policy Review will be divided into four stages: (1) assembling and categorizing all existing policy documents; (2) prioritizing the issue areas for review, with input from surveys of the workforce and external stakeholders; (3) completing review of policies in each identified issue area; and (4) consolidating and publishing updated policy documents (as appropriate), once approved.

## **Q2. How does the Policy Review relate to CBP's responsibilities and authority under federal law?**

A2. By law, CBP is charged with setting policies and priorities for traveler processing. CBP will be reviewing those policies in our current effort. If the Policy Review identifies the need for proposed regulatory changes, we will fully engage in the federal rulemaking process. The purpose of the Policy Review is not to develop proposed changes to the immigration statutes established by Congress.

## **Q3. How long will it take APP to complete the Policy Review?**

A3. It will take APP a significant amount of time to methodically work through all of the agency's policies in collaboration with the workforce. For that reason, it is critical that APP accurately identify the highest priorities for review at the beginning of this effort. The participation of the Agency's workforce is essential to setting those priorities.

## **Q4. What happens to existing policies during the course of the Policy Review?**

A4. While the Policy Review is underway, all policies already in place remain in full force and will be honored.

## **Q5. How do I become a member of the Admissibility Policy Review Working Group?**

A5. Field offices would nominate admissibility subject matter experts to participate in the Working Group.

**Q6. What happens when the Admissibility Policy Reference Manual is published?**

A6. When the Admissibility Policy Reference Manual is published it will become the official CBP Admissibility policies and procedures guide replacing the agency's directives, policy memoranda, and other guidance documents.