

APR 19 2016



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

MEMORANDUM FOR: Director, Field Operations, Chicago
Director, Field Operations, Houston
Director, Field Operations, Los Angeles
Director, Field Operations, Miami
Director, Field Operations, New York
Director, Field Operations, San Francisco

FROM: Todd A. Hoffman (b) (6), (b) (7)(C)
Executive Director
Admissibility and Passenger Programs

SUBJECT: Updated Processing of Initial Refugees Arrivals

As part of an ongoing effort to streamline the initial refugee admission process, CBP has been working with U.S. Citizenship and Immigration Services (USCIS) and the U.S. Department of State (DOS) to transition to a more efficient overall process. Part of this effort involves relieving CBP of the administrative tasks surrounding the mailing of refugee packets to USCIS' Nebraska Service Centers for further processing. Effective April 22, 2016, CBP will no longer handle the mailing of refugee packets.

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(b) (7)(E)

(b) (7)(E) If admissible, CBP Officers will admit the refugee accordingly in (b) (7)(E) and return all documents to the International Organization for Migration (IOM) representative that is escorting the refugee.

IOM representatives will then be responsible to prepare the refugee packet for mailing to the USCIS Nebraska Service Center and drop off in the location designated for mail pickup within the Federal Inspection Service (FIS) area. Mailing costs will be transferred to CIS in the near future, however, in the interim CBP Ports of Entry must continue to supply needed mailing materials (e.g. boxes, mailing labels) to IOM during this transition period. Ports of Entry should continue to communicate and work in partnership with IOM locally.

Please ensure that this memorandum and attached muster are disseminated to all affected ports of entry within your jurisdiction. Should 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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Date: April 19, 2016

Action: Immediate

Topic: Updated Processing of Initial Refugees Arrivals

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

- Effective April 22, 2016 CBP Officers will no longer handle the mailing of the refugee packets to USCIS service center.

- (b) (7)(E)

- For those instances where modifications may still be required, CBP Officers must

- (b) (7)(E)

- (b) (7)(E)

- If admissible, process the refugee accordingly in (b) (7)(E)
(b) (7)(E)

- Return all documents to the International Organization for Migration (IOM) representative escorting the refugee.
- IOM representatives will be responsible for mailing the I-765 application and refugee packet to the USCIS service center for further processing.

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