

October 16, 2009

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Preclearance
Operations

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

SUBJECT: Distribution of Mobile Enrollment Center Jump Kits
(b) (7)(E)

U.S. Customs and Border Protection's (CBP) Global Entry Trusted Traveler pilot is currently located at 20 U.S. international airports. In an effort to expand membership, mobile enrollment center jump kits are available to field offices/ports interested in conducting mobile enrollments.

Directors, Field Operations (DFO) or port directors may approve requests for mobile enrollments based on number of applicants to be enrolled, distance from port, staffing, and any other relevant factors.

Process to Request Mobile Enrollment Center Jump Kits

1. CBP officers conducting mobile enrollments must have a network FOB for virtual private network (VPN) access. Directions on how to obtain a FOB may be found at (b) (7)(E)
2. All requests for mobile enrollments by companies or organizations must be made to the DFO or designee.
 - a. Minimum number of applicants for mobile enrollment may be determined by the DFO or designee.
3. Before approving a request for a mobile enrollment, please verify with the Headquarters Trusted Traveler Programs office that a mobile enrollment center jump kit(s) is available for the dates requested.
4. All jump kits must be returned to CBP Headquarters via the FEDEX label enclosed in the jump kit, no later than 48 hours after the conclusion of an event.
5. If the mobile enrollment event is to be held at a location further than 100 miles (one way) from the enrollment center, the field office may request travel reimbursement, if available, from OFO, Trusted Traveler Programs.

Mobile Enrollment Process

1. The chief/supervisor of the enrollment center should open a new schedule in the Global Online Enrollment System (GOES) that is specific to the mobile enrollment event two weeks prior to the event. This will enable conditionally approved applicants to set up their interview appointments online. The location name in the schedule should be communicated as soon as possible to allow applicants to correctly schedule their appointments.
2. Once the schedule is open, the company/organization must be notified by an enrollment center chief/supervisor that applicants can sign into their GOES accounts and schedule an interview for their particular mobile enrollment event.
3. The requesting company/organization must provide the port director/field office designee with the PASSIDS for all applicants who are conditionally approved 48 hours prior to the event. This list must be compared with the list of scheduled applicants to verify that all applicants have scheduled interview appointments.
4. Companies/organizations must provide an office or room with Internet access for a CBP officer to conduct private applicant interviews.
5. Applicants must bring their conditional approval letter to the interview as well as required entry/admissibility documents, such as a passport, permanent resident card, etc.
6. CBPOs must change POE from Williston to the respective enrollment center in GES at the time of interview so they can take the applicant's photograph and fingerprint, and finalize enrollment.
7. All interviews should take 15-20 minutes per applicant. If the applicant passes interview and fingerprints do not come back with derogatory information, the applicant will be approved by CBP. Please note that the (b) (7)(E) results can take up to 48 hours to return from (b) (7)(E).
8. Applicants should be advised to check their GOES account for status update. If status has not been updated in GOES within 7 days of the interview, applicant should be notified to contact the enrollment center for status update.

The Mobile Jump Kit Installation Guide may be found at:

(b) (7)(E)

If you have any questions concerning this matter or need additional information, please contact (b) (6), (b) (7)(C) Director, Trusted Traveler Program, at (b) (6), (b) (7)(C) or have a member of your staff contact (b) (6), (b) (7)(C) Program Manager at (b) (6), (b) (7)(C)