



**U.S. Citizenship
and Immigration
Services**

Freedom of Information Act and Privacy Act Case Create Guide

NRC FOIA Policy and Training

07/17/2023

Foreword

The United States Citizenship and Immigration Services (USCIS) Freedom of Information Act (FOIA) and Privacy Act (PA) Case Create Guide (CCG) is ready reference to assist with case creating of FOIA and PA requests.

Rulemaking process for the Guide

The FOIA Officer, the Chief of FOIA Operations and your Supervisors direct how Government Information Specialists (GIS) and Office Automation (OA) personnel accomplish their missions. Through the Chief of Operations, Supervisors submit a new rule or procedure to the Policy and Training Section. At the direction of the FOIA Officer the Policy and Training Section may immediately amend the guide, or they may seek clarification from Office of Chief Counsel (OCC). After consultation, Policy and Training Section will either amend the Guide or propose a modified rule to FOIA/PA Supervisors, the Chief of FOIA Operations and the FOIA Officer. Re-writes or revisions of the guide are subject to the final approval of the FOIA Officer.

- If you notice something in the guide that is; awkwardly worded, contains a typographical error, is out of date guidance, contact your supervisor and they in turn will contact the Policy and Training Section.
- Before we amend the guide, we may first publish a FOIA Information Bulletin
 - The exception being a misspelled word, a missing punctuation mark or a grammatical error.

FOIA Information Bulletins and the latest version of this Guide are available at:

<https://cisgov.sharepoint.com/teams/POAT/SitePages/Home.aspx>

It is every case creator's responsibility to thoroughly review the FOIA Information Bulletins when published and familiarize themselves with all policy changes.

The Freedom of Information Act

The United States Citizenship and Immigration Services (USCIS) Freedom of Information Act (FOIA) and Congress passed the Freedom of Information Act (FOIA) in 1966 to establish the public's right to access records created or maintained by federal executive branch agencies. The statute became effective on July 4, 1967. The statute relating to the Freedom of Information Act is 5 U.S.C. § 552.

The Privacy Act

The Privacy Act of 1974 regulates the collection, maintenance, use, and dissemination of personal information by the federal government. The statute relating to the Privacy Act is 5 U.S. C. § 552a. The statute became effective September 27, 1975.

FOIA Time Limit

Under the law, all federal agencies are required to respond to a **FOIA** request within 20 business days, unless there are "unusual circumstances." This **time period** generally begins when the request is received by the **FOIA** office of the component that maintains the records sought.

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SYSTEMS AND LINKS

Systems

The overviews below provide a description of some of the systems used by USCIS, ICE and CBP. The overviews can be found on the Case Create Teams Homepage. Most A-files contain screen prints from one or more of these systems.

- CIS2 Overview
- PCQS Overview
- RAILS Overview
- PCIS Overview

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E-mail links:

Issue	Email address	CC
Appeals	<input type="text"/>	supervisor
Case Create Questions	#CCPACQATeam@uscis.dhs.gov	supervisor
Classified/FOIA SAFE	nrcfoiasafe@uscis.dhs.gov	supervisor
Congressional	congressionalnrc@uscis.dhs.gov	supervisor
DCII information	CRB.NRC@uscis.dhs.gov	supervisor
FIRST problems	Nrcfoiafirstprogram@uscis.dhs.gov	supervisor
FOIA OA Room	NRC.FOIAOA@uscis.dhs.gov	supervisor
Foreign Consulate request	NRC.FOIAOA@uscis.dhs.gov	supervisor
Genealogy	Genealogy.uscis@uscis.dhs.gov	supervisor
Policy and Training	nrcfoiatraining@uscis.dhs.gov	supervisor
Referrals-Agency not listed	Nrcfoiafirstprogram@uscis.dhs.gov	supervisor
Return of original docs	CRB.NRC@uscis.dhs.gov	supervisor
Staffing questions	FOIAFILEREQ.NRC@uscis.dhs.gov	supervisor
SIG	foiasig.nrc@uscis.dhs.gov	supervisor
Subpoena or Court order	cisocccal1@uscis.dhs.gov	supervisor
Routine Use	nrcfoiaroutineuse@uscis.dhs.gov	supervisor
Unusual Situations	contact your supervisor	none

FOIA REQUEST

What are FOIA Requests and How Do We Get Them?

Freedom of Information Act (FOIA) request is a request in writing for a copy of any record maintained by any agency of the executive branch of the government.

Persons must reasonably describe the records sought and those records must already exist. Requests can come in a variety of ways. They can come in on the Form G-639, as a letter from an attorney or representative, or a letter from the alien himself.

The Requestor may mail or hand deliver. FIRST also allows for an Electronic G-639 referred to as a “front porch” request from here on. No matter how the request is received, requests are treated as FOIA requests.

Who Can Make a FOIA Request?

Anyone can request any record kept by the executive branch of government. The tricky part is determining if the required information and certification of agreement is provided to meet requirements to provide the record and who is entitled to what.

The most common types of requestors are:

- **First party Requestors;** that is, the alien himself is entitled to a complete copy of the A-file, after any applicable exemptions are applied. However, a parent or guardian may make a request for a minor's record.
- **Third-party Requestors;** any individual seeking a copy of an A-file, this requires the subject of record's certification of agreement.
- **Media Requestors;** are typically accredited members of the media.
- **Bond Obligors;** companies who posted immigration bonds for the aliens, are entitled to a copy of the A-file under a court case entitled *Amwest v. Reno*.
 - Other state and local government agencies are entitled to documents from A-files for law enforcement purposes.

Certification of Agreement (Consent)

USCIS will not release personally identifying information (PII) or personally sensitive information to a third-party without Certification of Agreement from the subject of record. Third-party Requestors are not entitled to any public documents that may be in the file they are seeking or documents that they provided in support of an application or petition. If the Requestor is asking for records concerning an individual and does not provide Certification of Agreement, nor does it appear likely that the Requestor is going to get Certification of Agreement, close the case as a Total Denial (TD). If you have a doubt, consult your supervisor.

Third-party request will require:

- Certification of Agreement to release information to the Requestor, or
- Proof of parentage if the subject of record is a minor at the time of the request, or
- Proof of court-appointed guardianship, or
- Proof of death

Certification of Agreement could be:

- Part 4 on Form G-639, or
- A properly executed Form G-28 with Part 3 designating FOIA, Privacy Act or G-639 (all immigration matters will not suffice), or
- A separate declaration by the subject, such as: Pursuant to the Privacy Act of 1974 and DHS policy, I hereby agree to the disclosure to _____ of any record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE.
- Front Porch – “Subject of Record Agrees to Statement” marked “Yes” and “Signature of Subject of Record” signed by subject.

Sometimes Certification of Agreement is not necessary, for instance, a Requestor asking for a “list of all employers in Utah who use E-Verify”. Commercial, contract, and media requests are usually third-party requests. (See SIG Guidance)

Certification of Agreement of Parents or Guardians

No certification of agreement is necessary from the minor child, or the person judicially determined to be incompetent if the Requestor is the parent or guardian. However, the parent or guardian must provide his or her own verification of identity (VOI) that is notarized or signed under penalty of perjury. (See 6 CFR § 5.21)

If using the G-639 (7/2022), the parent/guardian must sign Part 3 under penalty of perjury. If the

parent/guardian is giving consent to another third party, they will need to sign both Part 3 and 4.

If using the G-639 (11/2022), the parent/guardian must sign Part 3 under penalty of perjury, or Part 4 under Notary/penalty of perjury. If the parent/guardian is giving consent to another third party, they will need to sign Part 4.

If a parent is filing on behalf of a minor child, the parent must submit proof of parentage and their own VOI.

Proof of parentage can be in the form:

- birth certificate
- adoption decree or similar document, naming the Requestor as the legal parent

A minor can request their own record(s). There is no legal age limit for a Requestor to file a FOIA/PA request.

Note: Attorneys may represent minors also.

If a guardian is filing on behalf of a minor or person judicially determined to be incompetent, he or she must submit proof of guardianship and their own VOI.

Proof of Guardianship can be in the form:

- The court order establishing guardianship, along with name, date of birth, and place of birth of the subject, and VOI from the guardian.
- This includes court appointed guardian organizations such as Miami Dade County and others.

If the Requestor asserts parentage or guardianship but does not provide proof, the case will be closed as Total Denial (TD).

Note: If VOI of the parent or guardian is not provided, close FC with appropriate insert.

Power of Attorney

A power of attorney is a document in which one person appoints another person to act as an agent on his or her behalf. A Requestor may submit a power of attorney with a request. If adequate Certification of Agreement is provided elsewhere in the request validity of the power of attorney is not required.

A power of attorney cannot override either the requirement for Verification of Identity (VOI) in 6 CFR §5.21(e) or the requirement for Certification of Agreement in 6 CFR § 5.21(f).

The subject of record must have signed the power of attorney to meet the 6 CFR § 5.21(e) requirement, the power of attorney must list the subject of record's name, date of birth, place of birth and address, and the subject of record's signature must be notarized or made under penalty of perjury.

Blanket authority Power of Attorney will not be sufficient without specific mention of delegated authority to request USCIS records. A power of attorney without an expiration date or a power of attorney with an indefinite expiration date will not be sufficient. If it is expired, the power of attorney is invalid, even if it met all the § 5.21 requirements.

If the subject of record is not alive, a power of attorney is irrelevant. If the Requestor states that the subject of record is deceased, the Requestor needs to provide proof of death.

The wording on the Power of Attorney must meet the 6 CFR § 5.21(f) requirement, for example:

“By this Power of Attorney, I agree to the disclosure to (the named person) of any record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE.”

For questions regarding the wording requirement in a request, contact a supervisor.

Deceased Subjects and the 100 Year Rule

If a Requestor establishes that the subject of record is deceased or if the subject of record is more than 100 years old, then the Requestor is not required to establish Consent and his or her own Verification of Identity (VOI). If the subject of a request is deceased, it is incumbent upon the Requestor to provide proof of death. Proof of death could be any of the following:

- Death Certificate
- Obituary
- Funeral Memorial; or
- Photograph of headstone; or
- Screen print from the Social Security Death Index; or
- Probate documents filed in court

If the subject of a request is over 100 years old, USCIS assumes they are deceased, and no proof of death is required.

If the Requestor says the subject is deceased and did not provide proof of death and the subject is not over 100, the case is closed Total Denial (TD).

Bond Obligor

Criminal bonds are bonds posted by individuals or bail bondsmen relating to non-immigration violations of the law. Immigration bond obligors are surety companies who have posted an immigration bond (Form I-352) for an alien who has been taken into custody by the Service. If the alien fails to attend their hearing, then they forfeit the bond.

Bond Obligor requests are created under FOIA and require Certification of Agreement and Verification of Identity (VOI).

If there is no Certification of Agreement and VOI provided with bond obligor cases, the case is closed Total Denial (TD).

If the Requestor is an attorney representing the bond obligor, Certification of Agreement between the attorney and the bond obligor is also required.

An attorney request on behalf of the bond obligor without Certification of Agreement will be closed as a Total Denial (TD).

Verification of Identity (VOI)

The subject must “prove” that they are the rightful owner of that record. This is called providing “VOI.” Providing VOI is met by providing certain pieces of information unique to the individual and attesting, to the fact, that it is true. (See 6 CFR § 5.21)

Subject must provide:

- Full Name
- Current address

- In a front porch request, an e-mail address is considered a valid address
- Date of Birth: The subject must provide at least a month/year or a year of birth; or if they provide “Unknown”, this is acceptable for VOI
- Place of Birth
- Penalty of Perjury or Notarized signature of the subject of record
 - If the subject cannot sign their name, their mark is also acceptable (e.g., “X” or a fingerprint)

Always review any Case Supporting Documents and Additional Request Documents for Verification of Identity (VOI) and Certification of Agreement (consent). If a separate statement is included for VOI purposes, it must include the subject’s name, current address, Date of Birth, Place of Birth, and be signed under penalty of perjury or notarized; **OR** the separate statement must reference the VOI provided in the request as being true and be notarized or signed under penalty of perjury.

Attorneys can notarize documents without seals. You must have a signature of a notary and the date for a notarized signature.

If you are closing a front porch request FC due to missing Verification of Identity (VOI), add the ‘Third party digital request, VOI not present’ insert to the Final Action Letter.

G-639

The G-639 can be used for both VOI signature and Consent.

- G-639 (7/2022) signature block in Part 3 provides VOI signature under penalty of perjury. The signature block in Part 4 grants consent to the requestor listed in Part 4.
- G-639 (11/2022) signature block in Part 3 provides VOI signature under penalty of perjury. The signature block in Part 4 grants consent to the requestor and provides VOI signature under penalty of perjury/notary.

**The check box in Part 4 does not need to be checked for the signature in Part 4 to be acceptable.*

Front Porch Request

If the Subject answers “Yes” to “Subject of Record Agrees to Statement”, and the name provided as Signature of Subject of Record is that of the Subject, this is considered sufficient for VOI and Consent. However, when either the statement is marked “No” and/or the Signature name provided does not match the Subject, review the Additional Request Documents or Case Supporting Documents for the information.

Front Porch (Only signature page of G-639 provided)

If the Subject answers “No” to “Subject of Record Agrees to Statement”, and the only VOI signature and/or consent document provided as an Additional Request Document under the Documents tab is the signature page(s) of a G-639, then this is acceptable as long as the subject has signed under penalty of perjury, or the signature is notarized.

- G-639 (7/2022) signature block in Part 3 provides VOI signature under penalty of perjury. The signature block in Part 4 grants consent to the requestor listed in Part 4 on the Front Porch.
- G-639 (11/2022) signature block in Part 3 provides VOI signature under penalty of perjury. The signature block in Part 4 grants consent to the requestor listed in Part 4 on the Front Porch and provides VOI signature under penalty of perjury/notary.

Front Porch (Only signature page of the G-28 provided)

If the Subject answers “No” to “Subject of Record Agrees to Statement”, and the only consent document provided as an Additional Request Document under the Documents tab is the “signature” page of the G-28, then close the case TD. The signature block on the G-28 grants consent to the Attorney or Accredited Representative

listed in Part 1 of the G-28. Since Part 1 has not been provided, consent has not been given.

Electronic Signatures

An electronic signature provided on a G-639 or G-28 that is generated via a private software system, will not be accepted as proper Verification of Identity or Certification of Agreement (Consent).

Consent and VOI Chart

Requestor	Consent	Verification of Identity	Action
Self	N/A	Adequate	Process records
Self	N/A	Not adequate	Close FC
Third Party (Atty/Rep/Other)	Adequate	Adequate	Process records
Third Party (Atty/Rep/Other)	Not adequate	N/A	Close TD
Third Party (Atty/Rep/Other)	Adequate	Not adequate	Close FC
Third Party (Atty/Rep/Other) – Deceased SOR	Adequate – provided proof of death	Adequate – provided VOI of SOR (Name, COB and DOB only required)	Process records
Third Party (Atty/Rep/Other) – Deceased SOR	Not adequate – proof of death not provided	N/A	Close TD
Third Party (Atty/Rep/Other) – Deceased SOR	Adequate – provided proof of death	Not adequate - VOI of SOR not provided (Name, COB and DOB only required)	Close FC
Third Party (Atty/Rep/Other) – SOR over 100 yrs old	N/A	Adequate – provided VOI of the SOR (Name, COB and DOB only required)	Process records
Third Party (Atty/Rep/Other) – SOR over 100 yrs old	N/A	Not adequate – VOI of SOR not provided (Name, COB and DOB only required)	Close FC
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or proof of parentage	Adequate – provided VOI of SOR (signature not required) AND VOI of the parent/guardian	Process records
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or proof of parentage	Not Adequate – VOI of parent/guardian not provided	Close FC
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or proof of parentage	Not Adequate – VOI of SOR not provided (signature not required)	Close FC
Third Party (Parent/Guardian)	Not adequate – did not provide proof of guardianship or proof of parentage	N/A	Close TD

Note: Unless a document has an explicit expiration date, document and signature will be accepted

STARTING A CASE

Capturing Information

There are FIVE Sections for capturing information from the Request. Each section must be captured through the FIRST System completely and accurately. First automatically puts the information entered in ALL CAPS. You will not be able to change the text.

Section: **Type of Request**

Details: Type, Category, Track, Source, Topic, Print to Paper, Court Proceedings, Expedite, and Fee Waivers

Section: **Requestor Information:**

Details: Type and Contact Information

Section: **Subject Information:**

Details: Name, DOB, COB, USCIS Information (I-94, Alien Registration, USCIS Online Account, Application/Petition/Receipt numbers), and Family Members

Section: **Subject Consent:**

Details: Consent Type

Section: **Additional Information:**

Details: Additional Information section is not required to be entered by creator.

Type of Request

Type

Always select **FOIA Request**. It will be incumbent upon the processor to verify the status of the alien, and to change the case type if necessary.

Track

USCIS uses a three-track, first-in/first-out (FIFO) multitrack processing system. See 6 CFR 5.5(b)

Track 1 (Simple Track):

SMP Office – Simple requests are Track 1 and reassigned to the SMP Office after staffing if the request is for:

1. A single specific document and the record is located at the National Records Center or available electronically (ELIS, STACKS, etc.), or
2. An A-number only

DO NOT select “Track 1” from the Track dropdown in FIRST if the request meets the requirements for a Track 1 (SMP Office). In Section 3 of FIRST, answer “No” for if the request is a full Alien File. This will change the track in FIRST to Track 1. Always review the category to make sure it matches the type of request (i.e., specific documents).

If the request is for a specific document in one section of the request and the A-file in another section of the same request, then treat it as a request for the A-file.

Notes:

1. *One specific document does not necessarily mean a one-page document. It means one document, regardless of page count (e.g., the request is for “my birth certificate”, “my passport”, “my I-485”).*

2. *One specific document plus related or supporting documents is not a Track 1 (Simple track) request and should be considered a Track 2 (Complex track) request with the FIRST indicator as Track 1 (NRC office).*

Track 2 (Complex Track):

NRC Office – Complex requests are Track 2 based on the need to collect records from outside the NRC or are not available electronically and/or the need to examine records that are voluminous in nature. Due to these two needs Track 2 can encompass both specific document requests and requests for entire records.

Track 1 (NRC Office) – Specific document requests show with the current FIRST indicator of Track 1 if the request is for:

1. A specific document (including related documents and/or supporting documents) and the record is NOT located at the National Records Center or available electronically, or
2. More than one specific document (there is no max or limit on the number of specific documents requested), or
3. All records request where only receipt file(s) are located

Note: A request for a I-589 application with supporting documents, will be created as a complex specific document request.

DO NOT select “Track 1” from the Track dropdown in FIRST if the request meets the requirements for a Track 1 (NRC Office). In Section 3 of FIRST, answer “No” for if the request is a full Alien File. This will change the track in FIRST to Track 1. Always review the category to make sure it matches the type of request (i.e., specific documents).

Track 2 (NRC Office) – Entire records requests show with the current FIRST indicator of Track 2 if the request is for:

1. Copy of an entire A-file
2. All records request (except for when only a receipt file(s) is located)

Track 3 (Accelerated Track):

NRC Office - Track 3 is the accelerated track for cases involving individuals who are to appear before an immigration judge. Track 3 can be requested anywhere within in the request, including Part 1 Section 5 of the G-639 or under the "Circumstances" in Part 3 on the Front Porch request. To receive Track 3 accelerated processing, one of the following documents must be included with the FOIA request:

- Form I-862, Notice to Appear, documenting a future scheduled date of the subject's hearing before the immigration judge; or
- Form I-122, Order to Show Cause, documenting a future scheduled date of the subject's hearing before the immigration judge: or
- Form I-863, Notice of Referral to Immigration Judge; or
- a written notice of continuation of a future scheduled hearing before the immigration judge.

If any of the above documents shows a TBD (To Be Determined) or a past hearing date, the requestor must also submit evidence that a hearing date was scheduled. We will accept a printout from the EOIR Automated Case Information portal showing a future scheduled hearing date that is provided in conjunction with the forms listed above when the date on one of the above documents is TBD or the date has passed.

Note: Track 3 can be specific documents or entire A-files. All Track 3 requests are created and processed in the NRC Office.

DO NOT select “Track 3” from the Track dropdown in FIRST if the requestor has submitted documentation for court proceedings. Instead select “Yes” under the question in FIRST, “Did the requester submit documentation for upcoming immigration court proceedings”.

If the documentation is sufficient, click the Approve button. The track will change to Track 3 in the dropdown. If the documentation is NOT sufficient, click the Deny button.

If the request is for a specific document and documentation is sufficient for Track 3, select “Specific Docs” from the Category dropdown in FIRST.

Note: Always verify letters generated to customers for proper population of necessary verbiage.

Track	AKA	Description	Current FIRST Indicators
Track 1	Simple track	Request is for one specific document* OR an A- number, and the record is physically located at the NRC or available electronically	Track 1 + SMP office
Track 2	Complex track	Request is for one specific document*, and the record is <u>not</u> located at the NRC nor available electronically, <i>OR</i> the request is for more than one document, <i>OR</i> the request is for a full A-file, <i>OR</i> all records request where only receipt file(s) are located	Track 1 + NRC office
			Track 2 + NRC office
Track 3	Accelerated track	Request pertains to a subject who is in removal proceedings and has a future hearing date	Track 3 + NRC office

Category

Select a Category from the drop-down menu that aligns with the request.

Alien File – The Requestor is asking for an entire copy of an A-file or All Records.

Specific Documents – The Requestor is asking for specific documents including but not limited to the following:

- Specific documents (no limit on number)
- Detention/Apprehension with a specific date
- Deportation/Removal with a specific date
- Receipt file
- Entry documents

If the request is for a single specific document and the file is located at the NRC or available electronically, reassign to the SMP office.

If the request mentions supporting documents to the specific document:

- Supporting documents are considered documents submitted as evidence

If the request mentions related documents to the specific document:

- Related documents are considered correspondence sent from USCIS in relation to the application and/or petition.

Other - When one of the following occurs:

- Genealogy
- File destroyed
- File Rejected

Congressional

- When correspondence received from member of Congress

Third Party No Consent

- Attorney/Representative request submitted without proper consent
- Parent requesting minor child's record(s) without proof of parentage and/or parent's VOI

None – The requestor did not describe the records sought

Source

The source of the request is who is making the request.

Below is a list of possibilities for Requestors:

- Attorney - The Requestor is an attorney representing the alien
- Commercial
- Education/Scientific
- Foreign Government
- Others - The Requestor of the file is someone other than the alien, an attorney or an accredited representative.
- Representative - The Requestor is an accredited representative under the provisions of 8 CFR103.2(a)(3) and 292.1(a)(1) or 292.1(a)(4).
- Self - This is a request from the alien himself or herself. The request may have the name of an individual followed by "In care of" a certain law firm. This is still a self-request.

Topic

The Topic Line is left blank for SIG

Labels

1367 Information Provisions – Add the 1367 label only when the banner appears in the FIRST Search tab or RAILS while verifying the subject's file.

Print to Paper

- Check "Print to paper" for all front porch and paper requests where the mailing address of requestor is to a correctional facility.
 - The Bureau of Prisons (BOP), an agency of the U.S. Department of Justice, will not deliver incoming mail to a person housed in their custody unless it contains the subject's Register Number.
 - ICE will not deliver mail to an ICE detainee unless we include the A-number in the address. Include the A-number in the address if you are addressing correspondence to the alien in the ICE detention facility. To avoid PII spills, OA will prepare an outer envelope without the A-number for mailing purposes.

Note: If the inmate is not in federal custody (i.e., not at a Bureau of Prisons location or ICE detention facility), but held at a non-federal correctional facility (such as a state prison or county jail), **DO NOT** put the A-number in the address.

- Check “Print to paper” for all requests for Dual Citizenship for Italy, Germany and Poland.

Expedited Treatment

A Requestor may ask for the request to be expedited and processed outside the order of receipt. By law, we must respond to a request for expedited treatment within 10 calendar days.

A Requestor who seeks expedited processing must explain in detail the basis of the need and submit a separate statement that the facts are certified to be true and correct to the best of his or her knowledge and belief. If a Requestor asks for expedited processing and fails to meet the criteria, we process the request in the appropriate track, using the “first in/first out” rule [See 6 C.F.R. § 5.5(a)].

FIRST will ask if the request is for expedited processing treatment, a positive response will trigger further questions. Those answers will result in the approval or denial of the request. The only time an expedited request will go for review is if it is approved, FIRST will send for another level of review.

USCIS will grant expedited processing if the Requestor establishes one of the following qualifications:

- (i) Circumstances in which the lack of expedited processing could reasonably be expected to pose an imminent threat to the life or physical safety of an individual.
- (ii) An urgency to inform the public about an actual or alleged federal government agency, if made by a person who is primarily engaged in disseminating information.
- (iii) The loss of substantial due process rights; or
- (iv) A matter of widespread and exceptional media interest in which there exist possible questions about the government's integrity, which affect public confidence.

If you have a request that meets the qualifications for expedited processing and believe would be approved for one of the four circumstances, contact #ccpacqgateam@uscis.dhs.gov. If your request does not meet the requirements for expedited processing, the request will be denied.

If you have a request for expedited processing:

- In FIRST under the Request tab, check ‘Yes’ under ‘Did the requestor request an expedited case?’
- Check ‘Approve’ or ‘Deny’ in the section titled ‘Is the documentation for an expedited request sufficient to be sent for admin review?’

If the request for expedited processing is based on paragraph (iv) of the qualifications it must be RD (Redirect) to the Senior Director of FOIA Operations, the Privacy Office, U.S. Department of Homeland Security, 245 Murray Lane SW STOP-0655, Washington, DC 20598-0655. A component that receives a misdirected request for expedited processing under the standard set forth in paragraph (iv) of this section shall forward it immediately to the DHS Senior Director of FOIA Operations, the Privacy Office, for determination.

Note: Any cases closing in Upfront Approver will not have the expedited processing request addressed.

Often a requestor can use the word “expedite” when they really are requesting Track 3 processing for an upcoming

EOIR hearing. If the request has any indicator of an EOIR court hearing and does not list or have one of the four qualifications for expedited processing, the request will be treated as a request for Track 3 processing and not a request for expedited processing.

Scenario	Track 3 or Expedite	Notes
EOIR court documents or statements concerning an upcoming EOIR court hearing are attached to the request and/or <i>Information Pertaining to an Upcoming Immigration Court Proceeding</i> is checked on the G-639/Front Porch	Treat as a request for Track 3 processing	
The requestor requests <i>expedite</i> processing in the request and lists one of the four qualifications and/or the <i>Qualifications for Expedite Processing</i> is checked on the G-639/Front Porch	Treat as a request for expedited processing	Only treat as a request for expedite processing if at least one of the four qualifications are either listed somewhere in the request or checked on the G-639/Front Porch
EOIR court documents or statements concerning an upcoming EOIR court hearing are attached to the request and/or <i>Information Pertaining to an Upcoming Immigration Court Proceeding</i> is checked on the G-639/Front Porch AND the requestor requests <i>expedite</i> processing in the request and lists one of the four qualifications and/or the <i>Qualifications for Expedite Processing</i> is checked on the G-639/Front Porch	Treat as a request for Track 3 processing AND a request for expedited processing	Both the Track 3 and expedited needs to be addressed Note: In order to qualify as an expedited processing request, one of the four qualifications must either be listed somewhere in the request or checked on the G-639/Front Porch

Fee Waiver

The requestor may ask for a waiver of fees, either in his or her request or in accompanying documentation

submitted with his or her request. In order for a fee waiver to be granted, two requirements must be met:

- First, the disclosure of the requested information must be in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government, and
- Second, the disclosure of the information is not primarily in the commercial interest of the requestor

Requestor Information

Case Creators will read the request to determine who the is making the request, this is the requestor.

Self-Request

Is the subject the same as the requestor? Yes or No

- If the Requestor and Subject are the same, FIRST will transfer the name and address from the Requestor to the Subject.

Child Case

A Child Case is created when:

- 2 or more related requests are in the same request packet (letter)
 - i.e., I want my A-file and the I-130 I filed for my spouse (and the receipt has been consolidated into the spouse's A-file)
 - i.e., An attorney sends in multiple related requests (separate G-639s) for a family together in one request packet
- To create a child case, in section 2 of the Request tab, click "Create a Child Case"
 - You can only create one child case at a time, if multiple child cases need to be created, you will need to repeat this step for each child case
 - Any ARDs or CSDs submitted with the original request, will need to be copied over into each child case
 - The child case will appear in your case create queue as the next case you need to create
 - Create a case note in each child case stating the original case control number that the child cases were created from
- If SIG returns the case to the creator because part of the request relates to non-A-file material
 - i.e., I want my child's A-file and all USCIS adjudication policies for Vietnam adoptions

By clicking the Child Case checkbox, language is automatically added to the Acknowledgement letter.

"This control number {insert} will address the A-file records you requested. The other agency records that you requested will be addressed under a separate control number. You will receive a second letter regarding the non-A-file agency records that you requested."

Contact Information

Creators are required to enter all requestor information provided in a request to include:

- Organization or Law Firm Name
- Complete mailing addresses
- Email address

When typing the name of the requestor, a dropdown box may appear if they have filed a request before. Creators can select the requestor from the drop down and the requestor's contact information will automatically populate. Multiple options for the requestor may appear, ensure you are selecting the one that matches the current request in its entirety.

Do's and Don'ts

Do list the Law Office or Organization as Address Line 1

Do enter the Requestor's address as they provided it in the request

Do double-check the spelling of the names and addresses on paper requests

- If the name of the requestor is not clear on the request letter, check the supporting documents for a Form G-28 for the requestor name

Do prioritize conflicting contact information from the G-639 over contact information provided on the G-28 in requests not submitted online.

- If the Requestor Information is blank on G-639 and a G-28 is provided with the request, use the Requestor's address on the G-28
- If the Requestor Information is blank on the G-639 and there is no G-28 provided with the request, use the subject's address under Part 2 of the G-639

Do close the case Failure to Comply (FC) if no useable physical address is provided in a non-front porch request

- Close the request as an FC and use the xxxxxxxx as the address
- Check the correct insert box

Do prioritize the P.O. Box for the official mailing when both a physical mailing address and a P.O. Box are provided

- **Do not** include the physical address
- **Do not** use both

Do ensure each line of the address in FIRST contains no more 4 lines with no more than 35 characters per line

- This includes spaces and punctuation

Do include the suite number or apartment number on the same line as the street address

Do not hyphenate names

Do not use professional titles, such as Doctor, Reverend, or Esquire (ESQ) in the requestor information

- You may use Jr., Sr. or II, III, etc., if the Requestor or subject uses it on the request. If Jr. or Sr. applies, make sure it ends with a '.' (Period)

Do not use the In Care of Name line

Subject Information

Case Creators will read the request to determine who the is the subject of the request is, who's records/files are needed.

Full Alien File?

FIRST will adjust this based on the response to this question.

If the response is no, FIRST will automatically change the case to Track 1.

- Select the specific document/s the requestor requested
 - If there is a single specific document request (including related documents) and the file is located at the NRC or digitized, create as a Track 1 case and reassign to SMP office
 - For all other Track 1 requests leave in the NRC office

- For documents requested that are not in the dropdown list, there is an “Other” option
- If selecting other, type specifically what was requested ensuring spelling/grammar/punctuation is correct
- If the response is yes, the case will be Track 2

Note: When searching, if the request is for the entire A-file/All Records Request, but only a receipt file is found, select Track 1, specific documents, and under section 3 choose “Other” and type “Alien File”. Do not staff for unconsolidated receipt temporary files, unless specifically requested.

Subject Data

The Subject’s Full Name, Alias Name(s), Date of Birth (DOB), Country of Birth (COB) and Parent’s Names will be entered into FIRST.

- If parent’s names are not provided, check UNKNOWN
- If the request specifically states that either the COB or DOB is “unknown,” there is an option for that
- If the COB or DOB are not provided, “unspecified” will be selected from the drop-down menu
- If the country does not exist anymore (ex. Czechoslovakia) but a city of birth is provided, use the internet to verify what country the city is now located in

FIRST will auto-populate the Subject’s Mailing Address if it is a Self-request. Contact information will not auto-populate.

USCIS Information

When entering A-file or T-file numbers into FIRST, make sure you are entering all 9 digits. If you leave off the leading 0 (zero), the system cannot find the case when searching by A-number, unless you have the exact number entered.

- If while reviewing the request, you determine that the case is going to be closed as TD or FC:
 - Click Actions, Close as FC or TD
 - This will change the required fields on the Request tab in FIRST to:
 - Section 1, fill in entire section
 - Section 2, fill in entire section
 - Section 3, fill in subject’s name, DOB and COB
 - Create the Final Action Letter and send for Upfront Approval

Application, Petition, or Request Receipt Numbers are comprised of the three-letter office code, followed by a 10-digit number. Enter the Petition/Receipt number provided on the request.

If the alien is requesting a receipt number, enter the information in the following format:

- Correct: MSC0412360000
- Incorrect: MSC-04-123-60000

Only enter the A-number(s), ELIS IOE and receipt number(s) being staffed for. Exception: A-numbers for Missing files should still be entered on the left side of FIRST.

Subject Consent

Case Creator will need to determine if the Subject of the request has consented to have their records/files provided to the person making the request for the records.

Consent Type

Select the type of consent provided in the request. Refer to the [Consent and VOI Chart](#).

- If consent is not sufficient, the category will need to change to Third Party No Consent.

Case Note

Case notes are only required when special scenarios exist, such as VOI not matching when A number or receipt number provided, Consolidated A-numbers, etc.

Because Case Notes become a permanent part of the case in FIRST, do not use this area to record personal feelings or to debate, question, or even to seek clarification. A FOIA/PA Assistant or Government Information Specialist will discuss issues needing clarification via e-mail, a telephone call or a personal visit with assigned supervisor.

REVIEWING AND STAFFING

Uncommon Requests

Untranslated Documents

Untranslated documents containing foreign language submitted with the request must be accompanied by a full English language translation, which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

If the requestor fails to provide a copy of the translated document such as Verification of Identity (VOI) or Certification of Agreement (COA), close the case as Failure to Comply (FC) and select the correct insert box. If you are closing the request FC due to missing translated document, add the "Untranslated Documents" insert to the Final Action Letter.

Note: If the document for VOI is easily identifiable (e. g. Spanish birth certificate) and the information needed for VOI and/or COA can be determined, do not close FC.

Genealogy

Genealogy cases are requests for searches and/or copies of historical records relating to a **deceased** person. The list below represents records that the public would be able to request from the Genealogy Program:

- Naturalization Certificate Files (C-files) from September 27, 1906, to April 1, 1956
- Alien Registration Forms from August 1, 1940, to March 31, 1944
- Visa files from July 1, 1924, to March 31, 1944
- Registry files from March 2, 1929, to March 31, 1944
- Alien Files (A-files) numbered below 8 million (A8000000) and documents therein dated prior to May 1, 1951

If it meets the criteria for Genealogy, and an A-number is found after following the search guidance:

- Select Category OTHER
- Case Note actions taken
- Select the Action of RD to Gen
- Send an email to Genealogy.USCIS@uscis.dhs.gov titled, Possible Genealogy, with the case number for review and CC assigned supervisor
- Send case to **Admin**

Note: *When the case is reviewed, the genealogy team will input a case note stating whether it is a redirect or not. If you have created the Redirect letter and it is a RD, the genealogy team will return it to the creator to send it to Upfront Approver. If it is not a RD to GEN, they will return the case and provide the information regarding doing an Index Search etc.*

Congressional

When correspondence from a member of Congress is received:

- Create the case as a Track 2 case
- Mark the category as Congressional

- Search for and request the requested documents
- Send an e-mail to NRC Congressional advising them of the control number, congressional contact information and name of the subject of the request

Note: Do not use the Congressional office address as the address for the FOIA request. If an address for the subject is not in the request, contact a member of the NRC, Congressional Mailbox for more guidance.

Certified Documents

The National Records Center does not certify documents. When creating a new case, add the appropriate letter inserts to the Final Action Letter. Select the Action button, then select the proper closure and choose the appropriate letter insert.

“You requested a certified copy of a U.S. Citizenship and Immigration Services (USCIS) record. The National Records Center does not certify documents and is responding with a copy of these records as required under the Freedom of Information Act/Privacy Act.”

Note: If the request is for a copy of the entire A-file, and there is a request for certified copy of a naturalization certificate of a deceased person, use the insert above. But if the request is for dual citizenship for Italy, Germany or Poland, staff for the file and add the Dual Citizenship insert to the acknowledgment letter.

Original Documents

Requestors will sometimes ask for the return of original documents, such as adoption decrees, birth certificates or other documents of a personal nature.

If a Form G-884 is submitted via mail or fax and has accidentally scanned into FIRST as a FOIA request, close the case as “ER” (created in error). E-mail the OA room and have them pull the original request and route the request to IMLS.

- Send the case to Up-front Approver to be review and closed

If the request is for Return of Original documents and on paper, but the G-884 was **not** used, staff for the file and check the box “Request for original documents” in the Acknowledgment letter.

If you receive a Form G-884 request through Front Porch, close the case as NA (not applicable) and insert blurb into FAL. (Request for Return of Original Documents)

- Send the case to Up-front Approver to be review and closed

If you receive a specific document request that includes a Passport as a specific document, check the box “Return of Original Passport” into the Acknowledgement Letter. This will inform the requestor that a FOIA request will only provide a copy of their Passport and what steps they need to follow to receive the original document back.

Appeals

At times a request may be marked “Appeal” and/or the Requestor provides the case number of the case being appealed.

- Send an email to with the case number
- Select Action button, then select close case as ER (b)(6)
- Send case to Upfront Approver

Subpoena or Court Orders

Requests received may sometimes be a subpoena or court order, these requests will be closed as ER or Submitted in Error.

- Send a message to OCC Paralegal at cisocccall@uscis.dhs.gov providing the NRC control number and information indicating the request was a subpoena or court order

- Send to Upfront-Approver for closure as ER

Note: If unsure, contact assigned supervisor for guidance on how to proceed.

Routine Use

USCIS may disclose records to an appropriate Federal, State, tribal, local, international, or foreign agency, including law enforcement, or other appropriate authorities charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order, where a record, either on its face or in conjunction with other information, indicates a violation or potential violation of law, which includes criminal, civil, or regulatory violations and such disclosure is proper and consistent with the official duties of the person making the disclosure.

What does that mean? We may disclose records from A-files to other federal, state and local government agencies as a normal course of operation for law enforcement purposes. Certification of Agreement is not necessary for the processing of these types of requests. Some examples of these types of requests include requests relating to child support enforcement and aliens seeking public assistance.

Requests from government agencies (federal, state or local) for verification of status of aliens are routine use. These types of requests are not a part of FOIA and should not be in FIRST.

- Example: a request from a county public assistance agency attempting to locate a child's father who is avoiding financial responsibility

Routine Use Cases will be closed as Created in Error (ER):

- Prepare an email and send to nrcfoiaroutineuse@uscis.dhs.gov with the case number
- CC your supervisor
- Add a Case Note of your actions
- Send case to **Admin**

Dual Citizenship

Requests may ask for a certified copy of a relative's naturalization certificate for applying for dual Italian citizenship or German citizenship.

Determine if the case is a FOIA or a Genealogy

- If the case is a FOIA, staff for the file
 - Select Action button, then select Acknowledgement letter, choose the appropriate letter insert.
- If the request qualifies under the Genealogy Program. See Genealogy Section.

Changes to Existing Cases

A request may state that it is related to an existing case. The existing case number may be included or may be found during the duplicate search.

Examples of requests that are changes to existing cases:

- Status questions regarding an existing case
- Track changes regarding an existing case

For requests that are changes to existing cases:

- Go to the letters tab
- Go to Documents
- Select the arrow next to the request letter
- Click on the 3 dots and you will see a drop-down menu
- Select "COPY Document to Research Queue"
- Select Action button, then select close case as ER
- Send case to Upfront-Approver

- Email assigned supervisor actions taken

Unrelated Request

If a case contains two or more unrelated requests, **Do not** create a parent/child case.

For unrelated requests scanned into one case, follow the steps below:

- Fill out the Request tab in FIRST with the pertinent subject information
- Case note the discrepancy along with the page numbers in the Special Scenario
- Send the case to Admin
- Email the nrcFOIAFIRSTProgram@uscis.dhs.gov mailbox and CC assigned Supervisor

Withdrawal of a Request

A Requestor must send us a document to withdraw a pending request.

Upon receipt of a written request to withdraw a FOIA:

- Save the written request as a pdf
- Upload the pdf directly into FIRST as a CSD
- Close as a WD
- Send the case to Upfront Approver

SIG

The Significant Interest Group, processes non-A-file FOIA requests with a few exceptions. Send requests involving A-files belonging to high-profile individuals, along with all A-file requests submitted by the media, to SIG for handling.

Examples of requests that are considered under SIG purview:

- Direct the following FOIA requests to SIG for handling if the request is for or from the following:
 - Member of media
 - Member of an activist group, watchdog organization, special interest group, etc.
 - Such organizations include: AILA, ACLU, CAIR, CREW, EFF
- Vacancy announcement
- Personnel records
- Records related to an investigation.
- Report of Investigation
- OSI Investigation
- Background Investigation
- USCIS contract
- USCIS grant program
- P-files (Petition files)
- RAIO cases/WRAPS records
- “EB-5” or “Regional Center” records
- Data/statistics
- PA amendment
- Hybrid, the Requestor is seeking both A-file material AND non-A-file material (for example: “My child’s A-file and all USCIS adjudication policies for Vietnam adoptions”)
- Emails

Note: Items listed above are suggestive and not exclusive.

If you believe a request qualifies as a SIG, Create the case as follows:

- Track 2
- Type: FOIA Request

- Source: Other
- Category: Other
- **Do not** enter an A-number
- Complete as much of the Request tab in FIRST as possible
- Send an e-mail to foiasig.nrc@uscis.dhs.gov and CC assigned supervisor
- Enter a case note into FIRST explaining the situation
- Send the case to **Admin** queue

A SIG processor will review the case and move it to their queue if it is truly a SIG case.

For blended requests, SIG needs to address a portion of the request, SIG will send the case back to the NRC FOIA/PA Assistant to create a child case. After creating a child case, the FOIA/PA Assistant sends an email to SIG with the new child case number so that it can be transferred to SIG (COW Queue).

Forms I-526 and I-829 are petitions filed by an alien entrepreneur. If, while researching the receipt file, you discover in PCIS that the receipt is either a Form I-526 or Form I-829, take the following actions:

- Send an e-mail to SIG and CC assigned supervisor stating that NRC201XXXXXXX (your case number) is requesting copies of an I-526 or I-829 receipt file
- Add a case note actions taken
- Send the case to **Admin** queue

Forms I-956 and I-956H are applications filed by an alien investor under the EB-5 Immigration Investor Program. If, while researching the receipt file, you discover in PCIS that the receipt is either a Form I-956 or Form I-956H, take the following actions:

- Send an e-mail to SIG and CC assigned supervisor stating that NRC201XXXXXXX (your case number) is requesting copies of an I-956 or I-956H receipt file
- Add a case note actions taken
- Send the case to **Admin** queue

Form I-694 Notice of Appeal of Decision

When a request has the I-694, Notice of Appeal of Decision Under Sections 245A or 210 of the Immigration and Nationality Act (INA), scanned as the FOIA request letter:

- Verify Verification of Identity (VOI) and/or Certification of Agreement (COA) if needed
- Do not close an I-694 request TD or FC for not providing all the required elements of Certification of Agreement or VOI with the original request

If VOI or Certification of Agreement is not necessary and responsive records are scanned into the case, send the case to processor.

Referrals and Consultations Received from Other Agencies

Other government agencies' and DHS components' FOIA/PA offices will make the determination to refer a FOIA request to the USCIS FOIA office at the NRC for a direct response to the Requestor. The referral can be complete or partial.

Complete Referrals - A complete referral comes from another government agency or DHS component in which either the entirety or a segregable portion of the request falls under the purview of USCIS. If the referral is a request for an A-file or A-file material (petition, application, etc.) create the case as if the request came directly to the NRC.

Partial Referrals - As other agencies process FOIA/PA requests, they will sometimes find USCIS documents within their files. These documents will be referred to us for processing. The majority of partial referrals come

from the Office of Personnel Management (OPM), Department of State, and the Federal Bureau of Investigation (FBI). SIG processes all partial referrals.

Searches

The information populated and/or transcribed to the left side of FIRST will be used to perform searches under the SEARCH tab function in FIRST.

All information must be properly transcribed into the left side before clicking ACTIONS → SEARCH. A list of the top 10 possible matches will be populated from PCIS. Click the Compare icon to verify the VOI of the subject of record matches the Potential Matching Identity. If all VOI matches, click the SELECT button, copy and paste the A-number or receipt number to the left side of FIRST, and move on to the duplicate search.

No Record (NR)

If a banner appears under the search tab stating “No Search Results Found,” or if any part of the subject’s VOI and/or parents’ names do not match, close case No Record and select appropriate FAL insert(s).

With the following exceptions:

- Hyphens (e.g. Smith-Jones vs. Smith Jones)
- De in last name (e.g. Hernandez vs. De Hernandez)
- Inverted mm/dd DOBs (e.g. 01/06/1980 vs. 06/01/1980)
- Spaces in names (e.g. Xiuncheng vs. Xiun Cheng)
- Abbreviated first name (e.g. Maria vs. Ma)
- Only one parent matches or parent’s names are a partial match

If the Potential Matching Identity appears to match the subject, but does NOT match the VOI completely:

- Send email to #ccpacqateam@uscis.dhs.gov
- Add a case note
- Send the case to Admin

Only one record can be selected within FIRST, if more than one A-number belongs to the subject, the additional A-number will have to be compared with the VOI of the subject and manually input into the left side.

Requested Information Table

Requested Information	Files to Request	Notes
A-File or Alien File	Alien File, electronic records, receipts not consolidated	Do not staff for Temporary Receipt Files
Entire immigration file	Alien File, electronic records, receipts not consolidated	Do not staff for Temporary Receipt Files
Proof of Entry	Alien File If no Alien File found, staff ELIS or Receipt files	Do not staff for Temporary Receipt Files
Proof of LPR/USC Status	I-485, I-751, N-400, if unconsolidated If none of the above found, staff Alien File	
Family Petitions for self	I-130, I-129F, I-730 with SOR as the beneficiary, if unconsolidated	

	If none of the above found, staff Alien File	
Family Petitions filed for other family members	Unconsolidated I-130, I-129F, I-730 with family member as beneficiary Beneficiary's A-file if you have VOI and Consent	If family petition is consolidated into beneficiary's A file and there is no VOI and consent, close TD with receipt is consolidated insert
A-number Only	Upload PCIS screen-print	
I-589 or Asylum Application	I-589 ELIS or Receipt file, if unconsolidated If above not found, staff Alien File	
I-590 or Refugee Application	I-590 ELIS or Receipt file, if unconsolidated If above not found, staff Alien File	
EAD or Employment Authorization Card	Unconsolidated I-765 If above not found, staff Alien File	
WRAPS records	Send to SIG	Do not add DOS verbiage
Proof of Name Change	Alien file and N400 ELIS or Receipt file, if unconsolidated	
ICE Records	Alien File	If No Record found, add ICE insert to NR letter
CBP Records	Alien File	If No Record found, add CBP insert to NR letter

A-file/All Records Request-Includes the A-file, all electronic records and all staffable receipt files found under the Search tab (except temporary receipt files, unless specifically requested).

- If the request is for the entire A-file and/or All Records, but you only find a receipt file, select Track 1, specific documents, under section 3 choose "Other" and type "Alien File", and leave in the NRC office.

Receipt Request-If the receipt is a petition, verification of subject's role is required, is the subject the Petitioner or Beneficiary? If the subject is the petitioner, then that document will be an unconsolidated receipt or it will be in the beneficiary's file, not the petitioner's A-file.

- If a receipt has been consolidated into the beneficiary's A-file, certification of agreement (COA) from the beneficiary is required or the case will be closed as a Total Denial (TD).
- If the Receipt file is consolidated, leave the Application, Petition or Receipt Number section blank.
- If there is a request for an I-130 petition, conduct a search for the I-130. If the receipt cannot be found and consent and VOI from the beneficiary are provided, staff for the beneficiary's A-file and **do not** staff for the petitioner's A-file.
- If the receipt is specifically requested and you are unable to staff for it, you do not need to continue searching for other files. Close the case NR.

If the receipt is an **unconsolidated receipt** file or ELIS file, staff for the unconsolidated receipt file or ELIS file.

If the requested document is in the **consolidated receipt** file, staff for the A-file.

If the requested document could be in any of the located files (receipt, ELIS or A-file), staff for files that may contain the document.

- Example: a request for a Naturalization certificate, there is an A-file and an ELIS N-400, staff for

both the A-file and the ELIS

If the request is for an **asylum/refugee application**

- If there is an unconsolidated receipt file or an ELIS file for an I-589 or I-590 staff for the receipt file or ELIS file
- If the receipt file has been consolidated into the A-file, staff for the A-file
- If no receipt file or ELIS file is found, staff for the A-file

If the request is for **Entry documents**, staff for the A-file

- If no A-file available, staff for receipt files or ELIS files

If the request is for a specific receipt number, staff only for that receipt file

If receipt file or ELIS file is available in RAILS – only staff for the receipt file or ELIS file

If the request is for Detention/Apprehension or Deportation/Removal documents with a specific date (month/year)

- Staff for the A-file, these documents will not be found in a receipt file or an ELIS file

Verify all A-numbers and Receipt numbers in under the Search tab in FIRST.

Appendix D

The temporary receipt files, paper and electronic, listed below should not be staffed for unless specifically requested.

Records Policy Manuel	
Appendix D – Closed Receipt Files to Send to the HBG	
Form	Title
I-90	Application to Replace Alien Registration Card
I-102	Application for Replacement/Initial Nonimmigrant Arrival Departure Document
I-129	Petition for Nonimmigrant Worker
I-129S	Nonimmigrant Petition Based on Blanket L Petition
I-131	Application for Travel Document
I-539	Application to Extend/Change Nonimmigrant Status/F-1 or M-1 Student Reinstatement
I-765	Application for Employment Authorization
I-824	Application for Action on an Approved Application or Petition
I-865	Sponsor's Notice of Change of Address
N-565	Application for Replacement Naturalization/Citizenship Document

PCIS – PCIS pulls data from Claims 3, Claims 4, CIS2, AR11, CPMS, ELIS, CAMINO, and Global.

PCQS – PCQS provides a consolidated view of legacy systems' data.

CIS2 - Menu driven system as opposed to a point-and-click graphical user interface system, provides information about persons and information about file location and movement. The CIS2 user navigates among various screens, depending on the type of information needed.

RAILS - The Identity and Information Management Division has built an interface between FIRST and the HMD RAILS File Management System, enabling RAILS to identify all files that are pending a FOIA request. If records/files are located and confirmed to match the subject, the location of the files/records will be verified using RAILS (refer to Staffing section of the Guide).

ELIS - Files should automatically populate after performing the Search function within FIRST and connecting the A-number from PCIS to the subject. However, if it does not auto-populate a manual staffing will be required (refer to staffing guidance).

Records Indexing – In some instances, the A-number exists but it will not be found in any system search, but the request claims or indicates to have done business with the service prior to 1975. Ensure the Requestor provides the minimum information to allow a positive identification.

Common reasons to staff Records Indexing:

- Naturalization dates prior to 1975
- Dates of entry prior to 1975
- A-files not in PCIS or RAILS when they have done business with the service prior to 1975

If the request meets the criteria for Record Indexing, then do the following:

- Check for duplicates
- Go to Locate and “Add Staffing”
- Enter A0 in the Record Identifier and Record Indexing in the Staff Location
- Email Genealogy Genealogy.USCIS@uscis.dhs.gov, CC assigned supervisor – titled Records Indexing, include the control number
- Create Acknowledgement Letter
- Pend the case

Global or WRAPS Records – USCIS and DOS work cooperatively to administer the overseas component of the U.S. Refugee Admissions Program (USRAP). The mission of the USRAP is to resettle eligible refugees in the United States. Although DOS has overall management responsibility for the USRAP, USCIS Refugee, Asylum and International Operations Directorate (RAIO) Refugee Affairs Division (RAD), and in some cases International Operations (IO) Division, is responsible for interviewing refugee applicants, receiving and reviewing results of all background checks, and adjudicating applications for refugee status.

The Worldwide Refugee Admissions Processing System (WRAPS) was the case management system used by both DOS and USCIS to administer the USRAP. However, WRAPS was decommissioned, and separate systems were created for each agency. USCIS uses Global and DOS uses START.

Global records may not be identified in RAILS. USCIS creates A-numbers for individuals seeking refugee status, but there is no physical file for that individual until the application has been processed and vetted. In reviewing a FOIA request, if you have reason to believe that agency records responsive to the request may be located in Global or WRAPS, a separate search must be completed by SIG.

Indicators that a Global or WRAPS search is needed, include:

- The request mentions "refugee" or "U.S. Refugee Admissions Program" or "USRAP" or "refugee resettlement" or "refugee processing" or "Refugee Processing Center"

- The Subject of Record is a refugee applicant seeking records related to their refugee application to pursue a request for reconsideration
- The request mentions the court order in IRAP v. USCIS
- The requestor is an organization known for representing individuals in refugee processing (e.g. International Refugee Assistance Project (IRAP), Church World Service (CWS), International Rescue Committee (IRC), World Relief)
- The requestor provides an OPE or Resettlement Support Center (RSC) case number
- The requestor provides a copy of a USCIS letter titled "Notice of Ineligibility for Resettlement"
- The FOIA request specifically mentions or seeks Global or WRAPS records
- You are unable to locate an A-file even though the requestor presents a valid USCIS A-number in the 200 million series

The examples above are not an exhaustive list. They are only some examples, and you should be requesting a search of Global or WRAPS in any case where you have reason to believe that agency records responsive to the request may be located in Global or WRAPS.

When a Global or WRAPS search is needed, please create the case as normal and send the case to Admin with the case note "Global/WRAPS file" and email the SIG mailbox.

Do NOT add the DOS verbiage to the Acknowledgement or Final Action letters for these requests.

**Pay attention to the requestor name and address, many of these requests may be coming from the same one: IRAP (International Refugee Assistance Project) One Battery Park, Floor 4, New York, NY 10004*

Duplicates (DP)

Request 1	Request 2	Email Address	Mailing Address	
Paper	Paper	N/A	Same	Duplicate
Paper	Paper	N/A	Different	Not a Duplicate
Paper	Electronic	Same	N/A	Duplicate
Paper	Electronic	Different	N/A	Not a Duplicate
Electronic	Electronic	Same	N/A	Duplicate
Electronic	Electronic	Different	N/A	Not a Duplicate
Referred by ICE and Front Porch request from the Requestor				
G-639 and/or G-28	Email Address	Mailing Address		
Same	Different	Same	Duplicate	
Same	Same	Same	Duplicate	
Same	Same	Different	Duplicate	
Different	N/A	N/A	Not a Duplicate	

Note: True duplicates are either 6 or fewer months apart from the **closing date**, OR an open request for the same subject, requestor and information even if it was created over 6 months prior.

Since the older case is still being worked, the newer case will be the duplicate.

- Do not duplicate to cases that have been closed as a DP to an even earlier case.
- Always DP to the first/original case
- Do not duplicate to cases that were closed under the following Closing Actions: WD, UT, FC, TD, or NR
 - If the prior case was closed under any of these actions, check to see if any of these issues have been resolved. If the issues remain, close the newer case under the appropriate closing action
- Insert the appropriate language into the Duplicate Letter
 - Duplicate to an Open Case
 - Duplicate to a Previously Closed Case
 - Duplicate to an Open Case referred to USCIS from ICE
 - Duplicate to a Previously Closed Case referred to USCIS from ICE

Note: DO NOT duplicate to cases that end in REQ.

For FIRST to do a perfected search, the fields must be an exact match. If a name is misspelled or an A-number centered incorrectly, FIRST will not pull up a matching case.

When FIRST provides a list of similar cases and the limited information provided does not include a clear determination, click the Control Number and it will open a side-by-side view. In some instances, there will be a need to open the other case, through a second FIRST window using the Search tab to see if it is truly a duplicate. (See Duplicate Searches presentation)

Connecting Cases - Separate requests from spouses, adult children, parents, and other instances, which use the same attorney and have been submitted 6 or fewer months apart from creation. They may come in under the same cover letter or be under separate cover letters, but they always have the same requestor, and the subjects are always part of the same family.

Always ensure the request is not providing more information on a previously closed case; requesting an upgrade to Track 3; or requesting Expedited Treatment. If so, see Existing Cases section.

Staffing

Staffing for records/files will be accomplished through the Locate tab in the FIRST system. Case Creators will verify the location of records/files related to the request through the RAILS system.

A-number Only

If a request is asking for the Subject's A-number **only**, follow these steps:

- Verify Verification of Identity (VOI) and possibly Certification of Agreement (Consent)
 - If it is a third-party request and missing Certification of Agreement (Consent), VOI does not matter, close the case as Total Denial (TD)
 - If Verification of Identity (VOI) is inadequate, close as Failure to Comply (FC) and select the correct insert box.
- Use the Search tab in FIRST to locate the A-number(s).
- If an A-number is located, use the compare function to verify the information in the request to the potential match.
- If a positive match is made, find the A-number in PCIS and save a screen print from PCIS Identity View as a pdf, then upload directly into FIRST as a responsive record.
- Reassign to the SMP Office
- Do not staff for the A-file
 - When the alien is requesting A-number only, the CP will be using the PCIS Identity View screen print as responsive records in Track 1

IOE Files

ELIS Files are digitized receipt files which start with the prefix IOE followed by a ten-digit number. These are digitized specifically in the ELIS system. If it is IOExxxxxxxxxx, it is an ELIS File. ELIS Staffings are automatically populated in FIRST.

* Note: **Do NOT staff A-files or X-999 to ELIS**, only staff for the IOE file(s) that relates to ELIS.

Unusual Staffing Situations

When staffing, quirky, or unusual situations may present. If the problem cannot be resolved, the creator should create a Case Note and send the case to Admin along with an e-mail to their supervisor for clarification.

Consolidated File Guidance – The Search tab will indicate when two or more A-files has have been consolidated. If consolidated A-numbers are found, make a case note of the additional A-number(s).

If the **petition is consolidated** into the beneficiary’s file, and **consent from the beneficiary is not provided**, close the case as Total Denial. Select Action button, then select TD and choose the appropriate letter insert.

If the **petition is consolidated** into the beneficiary’s file and **consent from the beneficiary is provided** and the beneficiary’s file is being staffed, change the Subject of Record information in FIRST to the beneficiary’s information.

If the **petition is not consolidated** into the beneficiary’s A-file, whether the petitioner or the beneficiary is the Requestor, **staff for petition**. In this situation, list the subject of record the way it is listed in the request letter.

Missing/Lost File Procedures – Records/files may be listed as missing or lost in RAILS. After confirming a record and/or file as missing follow the below guidance.

Missing files in RAILS will be indicated by a header or file information that says:

- Lost File – ZY 3000
- Missing File – ZY 3000
- Missing or Lost (no ZY 3000)

If the A- file is “Missing”, but additional records can be staffed:

- Case note as a Special Scenario
- Staff for additional files
- Create an Acknowledgement letter
- Pend Case

If the only file found is the Missing file:

- Case note as a Special Scenario
 - Close the case UT
 - Send to Upfront Approver

Empty Jacket – If RAILS indicates the file as an “Empty Jacket,” you will normally not create a file request. The only time you ever staff for an empty jacket is if the FCO is HAV. Your next step is to conduct a No Records (NR) search.

Staffing for STACKS Files – STACKS is the digital file viewing and content management system for official immigration records as part of the Content Management Service (CMS) directly supporting eProcessing. These are digitized specifically in the STACKS system and consist of A-files and receipt files.

FIRST speaks with STACKS and pulls the digitized files into the case once staffed for. All files located in

STACKS are staffed to STACKS.

Note: If there is a physical file and a digitized file (same file ex. A201000000 or EAC0000000000), only staff for the digitized version of the file.

Receipt Files – Only request receipt files with a prefix from one of the five Service Centers (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC, YSC/Potomac Service Center or NSC/LIN. District offices issue work authorizations, but we cannot request those receipts.

*Exception - Any receipt with “STACKS” as the status can be staffed, regardless of the prefix. Do not staff for files listed in Appendix D, unless specifically requested.

Do not staff for retired receipt files.

S and W Files – “S” (substitute) or “W” (working) files will be staffed. After the creator has staffed for the appropriate files, create an Acknowledgement letter and Pend the case for the responsive records.

Border Crossing Card Number (BCC) – If the A-number is 80,000,000 through 86,899,999, it is a Border Crossing Card number that can either be an electronic file in which there is no physical A-file associated or there may be a physical file when an individual later applies for an additional benefit or is encountered in an enforcement action by ICE or CBP. Verify in RAILS if it is a staffable A-file. If not, use Search tab in FIRST to locate a different A-number(s) or receipt file(s) associated with the subject. If none are found, close as No Record and select appropriate FAL insert.

National Archives and Records Administration (NARA) – The National Archives and Records Administration have designated A-files as permanent records for the Federal Government, ensuring their retention indefinitely. As with all permanent records of the Federal Government, ownership and physical custody of the record is transferred to NARA at a designated point and NARA becomes the custodian of the record. Once the record is transferred to NARA, anyone who wants documents out of the file will have to file his or her FOIA request directly with NARA. The “magic date” for A-files to be turned over to NARA is when the subject of the file passes 100 years of age. The NRC routinely transfers the targeted files into the custody of NARA.

When creating a case and the subject of the request is 100 years of age or older, but the person DOES NOT fully meet the criteria for a genealogy case, pay special attention to RAILS. RAILS may show that the file has been retired and is at a Federal Records Center (FRC). If that is true, create the case and request the file. It may happen that USCIS has not yet transferred the file to NARA. If RAILS still shows a shelf location within NRC (or any other office), request the file.

If RAILS shows that the A-number as NARA Owned, it means the file has been turned over to NARA permanently.

- Select Final Action Letter and select NA: FOIA or PA not applicable
- Select Action button, then select close and choose the appropriate letter insert
- Send case to Upfront Approver

Classified Files –

RPC (Responsible Party Code) of “ZW” in RAILS, indicates the file is classified. RPC’s with a ZW location will always have a staffing slot of their own and be staffed to FOIA Safe.

- Staff for the Classified file to FOIA Safe
- Case Note under Special Scenario
- Pend Case

When RAILS indicates an A-file and T-file at the same location, but only one of the files are classified. Create two

separate staffings.

- Staff for the Classified file to FOIA Safe
- Staff for the un-classified file to the FCO where the file is located
- Case Note under Special Scenario
- Pend Case

EOIR Receipt Files Located at SSC – EOIR receipt files are not released for FOIA requests as the records were established for biometrics and background check purposes only. The receipt files are held for six months, then destroyed and deleted in RAILS. The requested file(s) cannot be released or sent out of SSC. It is not a true I-485 and is a copy of the EOIR case filed for the Immigration Judge.

If no other file is located, close the case as NR and insert Destroyed File into the FAL.

100 Million Series A-Numbers – If the A-number is 100,000,000 through 199,999,999, it can be either an Employment Authorization Document (EAD) card number only in which there is no physical A-file associated or there may be a physical file when an individual later applies for an additional benefit or is encountered in an enforcement action by ICE or CBP. Verify in RAILS if it is a staffable A-file. If not, use Search tab in FIRST to locate a different A-number(s) or receipt file(s) associated with the subject. If none are found, close as No Record and select appropriate FAL insert.

Hidden Patriot/Robert Schofield Investigation Case – when RAILS indicates the FCO location is WAS, the code is IX, and the description is ‘Hidden Patriot’, do the following: Staff for the file at WAS and case note under Special Scenario:

“Hidden Patriot Investigation case. Staffed for file at WAS. Once file is scanned into responsive records, forward case to the current designated processor for processing.”

Old Records – Occasionally we will receive a request for records pre-dating our record keeping system. The agency maintains immigrant arrival records created since 1892 and naturalization records since 1906.

When a request is for records older than those maintained by the agency:

- Create a Final Action Letter and select “OR”.
 - This generates a letter to the Requestor explaining that the records being requested are older than those maintained by the agency
- Send case to Upfront Approver

Red Cross/Last Known Address – Requests from the Red Cross or from some other non-governmental organization (such as Salvation Army, etc.) looking for the last known address of an alien are normal FOIA requests. You should request the file as a Track 1, specific document request. It is not necessary to create an acknowledgement letter if the request is from the Red Cross.

FINISHING A CASE

Closing a Case

When a Case Creator determines the need to close a case the applicable closure code must be selected.

FC – Case closed for failure to comply

TD – Total Denial

- Change the case category to “Third Party No Consent”

NA – FOIA/PA not applicable

- Files owned by the National Archives and Records Administration (NARA) in either Kansas City, MO

or San Bruno, CA

- Requests submitted in the form of questions about agency operations.
- Requests for verification of information from immigration records that are not FOIA/PA requests
- Requests for information concerning the status of pending applications
- Forwarded inquiry to another program office
- Form G-884- Return of original documents
- The records requested are not under the purview of USCIS
- Request for records of a US born citizen

ER – Created in error (ONLY close cases as an ER if it is truly an ER)

- Requesting G-884 Return of Original Documents (see Return of Original Documents)
- When a routine use/child support request
- Subpoenas/court orders have been scanned
- Requests from a Foreign Consulates
- Status checks to existing cases or Track changes to existing cases

DP – The case was closed as a duplicate of another case

NR – The case was closed as no record only after a thorough search of all databases for any files relating to the subject and no results were found

RD – Advise Requestor to contact another government agency to acquire records; We tell the Requestor whom they should contact to obtain records responsive to their request

RF – Cases forwarded to DHS components; We tell the Requestor the name of the agency we referred their request to

UT – Unable to Locate Record

WD – Withdrawal of request

Letters

Final actions taken by Case Creators should always result in a communication to the customer. The communication from Case Creators will be either a Letter of Acknowledgement or a Final Action Letter.

Final Action Letter – Any time a case is closed at the Case Create stage with one of the closure codes listed above, a Final Action Letter to the customer will auto-generate.

Acknowledgement Letter – Any time a Case Creator has staffed for records/files the case will be pended. This will send the case to the Scan Queue so that the documents requested can be uploaded into the case.

***Note:** Always read through letters to confirm all information is correct.*

Grammar

The information captured by Case Creators, whether it is selections that are made or information that is typed, will be what then generates the letter to the customer. Case Creators will make sure the spelling/grammar/punctuation is correct. To correct spelling/grammar/punctuation Case Creators will need to make corrections to information captured.

Inserts

Regardless of the letter being provided to the customer from the Case Create state, both the Ack Letter and the FAL will have options to insert additional verbiage as needed.

Acknowledgement Letter Inserts	Reason to Check Insert	Notes
Alien Number Does Not Match Your Records	Self-Request, A-number does not match subject	
Alien Number Does Not Belong to Client	Attorney/Representative request, A-number does not match subject	
A-File Processed in Separate Case		Ask supervisor before using
Track 1 – Could Only Locate Other Specific Documents	Requestor asked for entire file, but only receipt files located	
Request for Certified Copies	Request mentions Certified Copies	
Request for Certified Copy of Certificate of Naturalization	Request specifically mentions Certified Copy of Certificate of Naturalization	
Request for Original Documents	Request for original documents not using the G-884	
Certificate of Non-Existence	Requests specifically mentions looking for non-existence of record	
Italian and German Dual Citizenship	Request specifically mentions dual citizenship	
Return of Original Passport	Request is for original passport or return of passport, not using G-844	

Total Denial Inserts	Reason to Check Insert	Notes
Alien Number Does Not Match Your Records	Self-Request, A-number does not match subject	
Alien Number Does Not Belong to Client	Attorney/Representative request, A-number does not match subject	
Missing Consent	Only the Consent is missing from the subject of the request	
Missing Consent and VOI	Both the Consent and VOI from the subject is incomplete	
Missing Consent Parents	Proof of parentage is inadequate	
Missing Consent Guardian	Proof of guardianship is inadequate	
Missing Consent Deceased	Proof of death is inadequate	
Missing Consent Public Interest	Proof of public interest outweighing personal privacy is inadequate	
Receipt is Consolidated	Receipt is consolidated into beneficiary's A-file and there is no Consent or VOI for the beneficiary	
Vague Power of Attorney	Power of Attorney not sufficient	
Electronic Signature	Digital signature from subject that is not accepted per guidance	

Failure to Comply Inserts	Reason to Check Insert	Notes
Alien Number Does Not Match Your Records	Self-Request, A-number does not match subject	
Alien Number Does Not Belong to Client	Attorney/Representative request, A-number does not match subject	
Untranslated Documents	Request is composed of untranslated documents	
Third Party Digital Request, VOI Not Present	Third party request with no VOI from the subject	
Missing VOI on 7/25/22 edition G-639	When the VOI is missing due to the use of the 7/25/22 edition G-639	
Missing VOI of subject	When the VOI of the subject is not present	

Missing VOI of the parent/guardian	When the VOI of the parent or guardian is not present	
Blank description of records	When there is no description of records sought	

No Records Inserts	Reason to Check Insert	Notes
Alien Number Does Not Match Your Records	Self-Request, A-number does not match subject	
Alien Number Does Not Belong to Client	Attorney/Representative request, A number does not match subject	
CBP Records	No records found, asked for CBP or Entry/Exit records	
Immigrant and Non-Immigrant Visa Info/DOS		Do not use this insert at this time
National Visa Center	Only file located or Requested Receipt file is at the NVC	
ICE – General FOIA Contact	Request specifically requests ICE records	
Destroyed File	Only records located were receipt files that have been destroyed per retention schedule	
Certification of Non-Existence	Requests specifically mentions looking for non-existence of record	

Not Applicable Inserts	Reason to Check Insert	Notes
NARA Referral – San Francisco	File is owned by NARA – SFR in RAILS	
Other	Records you requested are not under USCIS purview	
NARA Referral – Kansas City	File is owned by NARA – KCFRC in RAILS	
Request for Return of Original Documents	Request is for a return of original documents using G-884	
Questions on Pending Applications	Request is for status of a pending application with USCIS	
Questions on Agency Operations	Request submitted is in the form of questions about agency operations	
Forward to Another Agency	Request belongs to another program office	Ask supervisor before using
Request for Verification of Immigration Records	Request is for verification of information in immigration records	
Request for Records of US Born Citizen	Request is for records of a US born citizen and they have had no contact with USCIS	

Duplicate Inserts	Reason to Check Insert	Notes
Duplicate to Open Case	Check if the duplicate case is open	
Duplicate to Previously Closed Case	Check if the duplicate case is close	Do Not duplicate to cases closed as NR, FC or TD

Moving the Case

The final action a Case Creator will take is move the case to the next required action.

Upfront Approver

When a Case Creator is ready to close a case under any of the listed closure codes, the final action that is taken by the creator is to move the case to Upfront Approver. An approver will review the case and take additional action needed on the case.

Example of Final Actions taken by Approvers:

- Case is approved and released without corrections
- Case is approved and released with corrections made
- Case is returned to the case creator for corrections needed prior to releasing.

If cases are returned the Case Creator will:

- Make corrections as stated in the Return case note from the Approver
 - If the Case Creator disagrees with corrections, the case will move to Admin and the Case Creator will contact the assigned supervisor for clarification
- Reply to the Return case note stating that corrections have been made
- Move case back to Upfront Approver

Pend

Cases not being closed and continuing to the next stage in the FOIA process of having records/files uploaded, will be moved by pending the case.

- After pending the case, FIRST will redirect the Case Creator back to the dashboard to begin a new case

Admin

Cases will only be moved to Admin under certain conditions. Any time a case is moved to Admin the assigned supervisor will be notified.

Examples of conditions to move cases to Admin:

- Needing supervisor assistance or a question answered
- System malfunctions needing system administrator assistance
- Unrelated cases accidentally input as one request
- Case needing review by SIG or Genealogy
- Routine Use Case

APPENDICES

Case Create Error Assessment

Case Create Error Assessment Sheet

FOIA FCO List

FCO	Office Name	Description	Staffing	Notes
ALL		ZW Responsible Party Codes (RPCs)	ICE or Field Office	Classified drawer/Classified safe/Classified
AAO	Administrative Appeals Office		AAO	(No OPLA, DRO or RAC/SAC/ASAC)
ABQ	Albuquerque Field Office		ABQ	(No OPLA)
ABQ		DRO Includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained Processing Center 	DRO - ABQ	
ABQ		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations Special Agent in Charge	RAC Albuquerque NM	
ACG	Accra Field Office		ACG	(No OPLA, DRO or RAC/SAC/ASAC)
AGA	Agana Field Office		HHW	(No OPLA, DRO or RAC/SAC/ASAC)
ALB	Albany Field Office		ALB	(No OPLA)
ALB		DRO includes: <ul style="list-style-type: none"> • Criminal Alien 	DRO – ALB	

FCO	Office Name	Description	Staffing	Notes
		Program <ul style="list-style-type: none"> • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 		
ALB		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Albany NY	
AMM	Amman Field Office		AMM	(No OPLA, DRO or RAC/SAC/ASAC)
ANC	Anchorage Field Office		ANC	(No OPLA)
ANC		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – ANC	
ANC		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations 	RAC Anchorage AK	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • INV – Investigations • Special Agent in Charge 		
ATL	Atlanta District Office	Including: <ul style="list-style-type: none"> • CBP - IP – ICE Academy/Phoenix Project 	ATL	
ATL		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Atlanta OPLA	
ATL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – ATL Atlanta	
ATL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Atlanta	
BAL	Baltimore District Office		BAL	
BAL		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation 	Baltimore OPLA	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Trial Attorney • US Attorney's Office • Appeals Bond - BIA 		
BAL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – BAL Baltimore	
BAL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Baltimore	
BEI	Beijing Field Office		BEI	(No OPLA, DRO or RAC/SAC/ASAC)
BKK	Bangkok District Office		BKK	(No OPLA, DRO or RAC/SAC/ASAC)
BNY	Brooklyn Field Office		BNY	(No OPLA, DRO or RAC/SAC/ASAC)
BOI	Boise Field Office		BOI	(No OPLA)
BOI		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – BOI Idaho	

FCO	Office Name	Description	Staffing	Notes
BOI		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC – Boise ID	
BOS	Boston District Office		BOS	
BOS		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Boston OPLA	
BOS		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – BOS Boston	
BOS		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Boston	
BUF	Buffalo District		BUF	

FCO	Office Name	Description	Staffing	Notes
	Office			
BUF		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Buffalo OPLA	
BUF		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • RPCs starting with FC, FD, FE 	DRO – BUF Buffalo	
BUF		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Buffalo	
BUR	Northeast Regional Office		BUR	(No OPLA, DRO, or RAC/SAC/ASAC)
CHA	Charlotte-Amalie Field Office		CHA	(No OPLA or RAC/SAC/ASAC)
CHA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities 	DRO – CHA Charlotte-Amalie	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Fugitive Ops • Non-Detained & Detained • Processing Center 		
CHI	Chicago District Office	Includes: CC – US Counsel	CHI	
CHI		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Chicago OPLA	
CHI		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – CHI Chicago	
CHI		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Chicago	
CHL	Charleston Field Office		CHL	(No OPLA)
CHL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement 	DRO – CHL Charleston	

FCO	Office Name	Description	Staffing	Notes
		Operations and Facilities <ul style="list-style-type: none"> • Fugitive Ops • Non-Detained & Detained • Processing Center 		
CHL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Charleston SC	
CIN	Cincinnati Field Office		CIN	(No DRO)
CIN		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Cincinnati OPLA	
CIN		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Cincinnati OH	
CDJ	Ciudad Juarez Field Office		CJS	(No OPLA, DRO or RAC/SAC/ASAC)
CLE	Cleveland District Office		CLE	
CLE		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel 	Cleveland OPLA	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond - BIA 		
CLE		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – CLE Cleveland	
CLE		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	ASAC Cleveland OH	
CLM	Columbus Field Office		CLM	(No OPLA or RAC/SAC/ASAC)
CLM		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	ERO – CLM	
CLT	Charlotte Field Office		CLT	
CLT		OPLA includes:	Charlotte	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond - BIA 	OPLA	
CLT		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – CLT Charlotte	
CLT		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	ASAC Charlotte NC	
CNR	Citizenship Naturalization Review		CNR	(No OPLA, DRO or RAC/SAC/ASAC)
DAL	Dallas District Office		DAL	
DAL		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA • RPCs starting with FB – row B, FC – row C, FS – row S, 	Dallas OPLA	

FCO	Office Name	Description	Staffing	Notes
		FT – row T and FU – row U		
DAL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Big Spring • Eden 	DRO- DAL Dallas	
DAL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Dallas	
DEN	Denver District Office		DEN	
DEN		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Denver OPLA	
DEN		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops 	DRO – DEN – CDF Denver	Grand Junction GJ0010 - EXAMS Julie Rosenthal & GJ0000 ASC GENERAL staff DEN

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Non-Detained & Detained • Processing Center • Bush • Casper • Cheyenne • Colorado Springs • Craig • Durango • Glenwood Springs • Geo Hearing • Grand Junction • IMM Enforcement Officer • Loveland • Pueblo 		
DEN		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC – DEN	
DET	Detroit District Office		DET	
DET		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond - BIA 	Detroit OPLA	
DET		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities 	DRO – DET Detroit	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Fugitive Ops • Non-Detained & Detained • Processing Center 		
DET		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Detroit	
DLS	Dallas Fraud Detection - Central Regional Office		DLS	(No OPLA, DRO or RAC/SAC/ASAC)
DSM	Des Moines Field Office		DSM	(No OPLA)
DSM		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – DSM Des Moines	
DSM		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Des Moines IA	
EAZ	Eloy Processing Center			Only ICE staffing to EAZ (No RAC/SAC/ASAC)
EAZ		OPLA includes:	EAZ – OPLA	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • LIT or Eloy Attorney 		
EAZ		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – EAZ Eloy	
ELIS	USCIS Electronic Immigration System		ELIS Electronic Staffing	(No OPLA, DRO or RAC/SAC/ASAC) ELIS rejected receipts can be staffed.
ELP	El Paso District Office		ELP	Two DRO offices to choose from
ELP		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	El Paso OPLA	
ELP		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – FEP El Paso	

FCO	Office Name	Description	Staffing	Notes
ELP		Otero Processing Center, District Reeves	DRO – ELP Otero Processing Center	
ELP		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC El Paso	
ESC	Eastern (Vermont) Service Center		ESC	(No OPLA, DRO or RAC/SAC/ASAC)
FCE	Form Center East		ESC	(No OPLA, DRO or RAC/SAC/ASAC)
FKG	Frankfurt Field Office		FKG	(No OPLA, DRO or RAC/SAC/ASAC)
FLO	Florence Processing Center		FLO	(No OPLA or RAC/SAC/ASAC)
FLO		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – FLO Florence	
FRC	Federal Records Center	Files that have been retired to a Federal Records Center (FRC) and are not digitized	FRC	See SFR FRC and WAS FRC for files not at a Kansas City FRC Kansas City FRC includes, G-North Kansas City, J-Lenexa, K-Lee’s Summit
FRC		Retired receipt files		Cannot be staffed, treat as destroyed.
FRE	Fresno Field Office		FRE	(No OPLA)
FRE		DRO includes: <ul style="list-style-type: none"> • Criminal Alien 	DRO - FRE	

FCO	Office Name	Description	Staffing	Notes
		Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center		
FRE		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	RAC Fresno CA	
FRE		Bakersfield	DRO – Bakersfield	
FSA	Fort Smith Field Office		FSA	(No OPLA or RAC/SAC/ASAC)
FSA		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Fort Smith ICE • Little Rock ICE	DRO – FSA	
GCU	Garden City Field Office		QNS	(No OPLA, DRO, or RAC/SAC/ASAC)
GMT	Guatemala City Field Office		GMT	(No OPLA, DRO or RAC/SAC/ASAC)
GRR	Greer Field Support Office		GRR	(No OPLA, DRO, or RAC/SAC/ASAC)
GZH	Guangzhou Field		GZH	(No OPLA, DRO or

FCO	Office Name	Description	Staffing	Notes
	Office			RAC/SAC/ASAC)
HAR	Hartford Field Office		HAR	
HAR		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 	Hartford OPLA	
HAR		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO - HAR	
HAR		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Hartford CT	
HBG	Harrisonburg Receipt Office		HBG Receipt Files	(No OPLA, DRO or RAC/SAC/ASAC)
HBG		Receipts with physical file locations at HBG	HBG Receipt Files	
HBG		RPCs starting with XX, XY, ZG, ZY, ZZ		These RPC's represent digitized T-files interfiled with the digitized A-file at STACKS. Do not staff for them separately.
HEL	Helena Field Office		HEL	(No OPLA)
HEL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien 	DRO – HEL	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 		
HEL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • INV – Investigations • Special Agent in Charge 	RAC Helena MT	
HEL		HSI/Investigations	SAC – DEN	
HHW	Honolulu District Office		HHW	
HHW		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • Legal Section 	Honolulu OPLA	
HHW		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO - HHW	
HHW		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking 	SAC Honolulu	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 		
HIA	Hialeah Office		HIA	(No OPLA, DRO, or RAC/SAC/ASAC)
HLG	Harlingen Field Office		HLG	
HLG		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	HLG OPLA	
HGL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – HLG Harlingen	
HLG		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	ASAC Harlingen TX	
HLG		Port Isabel Processing Center	DRO - PIDC	
HNT	Huntsville Office			(No OPLA or RAC/SAC/ASAC)
HNT	Huntsville ICE	DRO includes:	DRO – HNT	

FCO	Office Name	Description	Staffing	Notes
	Office	<ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 		
HOU	Houston District Office	Including: <ul style="list-style-type: none"> • Legal Section 	HOU	
HOU		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 	Houston OPLA	
HOU		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – HOU Houston Field Office	
HOU		Houston Contract Detention Facility	DRO – HOU Houston Contract Detention Facility	
HOU		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations 	SAC Houston	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • INV – Investigations • Special Agent in Charge • Beaumont Investigations 		
HOU		Corpus Christi Office	RAC Corpus Christi TX Galveston TX	
HQC	Headquarters		HQC	(No OPLA, DRO, or RAC/SAC/ASAC)
COW			HQC	
IMP	Imperial Field Office		SND	See SND for OPLA, DRO, or RAC/SAC/ASAC offices
INP	Indianapolis Field Office		INP	(No OPLA)
INP		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO - INP	
INP		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Indianapolis IN	
IOA	INTL OPS DIV – IASB		ZLA	(No OPLA, DRO, or RAC/SAC/ASAC)
IIP	Immigrant Investor Program			Send to SIG – See Guide
IVCS	Immigrant Visa Content Service		IVCS	
JAC	Jacksonville Field Office		JAC	(No OPLA)

FCO	Office Name	Description	Staffing	Notes
JAC		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO - JAC	
JAC		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	ASAC Jacksonville FL	
JAC		Wakulla County Jail	DRO – Wakulla	
JHS	Johannesburg Field Office		JHS	(No OPLA, DRO or RAC/SAC/ASAC)
KAN	Kansas City District Office		KAN	
KAN		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	KAN - OPLA	
KAN		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops 	DRO – KAN	

FCO	Office Name	Description	Staffing	Notes
		Security Investigations • INV – Investigations • Special Agent in Charge		
LOS	Los Angeles District Office		LOS	
		OPLA includes: • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA	Los Angeles OPLA	
		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Ventura	DRO – LOS FLS Los Angeles	
		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	SAC Los Angeles	
LOU	Louisville Field Office		LOU	(No OPLA)
LOU		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal,	DRO - LOU	

FCO	Office Name	Description	Staffing	Notes
		Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center		
LOU		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	RAC Louisville KY	
LSC	Law Enforcement Support Center		LSC	(No OPLA, DRO or RAC/SAC/ASAC)
LVG	Las Vegas Field Office		LVG	
LVG		OPLA includes: • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA	LVG OPLA	
LVG		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center	DRO – LVG	
LVG		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking	ASAC LVG	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 		
MAN	Manchester Field Office		MAN	(No OPLA)
MAN		Manchester Deportation	DRO – BOS Boston	
MAN		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Manchester NH	
MEM	Memphis Field Office		MEM	
MEM		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	Memphis OPLA	
MEM		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Nashville 	DRO – MEM	
MEM		RAC/SAC/ASAC	ASAC	

FCO	Office Name	Description	Staffing	Notes
		includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	Memphis TN	
MEX	Mexico City District Office-American Embassy		MEX	(No OPLA, DRO or RAC/SAC/ASAC)
MGA	Montgomery Field Office		MGA	(No OPLA, DRO, or RAC/SAC/ASAC)
MIA	Miami District Office		MIA	Three DRO offices to choose from
MIA		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • LIT Fileroom 	Miami OPLA	
MIA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • DRO at LIT0333 • Litigation at LIT0138 	DRO – MIA Miami	
MIA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, 	DRO – MIA KRO Krome Processing Center	

FCO	Office Name	Description	Staffing	Notes
		Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center		
MIA		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center	DRO – MIA – ORL Orlando	
MIA		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	SAC Miami	
MIL	Milwaukee Field Office		MIL	(No OPLA)
MIL		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center	DRO – CHI	
MIL		RAC/SAC/ASAC includes: • Anti-Smuggling	RAC Milwaukee WI	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 		
MPH	Manila Field Office		MPH	(No OPLA, DRO or RAC/SAC/ASAC)
MTL	Mount Laurel Field Office		MTL	(No OPLA or RAC/SAC/ASAC)
MTL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – MTL Cherry Hill Deportation	
MTR	Monterrey Field Office		MTR	(No OPLA, DRO or RAC/SAC/ASAC)
NBC	National Benefits Center		MSC/NBC	(No OPLA, DRO or RAC/SAC/ASAC)
NBO	Nairobi Field Office		NBO	(No OPLA, DRO or RAC/SAC/ASAC)
NDI	New Delhi Field Office		NDI	(No OPLA, DRO or RAC/SAC/ASAC)
NEW	Newark District Office		NEW	
NEW		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • OPLA Elizabeth Detained 	Newark OPLA	
NEW		DRO includes: <ul style="list-style-type: none"> • Criminal Alien 	DRO – NEW Newark	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 		
NEW		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Newark	
NJC	New Jersey Central		NJC	(No OPLA, DRO, or RAC/SAC/ASAC)
NOL	New Orleans District Office		NOL	(No DRO)
NOL		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	New Orleans OPLA	
NOL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC New Orleans	
NOR	Norfolk Field Office		NOR	(No OPLA or DRO)

FCO	Office Name	Description	Staffing	Notes
NOR		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Norfolk VA	
NRC	National Records Center	Including: <ul style="list-style-type: none"> • XB, XC, RD – Not digitized 	NRC	(No OPLA, DRO or RAC/SAC/ASAC)
NRC		<ul style="list-style-type: none"> • FRC Sub-Group WBG • Digitized in EDMS • JE-7001 to 7021, JV-0043 to 0588, JW, JU, KV – Digitized shelving • Scan on Demand - SD0010 to 0126 • XA, XX, XY, ZG, ZY, ZZ – digitized 	STACKS	
NSC	Nebraska Service Center		NSC	(No OPLA, DRO or RAC/SAC/ASAC)
NTN	Nashville Field Office		NTN	(No OPLA or DRO)
NTN		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Nashville TN	
NYC	New York City District Office		NYC	
NYC		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section 	New York OPLA	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA • (JL) Litigation, (PH) Pending Hearing • TA – Varick St. • Castle Point TA 		
NYC		<p>DRO includes:</p> <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • AZ (BIA Appeal Bond) • DD&P, Downstate and Varick St • DD&P, DD&R, D&R, OS1200, OS1201 and others • Castle Point D&R • VA – VK Varick St. 	DRO – NYC – FNY1	
NYC		<p>RAC/SAC/ASAC includes:</p> <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC New York	NOT ICE if RPC 600 or 900 series
NYC (GCU)		Investigation RAC (Long Island)	RAC – Long Island	
NYC		Castle Point Investigations	RAC Fishkill	
OAK	Oakdale Field Office	<p>DRO includes:</p> <ul style="list-style-type: none"> • Criminal Alien 	DRO – NOL – OAK – New	

FCO	Office Name	Description	Staffing	Notes
		Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center	Orleans – Oakdale	
OCS	Off-site Commercial Storage		OCS	(No OPLA, DRO or RAC/SAC/ASAC)
OFM	Office of Fort Myers		OFM	(No OPLA)
OFM		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center	DRO - Tampa	
OFM		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	RAC Fort Myers FL	
OKC	Oklahoma City Field Office		OKC	
OKC		OPLA includes: • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney	Dallas OPLA	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • US Attorney’s Office • Appeals Bond – BIA 		
OKC		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO- DAL Dallas	
OKC		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Oklahoma City OK	
OKL	Oakland Park		OKL	
OKL		DRO or LIT or SAC/RAC/ASAC	staff corresponding MIA ICE office	
OKL		Broward Transitional Facility	DRO – MIA Miami	
OKL		BT0010, BTC/Asylum	ZMI	
OMA	Omaha Field Office		OMA	
OMA		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	OMA OPLA	
OMA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program 	DRO – OMA Omaha	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 		
OMA		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Omaha NE	
ORL	Orlando Field Office		ORL	
ORL		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	Orlando OPLA	
ORL		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – MIA – ORL Orlando	
ORL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit 	ASAC Orlando FL	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 		
PAP	Port Au Prince Field Office		PAP	(No OPLA, DRO or RAC/SAC/ASAC)
PHI	Philadelphia District Office		PHI	
PHI		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • York Co - LIT, Hearings, Incoming COVs 	Philadelphia OPLA	PHI-OPLA - If unsure, check in Outlook for file holder's occupation to determine if DRO or OPLA
PHI		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Allenwood/Allentown • Dover • Pike Co. Prison • W. Berks Co. • York Co. Detention/JPATS 	DRO – PHI Philadelphia	DRO - PHI - If unsure, check in Outlook for file holder's occupation to determine if DRO or OPLA
PHI		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security 	HSI Philadelphia	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> Investigations • INV – Investigations • Special Agent in Charge • RAC Wilmington, DE 		
PHO	Phoenix District Office	Including: <ul style="list-style-type: none"> • TB Border Patrol 	PHO	
PHO		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • TA/DP Joint Files 	Phoenix OPLA	Trial Attorney over Detention
PHO		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – PHO Phoenix	
PHO		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Phoenix AZ	
PHO		TUC – DRO	DRO – TUC Tucson	Staff to DRO-TUC or staff to OPLA if indicated in Locate
PIT	Pittsburg Field Office		PIT	(No OPLA)
PIT		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program 	DRO – PIT	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • CH - Charleston, WV 		
PIT		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Pittsburgh PA	
POM	Portland Maine Field Office		POM	(No OPLA)
POM		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	ERO – POM	
POM		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC Portland ME	

FCO	Office Name	Description	Staffing	Notes
POO	Portland Oregon Field Office		POO	
POO		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	POO – OPLA Portland Office of Chief Counsel	
POO		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • MD – Medford, ERO 	DRO – POO	
POO		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	ASAC Portland OR	
PRO	Providence Field Office		PRO	(No OPLA)
PRO		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & 	DRO – PRO	

FCO	Office Name	Description	Staffing	Notes
		Detained •Processing Center		
PRO		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	RAC Providence RI	
QNS	Queens Field Office		QNS	(No OPLA, DRO or RAC/SAC/ASAC)
RAL	Raleigh-Durham Field Office		RAL	(No OPLA, DRO is staffed to DRO-CLT Charlotte)
RAL		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	RAC Raleigh NC	
RAL		ICE Fugitive Ops	DRO – CLT Charlotte	
RDF	Records Digitization Facility		STACKS	
DIG		Digitized File in EDMS	STACKS	
RDF		Retired file in EDMS	STACKS	
REN	Reno Field Office		REN	(No OPLA)
REN		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained &	DRO – REN Reno	

FCO	Office Name	Description	Staffing	Notes
		Detained • Processing Center		
REN		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	RAC Reno NV	
RIA	Refugee, Asylum, & Intl Ops – HQ		RIA	(No OPLA, DRO or RAC/SAC/ASAC)
RIH	RIH-INTL and Refugee Affairs Div		RIH	(No OPLA, DRO or RAC/SAC/ASAC)
RIT	Rome District Office		RIT	(No OPLA, DRO or RAC/SAC/ASAC)
RRU	Revenue Recovery Unit		RRU	(No OPLA, DRO or RAC/SAC/ASAC)
SAA	Santa Ana Field Office		SAA	
SAA		DRO or LIT or SAC/RAC/ASAC	staff corresponding LOS ICE office	
SAC	Sacramento District Office	Including: Operation Draw the Line	SAC (Sacramento)	(No OPLA or RAC/SAC/ASAC)
SAC		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center	DRO – SAC Sacramento	
SAJ	San Juan District Office		SAJ	
SAJ		OPLA includes:	San Juan	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 	OPLA	
SAJ		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • SP – Aguadilla 	DRO – SAJ San Juan PR	
SAJ		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC San Juan	
SAN	San Salvador District Office		SAN	(No OPLA, DRO or RAC/SAC/ASAC)
SBD	San Bernardino Field Office		SBD	
SBD		DRO or LIT or SAC/RAC/ASAC	staff corresponding LOS ICE office	
SDM	Santo Domingo Field Office		SDM	(No OPLA, DRO or RAC/SAC/ASAC)
SEA	Seattle District Office		SEA	
SEA		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel 	Seattle OPLA	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 		
SEA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – SEA Seattle	
SEA		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC Seattle	
SEK	Seoul Field Office		SEK	(No OPLA, DRO or RAC/SAC/ASAC)
SER	Southeastern Regional Office		SER	(No OPLA, DRO or RAC/SAC/ASAC)
SFR	San Francisco District Office	Including: <ul style="list-style-type: none"> • San Bruno 	SFR	
SFR		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 	San Francisco OPLA	
SFR		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, 	DRO – SFR San Francisco	

FCO	Office Name	Description	Staffing	Notes
		Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center		
SFR		RAC/SAC/ASAC includes: • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge	SAC San Francisco	
SFR FRC	San Francisco Federal Records Center		SFR – FRC	(No OPLA, DRO or RAC/SAC/ASAC)
SFV	San Fernando Valley Field Office		SFV	
SFV		DRO or LIT or SAC/RAC/ASAC	Staff corresponding LOS ICE office	
SLC	Salt Lake City Field Office		SLC	
SLC		OPLA includes: • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA	SLC OPLA	
SLC		DRO includes: • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities	DRO – SLC	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Fugitive Ops • Non-Detained & Detained • Processing Center 		
SLC		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	ASAC Salt Lake City UT	
SNA	San Antonio District Office		SNA	Two DRO offices to choose from
SNA		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA • LP – Litigation Pearsall 	San Antonio OPLA	
SNA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • PT – Pearsall Texas 	DRO – SNA San Antonio	
SNA		DL – Detention Laredo	DRO – LRD Laredo	
SNA		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking 	SAC San Antonio	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 		
SND	San Diego District Office		SND	Two DRO offices to choose from
SND		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	San Diego OPLA	
SND		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • El Centro Trial Attorney • El Centro – SP 	DRO – SND El Centro SPC	
SND		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Non – El Centro Detention 	DRO – SND San Diego	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Otay Mesa • OTM Office of Chief Counsel • Non-Detained 		
SND		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	SAC San Diego	
SNJ	San Jose Sub Office		SFR	DRO, LIT or SAC/RAC/ASAC staff corresponding SFR ICE office
SPM	St. Paul Field Office		SPM	(No RAC/SAC/ASAC)
SPM		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney’s Office • Appeals Bond – BIA 	St Paul OPLA	
SPM		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – SPM St. Paul MN	
SPO	Spokane Field Office		SEA	DRO, LIT or SAC/RAC/ASAC staff corresponding SFR ICE office
SSC	Southern Service		SSC	(No OPLA, DRO or

FCO	Office Name	Description	Staffing	Notes
	Center (Texas Service Center)			RAC/SAC/ASAC)
SSC		EOIR Copy Pend Destruct		Do not staff, see guide
STA	St. Albans Field Office		STA	(No OPLA)
STA		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – STA	
STA		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC St Albans VT	
STACKS	New Digital File Viewing System		STACKS	If status in RAILS is Unavailable and there is an associated file in STACKS, staff STACKS; If status is Available/Requested in RAILS, and there is an associated file in STACKS, check the consolidated tab for a consolidated receipt that is staff-able in STACKS (Staff A file to FCO and Receipt file to STACKS)
STACKS	Hybrid		STACKS	RAILS shows Hybrid A-file Location Iron Mountain SCOPS
STL	St. Louis Field Office		STL	(No OPLA)
STL		DRO includes:	DRO – ST	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	Louis	
STL		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC St Louis MO	
TAM	Tampa District Office		TAM	(No OPLA)
TAM		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Fort Myers 	DRO – Tampa	
TAM		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in 	SAC Tampa	

FCO	Office Name	Description	Staffing	Notes
		Charge		
TAM		Sarasota/ICE	RAC - Sarasota	
TUC	Tucson Field Office		TUC	(No RAC/SAC/ASAC)
TUC		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 	TUC – OPLA	
TUC		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – TUC Tucson	
TUC		Border Patrol	PHO	
USCIS-RAIO				USCIS - RAIO only when instructed
VER	Verification Division		VER	(No OPLA, DRO or RAC/SAC/ASAC)
WAS	Washington District Office	Including: <ul style="list-style-type: none"> • TA (Kasey Hill/Michael Metzgar) • Dulles Investigations • IX – Hidden Patriot 	WAS	
WAS		OPLA includes: <ul style="list-style-type: none"> • Chief Counsel • District Counsel • Legal Section • Litigation • Trial Attorney • US Attorney's Office • Appeals Bond – BIA 	ARL – OPLA	
WAS		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program 	DRO – WAS	

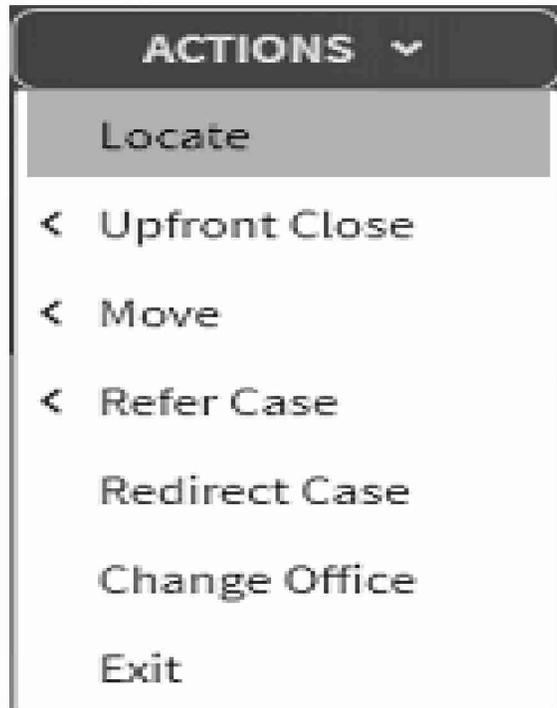
FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Intake Files 		
WAS		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge • Marriage Fraud – Inv 	SAC Washington	
WAS FRC	Washington Federal Records Center		WAS FRC	(No OPLA, DRO or RAC/SAC/ASAC). Email NRCFOIA Safe with the control number
WCF	Western Criminal A-files Center		WCF	(No OPLA, DRO or RAC/SAC/ASAC)
WIC	Wichita Satellite Office		WIC	(No OPLA)
WIC		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center 	DRO – Wichita	
WIC		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking 	RAC Wichita KS	

FCO	Office Name	Description	Staffing	Notes
		<ul style="list-style-type: none"> • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 		
WPB	West Palm Beach Field Office		WPB	(No OPLA)
WPB		DRO includes: <ul style="list-style-type: none"> • Criminal Alien Program • All Deportation, Detention, Removal, Enforcement Operations and Facilities • Fugitive Ops • Non-Detained & Detained • Processing Center • Moore Haven 	DRO – WPB West Palm Beach	
WPB		RAC/SAC/ASAC includes: <ul style="list-style-type: none"> • Anti-Smuggling • Human Trafficking • Internal Audit • HSI – Homeland Security Investigations • INV – Investigations • Special Agent in Charge 	RAC West Palm Beach FL	
WSC	Western Service Center (California Service Center)		WSC	(No OPLA, DRO or RAC/SAC/ASAC)
YAK	Yakima Field Office		Yakima	(No OPLA, DRO, or RAC/SAC/ASAC)
YSC	Potomac Service Center		YSC	(No OPLA, DRO or RAC/SAC/ASAC)
ZAR	Arlington Asylum Office		ZAR	(No OPLA, DRO or RAC/SAC/ASAC)
ZBO	Boston Asylum Office		ZBO	(No OPLA, DRO or RAC/SAC/ASAC)
ZCH	Chicago Asylum Office		ZCH	(No OPLA, DRO or RAC/SAC/ASAC)

FCO	Office Name	Description	Staffing	Notes
ZGA	Asylum Vetting Center		ZGA	(No OPLA, DRO or RAC/SAC/ASAC)
ZHN	Houston Asylum Office		ZHN	(No OPLA, DRO or RAC/SAC/ASAC)
ZLA	Los Angeles Asylum Office		ZLA	(No OPLA, DRO or RAC/SAC/ASAC)
ZMI	Miami Asylum Office		ZMI	(No OPLA, DRO or RAC/SAC/ASAC)
ZNK	Newark Asylum Office		ZNK	(No OPLA, DRO or RAC/SAC/ASAC)
ZNY	New York Asylum Office		ZNY	(No OPLA, DRO or RAC/SAC/ASAC)
ZOL	New Orleans Asylum Office		ZOL	(No OPLA, DRO or RAC/SAC/ASAC)
ZSF	San Francisco Asylum Office		ZSF	(No OPLA, DRO or RAC/SAC/ASAC)
ZTB	Tampa Asylum Office		ZTB	(No OPLA, DRO or RAC/SAC/ASAC)

Locating Records

Under the Actions Tab, click to select Locate.
This will initiate a search in FIRST/RAILS Interface through FIRST.



This action will locate **most** files associated with the A-number(s), Receipt number(s) or ELIS number(s) located on the Search tab in FIRST.

Note: Most files will be found during locate but some may need a manual staffing.

All A-files, Receipt files and ELIS files that you are staffing for need to be on the left side of FIRST. If an A-file is missing, you will need to add the A-file to the left side also.

USCIS Information

Form I-94 Number Arrival-Departure Record

Alien Registration Number (A-Number)
A-094349758

+ Add Additional Alien Number

USCIS Online Account Number

Application, Petition, or Request Receipt Number
IOE0903450336

Application, Petition, or Request Receipt Number
IOE0904784368

Application, Petition, or Request Receipt Number
IOE0910448426

+ Add Application, Petition, or Request Receipt Number

If the ELIS/Receipt files do not automatically populate you will need to do a **manual staffing**.

FIRST ADMIN Reporting Search [Icons]

Control Number: NRC2021 Type: FOIA Request Office: NRC Track: 1 Status: ADA Request Date: 06/25/2021 Backlog Date: 07/27/2021

CREATE DUPLICATE LOCATE LETTERS

Control Number	Date of Request	Requester	Subject of Record	A-Number	Documents Requested
NRC2021	06/25/2021

Files Located for NRC2021 [Icons] Upload Supporting Files Upload Responsive Records

The following files will be requested and/or added to the case when you click Next. After all files have been uploaded to the case, it will be moved to Processing.

Add	A-Number	Sequence	File Location	File Status
No ELIS file is listed here... We need to manually add a staffing.				

Staffings **+ Add Staffing**

Delete	Record Type	Record Identifier	Staffing File Location	Staffing Status	Staffing Date
[X]	Alien Files (A-Files)	A-...	FRC	Pending	

This staffing window will then appear:

ADD OTHER STAFFING

Record Identifier*
IOE0904784368

Enter ELIS IOE number here

Staff Location*
ELIS Electronic Staffing

Always select ELIS Electronic Staffing for ELIS files

CANCEL

SAVE

Click SAVE

Then it will show in your staffings list below:

Staffings

Delete	Record Type	Record Identifier	Staffing File Location
-	Temporary Files (T-Files)	T-094349758	NEW
-	Alien Files (A-Files)	A-094349758	RDF - Records Digitization Facility
-	ELIS Records	IOE-0903450336	ELIS Electronic Staffing
-	ELIS Records	IOE-0904784368	ELIS Electronic Staffing
-	ELIS Records	IOE-0910448426	ELIS Electronic Staffing

Staffing Scenarios

A-files and T-files

“Create a staffing” is the same as clicking on the + sign under the Locate tab.

If an A-file is at an FCO (File Control Office) and the T-file is here at the NRC, only create one staffing for the A-file.

Do not staff for the T-file, because once the A-file comes to the NRC the contractors will merge the 2 files before scanning into the case.

Example: 1 staffing to SND

View details of files including alien information, current custodian, riding files, and file history.

Name: [REDACTED] DOB: [REDACTED] COB: Guatemala

Additional Files (1) Consolidated Files (0) Rider Files (0)

File Number	Location	Form Type	Status	Actions
T2: i6	National Records Center UV7503		Requested	

A2: 6-000
IMPERIAL FIELD OFFICE
RC RECORDS
0003 OUTGOING FILES

Current Custodian
N/A

Requested Information
Requested Date: 8/12/2019 8:49:02 AM

If an A-file is at an FCO and a T-file at the same FCO, only create once staffing for the A-file, since the T-file is at the same FCO, the T-file will be sent along with it.

Example: 1 staffing to DEN

View details of files including alien information, current custodian, riding files, and file history.

Name: [REDACTED] DOB: [REDACTED] COB: Taiwan

Additional Files (1) Consolidated Files (0) Rider Files (0)

File Number	Location	Form Type	Status	Actions
TC: 9	DENVER FIELD OFFICE AH1101		Requested	

A0: 9-000
DENVER FIELD OFFICE
AD POST DECISIONAL I-485
2601 I-290B MTR DO 2-22-4-6

Current Custodian
N/A

Requested Information
Requested Date: 6/13/2019 4:06:01 PM

If an A-file is at an FCO and a T-file is at a different FCO, create two staffings, one for each file to the respective FCO.

Example: 2 Staffings: staff ZBO for A-file and Boston OPLA for T-file

A2-8-000 Status: Available REQUEST

View details of files including alien information, current custodian, riding files, and file history.

Name: [REDACTED] DOB: [REDACTED] COB: Guatemala

Additional Files (1) Consolidated Files (0) Rider Files (0)

File Number	Location	Form Type	Status	Actions
T2-8	Boston District Office L10903		Requested	

History: A2-8-ZBO [1 Other Files Available] Show Remarks Download

+ BOSTON ASYLUM OFFICE (ZBO)	4/10/2019 - 8/1/2019
------------------------------	----------------------

If an A-file is at the NRC, and a T-file is at a different FCO, create two staffings: one for the A-file at the NRC and one for the T-file to the FCO

Example: Staff A-file to NRC, staff T-file to NBC

A2-9-000 Status: Available REQUEST

View details of files including alien information, current custodian, riding files, and file history.

Name: [REDACTED] DOB: [REDACTED] COB: Japan

Additional Files (1) Consolidated Files (3) Rider Files (1)

File Number	Location	Form Type	Status	Actions
T2-9	NATIONAL BENEFITS CENTER LX2504		Available	

History: A2-9-NBC [1 Other Files Available] Show Remarks Download

A2-9-000

National Records Center
DN FILE ROOM NUMBER 2 UL N
1028 ROW DN SHELF 1028 - DN1028

Current Custodian
N/A

Other Information
Last Audit: 7/17/2019 12:11:55 PM
Last Action: Receive on 7/17/2019 12:11:55 PM

Staff for A file at NRC

Staff for T file at NBC

If a file is “In Transit” staff to the Sending FCO

Example: Staff to WSC

The screenshot shows a file management interface for a file with ID A2 [redacted] 1-000. The status is 'In Transit'. The interface includes a header with the file ID and status, a 'REQUEST' button, and a sub-header 'View details of files including alien information, current custodian, riding files, and file history'. Below this, there are sections for 'Name', 'DOB', and 'COB: Ukraine'. There are also sections for 'Additional Files (1)', 'Consolidated Files (4)', and 'Rider Files (0)'. A table lists file details with columns for 'File Number', 'Location', 'Form Type', 'Status', and 'Actions'. One entry is visible: IOEC [redacted], ELIS, Digitized. To the right, there is a sidebar with 'In-Transit' information, stating 'Tracking information unavailable' and 'In-Transit To: CHI ZY8888, CHICAGO FIELD OFFICE, External Requests'. Below that is 'Other Information' with 'Last Audit: 8/5/2019 11:57:19 PM' and 'Last Action: Send on 8/7/2019 9:15:30 AM'. At the bottom, there is a 'History' section with a dropdown menu showing 'A2: [redacted] 1 WSC' and a button '[1 Other Files Available]'. A 'Show Remarks' button and a toggle switch are also present. A 'Download' button is at the bottom right. A history entry is highlighted with a red box: '+ California Service Center (WSC) 5/17/2019 - 8/7/2019'.

Note: If the file is “In Transit to NVC” we cannot staff to the sending FCO. If you are not staffing for any other records, close NR and add the NVC insert to the FAL.

Retired A-files

If the A-file is marked as “Retired” use the Accession information to staff.

If the A-file is Retired at a Kansas City location: Lee’s Summit, Lenexa, or North Kansas City – staff FRC

All three of those locations are FRC staffings unless the file is digitized in EDMS.

Example: Staff FRC

The screenshot shows a file management interface for a file with ID A0 [redacted] 4-000. The status is 'Retired Available'. The interface includes a header with the file ID and status, and a sub-header 'View details of files including alien information, current custodian, riding files, and file history'. Below this, there are sections for 'Name', 'DOB', and 'COB: Dominican Republic'. There are also sections for 'Additional Files (0)', 'Consolidated Files (0)', and 'Rider Files (0)'. A message states 'No additional files...'. To the right, there is a sidebar with 'Accession Information' for A0 [redacted] 4-000, showing 'Accession: 85-0011', 'Center: K - LEE'S SUMMIT FRC', 'Sub-Group: NYC', 'FRC Location: M2003115', and 'Box Number: 0058'. Below that is 'Other Information'.

Note: If the Accession information shows the file is retired at WAS-FRC, staff WAS-FRC and email NRCFOIA Safe with the control number. If the Accession information shows the file is retired at SFR-FRC, staff SFR-

FRC.

Digitized Files

If the file is “Digitized” in “EDMS” staff STACKS.

If a retired file is “Digitized” in “EDMS” staff STACKS.

RPC codes XA, XX, XY, ZG, ZY, or ZZ are also indications of Digitized files.

If an A-file and a T-file are both digitized, create only one staffing to STACKS.

Staff for all associated non-digitized T-files.

AO 9-000 Status: Digitized

View details of files including alien information, current custodian, riding files, and file history.

Staff STACKS

Name: _____ DOB: _____ COB: El Salvador

Additional Files (4) | Consolidated Files (0) | Rider Files (0)

File Number	Location	Form Type	Status	Actions
AO 9-000-09	National Records Center ZZ9000		Retired Unavailable	
TC 9-000-09	EL PASO FIELD OFFICE DD1001		Requested	
TC 9-000-09-001	EL PASO FIELD OFFICE DD1010		In Transit	
TC 9-000-09	National Records Center XA4308		Available	

AC 9-000
EDMS
Current Custodian
N/A
Other Information
Last Action: Digitized 11/26/2009 12:14:02 AM

Staff ELP DRO

Staff to SENDING FCO

Do NOT Staff-will be pulled automatically

A094349758-000 Status: Retired Unavailable NOTE: SEE ASSOCIATED FILES

BELOW

View details of files including alien information, current custodian, riding files, and file history.

Although file shows Retired-the subgroup is RDF-Staff STACKS rather than FRC

Name: Georgina Garcia De Granados DOB: 6/12/1961 COB: Honduras

Associated Files (15) | Consolidated Files (13) | Rider Files (0)

File Number	Location	Form Type	Status	Actions
T094349758	National Records Center ZZ9000		Retired Unavailable	
T094349758	National Records Center SE0012		Available	

A094349758-000

Accession Information

Accession: 10-0007
Center: K - LEE'S SUMMIT FRC
Sub-Group: RDF
FRC Location: 00000000
Box Number: 1099

Other Information

Last Audit: 11/6/2009 11:40:12 AM
Last Action: Responsible Party Reassign on 5/24/2011 1:18:46 AM

If the Status is “Unavailable” and the record is at NRC with the RPC “Soda Scanning” then look below in the

Associated Files for a record in STACKS. If there is a file available in STACKS, staff to STACKS.

 **A215612186-000** Status: Unavailable NOTE: SEE ASSOCIATED FILES BELOW

View details of files including alien information, current custodian, riding files, and file history.

Name: Francisco Del Barrio Asicona **DOB:** 4/1/1987 **COB:** Guatemala

Associated Files (1) | **Consolidated Files (0)** | **Rider Files (0)**

File Number	Location	Form Type	Status	Actions
A215612186	STACKS		STACKS	

A215612186-000
 National Records Center
 SD SODA SCANNING
 9013 SODA *DIG* FILE

Current Custodian
 N/A

Other Information
Last Audit: 1/13/2022 10:07:34 AM
Last Action: Receive on 1/13/2022 10:07:34 AM

If the Status is “Retired Unavailable” and the record is a Retired file with Sub-Group: RDF, verify under Associated Files if the location is EDMS or STACKS.
 If EDMS, staff to STACKS.
 If STACKS, staff to STACKS.

 **A073987665-000** Status: Retired Unavailable NOTE: SEE ASSOCIATED FILES BELOW

BELOW

View details of files including alien information, current custodian, riding files, and file history.

Name: Jose Molina Salmeron **DOB:** 7/28/1970 **COB:** El Salvador

Associated Files (5) | **Consolidated Files (6)** | **Rider Files (0)**

File Number	Location	Form Type	Status	Actions
T073987665	National Records Center SE0012		Available	
IOE0903596808	ELIS		ELIS	
IOE0903596807	ELIS		ELIS	
A073987665	ELIS		ELIS	
A073987665	STACKS		STACKS	

A073987665-000
Accession Information
Accession: 15-0382
Center: K - LEE'S SUMMIT FRC
Sub-Group: RDF
FRC Location: 0000000
Box Number: 903

Other Information
Last Audit: 9/23/2015 10:35:29 AM
Last Action: Responsible Party Reassign on 12/7/2015 9:21:07 AM

If the A file is Unavailable Status in RAILS, and there is an associated file in STACKS, staff to STACKS

If the A file is Available or Requested Status in RAILS, and there is an associated file in STACKS, check the consolidated tab for as consolidated receipt in STACKS to identify which receipt was digitized in STACKS. You would staff for the physical location for A file and STACKS for the receipt file. (Staff A file to FCO and Receipt file to STACKS)

A215784683-000 Status: Available NOTE: SEE ASSOCIATED FILES BELOW

View details of files including alien information, current custodian, riding files, and file history.

Name: Anaelisica Ropplall DOB: 10/21/1998 COB: Guyana

Associated Files (3) Consolidated Files (1) Rider Files (1)

File Number	Location	Form Type	Status	Actions
IOE0913130736	ELIS	I-130	ELIS	
A215784683	ELIS		ELIS	
A215784683	STACKS		STACKS	

A215784683-000
NATIONAL BENEFITS CENTER
AC MAIN FILEROOM
0500 ELIS I-130 HOLD

Current Custodian
N/A

Other Information
Last Audit: 6/24/2022 2:02:41 PM
Last Action: Audit on 6/24/2022 2:02:41 PM

STACKS Receipt Files

If the Status is “STACKS”, the receipt file has been digitized in STACKS and is available to be staffed. In this instance the receipt file has been digitized in STACKS, not the A-file.

*Any receipt with “STACKS” as the status can be staffed, regardless of the prefix. Do not staff for files listed in Appendix D, unless specifically requested.

Example 1: This MGL receipt is an I-589

MGL [redacted]-000 Status: STACKS NOTE: OTHER FILE TYPES AVAILABLE

View details of files including alien information, current custodian, riding files, and file history.

Name: DOB: COB:

Associated Files (1) Consolidated Files (1) Rider Files (0)

File Number	Location	Form Type	Status	Actions
MGL [redacted]	STACKS	I-589	STACKS	

MGL [redacted]-000
STACKS
Form Type: I-589
Application for Asylum and Withholding of Removal

Current Custodian
N/A

Example 2: This SRC receipt is an I-539

SRC [redacted]-000 Status: STACKS

View details of files including alien information, current custodian, riding files, and file history.

Name: DOB: COB:

Associated Files (0) Consolidated Files (0) Rider Files (0)

No associated files...

SRC [redacted]-000
STACKS
Form Type: I-539
Application to Extend/Change Nonimmigrant Status

Current Custodian
N/A

General			
A			
Acronym	Description	Acronym	Description
AAEI	American Association of Exporter and Importers	AMIO	Alien Migrant Interdiction Operations
AAO	Administrative Appeals Office	AMIS	Asst Management Information System
AAPM	Affirmative Asylum Procedures Manual	AML	Anti-Money Laundering
ABC	American Baptist Churches	AMS	Automated Manifest System
ABI	Automated Broker Interface	AMS	Agriculture Marketing Service
ABMC	American Battle Monuments Commission	ANLA	American Nursery and Landscape Association
AC	Associate Commissioner	AO	Administrative Officer
AC	Assistant Commissioner	AO	Asylum Officer
AC21	American Competitiveness in the 21st Century Act of 2000	AOBTC	Asylum Officer's Basic Training Course
ACE	Accelerated Citizen Examination	AOC	Asylum Officer Corps
ACE	Automated Commercial Environment	AOIC	Assistant Officer in Charge
ACLU	American Civil Liberties Union	AOO	Agriculture Operational Oversight
ACORN	Association of Community Organizations for Reform Now	AOS	Adjustment of Status
ACS	Automated Commercial System	AOS	Affidavit of Support
ACSI	Americas Counter Smuggling Initiative	APEC	Asia-Pacific Economic Cooperation
ACWIA	American Competitiveness and Workforce Improvement Act of 1998	APHIS	Animal and Plant Health Inspection Service (USDA)
ADD	Administration on Developmental Disabilities	APHIS-IES	Investigative & Enforcement Service
ADD	Assistant District Director	APHIS-PPQ	Plant Protection & Quarantine
ADDE	Assistant District Director of Examinations	APHIS-VS	Veterinary Services
ADDM	Assistant District Director of Management	APIS	Advance Passenger Information System
ADIT	Alien Documentation, Identification and Telecommunications system	APP	Admissibility and Passenger Programs
ADP	Computers/Automated Data Processing	APSO	Asylum Pre-Screening Officer
AEDPA	Antiterrorism and Effective Death Penalty Act of 1996	APTL	Agriculture Programs and Trade Liaison
AEDPA	Antiterrorism and Effective Death Penalty Act of 1996	AQAS	Agriculture Quarantine Activity System

AES	Automated Export System	AQI	Agriculture Quarantine Inspection
AFACS	A-files Accountability and Control System	AQIM	Agriculture Quarantine Inspection Monitoring
AFACS	A-files Accountability and Control System	AQQ	APIS Quick Query
AFBF	American Farm Bureau Federation	ARB	Administrative Review Board
A-File	Alien Registration File (basic A-file)	ARC	Alien Registration Card
AFIS	American Forces Information Service	ARC	Alien Resident Card
AFIS	Automated Fingerprint Identification System	ARCIS	Archives and Records Centers Information System
AFISRA	Air Force Intelligence, Surveillance and Reconnaissance Agency	ARM	Arms/Ammunition/Explosives
AFM	Adjudicators Field Manual	ARMC	Admissibility Requirements and Migration Control
AFOD	Acting Field Office Director	ARO	Admissibility Review Office
AFR	APIS Final Rule	ART	Agriculture Incident Response Team
AFS	American Field Service	AS	Adjustment of Status
AFSP	Alien Flight Student Program	ASC	Application Support Center
AFSPC	Air Force Space Command	ASDAO	Assistant Supervisory District Adjudicating Officer
AG	Agriculture	ASF	African Swine Fever
AG	Attorney General	ASI	America's Shield Initiative
AGM	Asian Gypsy Moth	ASIS	Anti-Smuggling Information System
AHB	Africanized Honey Bee	ASM	Area Safety Manager
AHPA	Animal Health Protection Act	ASVI	Alien Status Verification Index
AI	Agricultural Inspection	ATA	Air Transport Association
AIA	Air Interdiction Agent	A-TCET	Anti-Terrorism Contraband Enforcement Team
AILA	American Immigration Lawyers Association	ATF	(Bureau) Alcohol, Tobacco and Firearms
AILF	American Immigration Law Foundation	ATSDR	Agency for Toxic Substances and Disease Registry
AIMS	Asset Information Management System	AUO	Administrative Uncontrolled Overtime
AIR	Aircraft	AUSA	Assistant United States Attorney
ALB	Asian Long-horned Beetle	AUSA	Assistant U.S. Attorney
ALC	Alien Labor Certification	AVIC	Area Veterinarian in Charge
ALJ	Administrative Law Judge	AVL	Asylum Virtual Library
AM	Agriculture Match	AWO	Affirmance Without Opinion
B			
Acronym	Description	Acronym	Description
BALCA	Board of Alien Appellate Review	BIA	Board of Immigration Appeals; or Bureau of Indian Affairs
BAR	Browning Automatic Rifle	BIT	Bilateral Investment Treaty

BASC	Business Alliance for Secure Commerce	BJS	BJS Bureau of Justice Statistics
BBAT	Bond Backlog Action Team	BLS	Bureau of Labor Statistics
BC	Body Count	BMDO	Ballistic Missile Defense Organization
BCA	Bureau of Consular Affairs	BOP	Bureau of Prisons
BCAA	Background Check and Adjudicative Assessment	BOP	Burden of Proof
BCAU	Background Check Analysis Unit	BOR	Bureau of Reclamations
BCC	Border Crossing Card	BORSTAR	Border Patrol Search, Trauma and Rescue team
BCIC	Border Crossing Identification Card	BORTAC	Border Patrol Tactical Unit
BCIS	Bureau of Citizenship and Immigration Services	BRAG	Bioterrorism Risk Assessment Group
BCOE	Biometric Center of Excellence	BRB	Benefits Review Board
BDA	Bomb Damage Assessment	BRP	Backlog Reduction Plan
BDIG	Biometric Data Interpretation Guide	BSA	Enhanced Border Security Act of 2001
BDO	Behavior Detection Officer	BSE	Bovine Spongiform Encephalopathy (Mad Cow Disease)
BENE	Beneficiary	BSS	Biometric Storage System
BEP	Backlog Elimination Plan	BTA	Bio-Terrorism Act
BGC	BGC Baggage Control	BTA	Border Trade Alliance
C			
Acronym	Description	Acronym	Description
CAA	Cuban Adjustment Act	CJIS	Criminal Justice Information Services
CAFES	Customs Automated Forms Entry System	CLAIMS	Computer Linked Application Information Management Systems
CAFIS	Cogent Automated Fingerprint Identification System	CLC	Central Logistics Command
CAFTA	Central American Free Trade Agreement	CLETS	California Law Enforcement Telecommunications System
CAI	Controlling Agency Identifier	CLN	Certificate of Loss of Nationality
CAIR	Council on American–Islamic Relations	CMHS	Center for Mental Health Services
CAIS	Courts Automated Information System	CMIC	Combined Military Intelligence Center
CAOS	Combined Automated Operations System	CMIR	Currency and Monetary Instrument Report
CAPES	Classification and Placement Evaluation System	CMIS	Cost Management Information System
CARE	Co-operative for American Relief Everywhere	CMT	Crime of Moral Turpitude

CARRP	Controlled Application Review and Resolution Program	CNO	Chief of Naval Operations
CAS	Close Air Support	CO	Certifying Officer
CAT	Category	COA	Certification of Agreement
CAT	United Nations Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment	COA	Class of Admission
CBA	Cost Benefit Analysis	COA	Change of Address
CBIAC	Chemical and Biological Defense Information Analysis Center	COAC	Commercial Operations Advisory Committee
CBO	Congressional Budget Office / Community Based Organization	COB	Country of Birth
CBP	Customs and Border Protection	COBRA	Consolidated Omnibus Budget Reconciliation Act
CBRN	Chemical, Biological, Radiological, and Nuclear	CODIS	Combined DNA Index System
CBSA	Canada Border Services Agency	COI	Country of Interest
CBSA	Canada Border Services Agency	COMPEX	Compliance Measurement Examination
CBT	Computer Based Training	COMSEC	Communications Security
CBU	Cluster Bomb Unit	ConOff	Consular Officer
CC	Case Creator	CONOPS	Concept of Operations
CCA	Child Citizenship Act	CONUS	Continental United States
CCB	Child Care Bureau	COOP	Continuity of Operations Plan
CCC	Command and Control Central	COPRA	Customs Officer Pay Reform Act
CCD	Consular Consolidated Database	CORAP	Central Office of Refugee, Asylum and Parole
CCH	Computerized Criminal History	COS	Change of Status
CCM	Currency/Monetary	COS	Certificate of Service
CCP	Carrier Consultant Program	COTR	Contracting Officer Technical Representative
CCRA	Canada Customs and Revenue Agency	COW	Central Office Washington
CCS	Cargo and Conveyance Security	CP	Case Processor
CDC	Center for Disease Control	CPAT	Civil Penalties Action Team
CDSO	Collateral Duty Security/Safety Officer	CPIC	Canadian Police Information Centre
CEAC	Consular Electronic Application Center	CPM	Commission on Phytosanitary Measures
CES	Cargo Exam Station	CPMS	Customer Profile Management System
CET	Contraband Enforcement Team	CPO	Chief Privacy Officer
CFA	Compact of Free Association Act	CPT	Curricular Practical Training
CFB	Carrier Fines Branch	CR	Conditional Resident
CFIUS	Committee on Foreign Investment in the United States	CRB	Case Resolution Branch

CFR	Code of Federal Regulations	CRC	Central Records Complex
CGD	Counterfeit goods	CREW	Citizens for Responsibility and Ethics in Washington
CGFNS	Commission on Graduates of Foreign Nursing Schools	C/S	Change of Status
CGI	Coast Guard Intelligence	CSAT	Computer Security Awareness Training
CHR	Committee for Human Rights	CSC	California Service Center
CHRI	Criminal History Record Information?	CSD	Case Supporting Document
CHRU	Criminal History Records Unit	CSF	Classical Swine Fever
CIA	Central Intelligence Agency	CSI	Container Security Initiative
CICV	Combined Intelligence Center, Vietnam	CSPA	Child Status Protection Act
CICV	Combined Intelligence Center, Vietnam	CSPS	Credentials & Shields Processing System
CID	U.S. Army Criminal Investigation Command	CSR	Center for Scientific Review
CIDG	Civilian Irregular Defense Force	CSRS	Civil Service Retirement System
CII	Critical Infrastructure Information	CSU	Customer Satisfaction Unit
CIJ	Chief Immigration Judge	CSWP	Customer Service Web Portal
CIMT	Crime Involving Moral Turpitude	C-TPAT	Customs-Trade Partnership Against Terrorism
CIO	Chief Information Officer	CUI	Controlled Unclassified Information
CIRS	Census Immigration Records System	CUSA	Citizenship USA
CIS	Central Index System	CVI	Chemical-Terrorism Vulnerability Information
CIS	U.S. Citizenship and Immigration Services	CVT	Candidate Verification Tool
CISO	Chief Information Security Officer	CWC	Chemical Weapons Convention
CITA	Committee for the Implementation of Textile Agreements	CWD	Chronic Wasting Disease
CITES	Conventions on International Trade in Endangered Species	CWG	Container Working Group
CJIS	Criminal Justice Information Services	CZN	Citizenship Office

D

Acronym	Description	Acronym	Description
DAA	Designated Accrediting Authority	DMAAC	Defense Mapping Agency Aerospace Center (now NGIA)
DAC	Deputy Assistant Commissioner	DMO	Designated Management Official
DACA	Deferred Action for Childhood Arrivals	DNI	Director of National Intelligence (formerly DCI)
DADD	Deputy Assistant District Director	DO	District Office
DAI	Designation Agency Identifier	DOB	Date of Birth
DAO	District Adjudication Officer	DOC	Dept. of Commerce
DAO	Deputy Adjudications Officer	DOD	Dept. of Defense
DATER	Data Analysis Team for Evaluating Risk	DOE	Date of Entry

DCSA	Defense Counterintelligence and Security Agency	DOE	Department of Energy
DD	District Director	DOI	Department of the Interior
DDD	Deputy District Director	DOJ	Dept. of Justice
DD-E	District Director - Examinations	DOL	Department of Labor
DEA	Drug Enforcement Agency	DORA	District Office Rapid Adjudication
DED	Deferred Enforced Departure	DOS	Dept. of State
DEROS	Date Eligible for Rotation from Overseas	DOT	Dictionary of Occupational Titles
DFO	Director, Field Operations	DOW	Died of Wounds
DFS	Designated Fingerprint Service	DP	Duplicate
DHS	Dept. of Homeland Security	DRB	Discipline Review Board
DHSHQ	Department of Homeland Security - Headquarters	DRG	Drugs
DIA	Defense Intelligence Agency	D/S	Duration of Status
DIS	Defense Investigative Service	DSO	Designated School Officer
DLA	Defense Logistics Agency	DSS	Defense Security Service
DLA	Defense Logistics Agency	DTO	Drug Trafficking Organization
DLEA	Designated Law Enforcement Agency	DUCS	Division of Unaccompanied Children's Services (ORR)
DMAAC	Defense Mapping Agency Aerospace Center (now NGIA)	DV	Diversity VISA Lottery Program
E			
Acronym	Description	Acronym	Description
EA	Examinations Assistant	END	Exotic Newcastle Disease
EAB	Emerald Ash Borer	eNOA/D	Electronic Notice of Arrival/Departure
EAC	Eastern Adjudications Center	ENS	Emergency Notification System
EAC	Eastern Adjudication Center (now Vermont Service Center)	EOIR	Executive Office of Immigration Review
EAD	Employment Authorization Document	eOPF	electronic Official Personnel Folder (eOPF)
EAJA	Equal Access to Justice Act	EOS	Extension of Stay
EAMB	Enforce Apprehension Booking Module	EPA	Environmental Protection Agency
EAN	Emergency Action Notification	EPIC	El Paso Intelligence Center
EAP	Employee Assistance Program	ER	Expedited Removal
eAPIS	e-Customs Partnership	ER	Created in Error
EAR	Export Administration Regulations	ERB	Executive Review Board
EB-5	Employment Based, 5th preference category of the Immigrant Investor Visa Program	EREMIDACS	ENFORCE Removal Enforcement Module/Deportable Alien Control System
ECCF	Express Consignment Carrier Facility	ERO	Eastern Regional Office

ECM	Electronic Counter Measures	E/S	Extension of Stay
ECN	Enterprise Collaboration Network	ESA	Endangered Species Act
ECO	Express Consignment Operation	ESB	Enterprise Service Bus
EDIS	External Data Interface Standards	ESC	Eastern Service Center
EDMS	Electronic Document Management System	ESC	Executive Steering Committee
E&E	Escape and Evasion	ESOC	Enterprise Security Operations Center
EEOC	Equal Employment Opportunity Commission	ESS	Executive Secretariat Staff
EEV	Employment Eligibility Verification	ETA	Employment and Training Administration
EFF	Electronic Frontier Foundation	ETC	Eastern Telephone Center
EFOIA	Electronic Freedom of Information Act (initiative)	EVD	Extended Voluntary Departure
EIC	Earned Income Credit	EVD	Extended Voluntary Departure
EID	Enterprise Infrastructure Division	eVUS	Electronic Visa Update System
EIN	Employer Identification Number	EWI	Entry Without Inspection
EIR	Entrepreneur in Residence	EWI	Entry Without Inspection
ELIS	Electronic Immigration System	EWI	Entered Without Inspection
EMC	Emergency Management Coordinator	EWIC	Essential Worker Immigration Coalition
EMNT	Early Morning Nautical Twilight	EXSO	Executive Secretariat
F			
Acronym	Description	Acronym	Description
FAA	Federal Aviation Administration	FI	Failure to ID Info (FAL used by SIG)
FAD	Foreign Animal Disease	FINCEN	Financial Crimes Enforcement Network
FADE	Foreign Agriculture Disease Exclusion	FIPS	Freedom of Information Act and Privacy Act (FOIA/PA) Information Processing System
FAIR	Federal Activities Inventory Reform (Act)	FIPS	Freedom of Information & Privacy Act Processing System
FAL	Final Action Letter	FIRST	FOIA Immigration Records SysTem
FAL	Final Action Letter	FIS	Federal Inspections Service
FAM	Federal Air Marshall	FISMA	Federal Information Security Management Act
FAM	Foreign Affairs Manual	FLETC	Federal Law Enforcement Training Center
FAPAC	Federal Asian Pacific American Council	FLIR	Forward Looking Infrared
FARES	Fees and Applications Receipt and Entry System	FMD	Foot and Mouth Disease
FAS	Field Analysis Specialist	FMG	Foreign Medical Graduate
FAS	Foreign Agriculture Service	FMLA	Family Medical Leave Act

FAST	Free and Secure Trade	FNU	FBI Number
FAST	Free and Secure Trade	FNW	Federal Noxious Weed
FBI	Federal Bureau of Investigation	FOD	Field Office Director
FC	Requestor's Failure to Comply	FOD	Field Operations Director
FCC	Federal Communications Commission	FOH	Federal Occupational Health
FCCPT	Foreign Credentialing Commission on Physical Therapy	FOIA	Freedom of Information Act
FCN	Treaty of Friendship, Commerce, and Navigation	FOIA	Freedom of Information Act
FCO	File Control Office	FP&F	Fines, Penalties, and Forfeitures
FD-249	Criminal Cards (Fingerprints)	FPS	Federal Protective Service
FD-258	Applicant Cards (Fingerprints)	FR	Federal Register
FD-353	Personal Identification Cards (Fingerprints)	FRA	Federal Railroad Administration
FD-884	Palm Print Cards (Fingerprints)	FRB	Federal Reserve Board
FD-884a	Supplemental Finger & Palm Print Cards (Fingerprints)	FRC	Federal Records Center
FDAU	Fraudulent Document Analysis Unit	FRM	Field and Resource Management
FDL	Forensic Document Laboratory	FSB	Fire Support Base
FDL	Forensic Document Lab	FSIS	Food Safety Inspection Service
Fed. Reg.	Federal Register	FSM	Field Security Manager
FEDVIP	Federal Employees Dental and Vision Insurance Program	FSN	Foreign National Service
FEGLI	Federal Employees Group Life Insurance	FSO	Foreign Service Officer
FEHB	Federal Employees Health Benefits	FST	FOIA Support Team
FEMA	Federal Emergency Management Agency	FTA	Free Trade Officer
FGM	Female Genital Mutilation	FTZ	Foreign Trade Zone
FHA	Federal Housing Administration	FWS	Fish and Wildlife Service
G			
Acronym	Description	Acronym	Description
GILS	Government Information Locator Service	GAO	Government Accountability Office
GPO	Government Printing Office	GSA	General Services Administration
GPS	Global Positioning System	GSFS	Goddard Space Flight Center
GAL	General Administration Letter of DOL	GUI	Graphical User Interface
GEMS	General Counsel Management System	GE	Genetically Engineered
GFTIP	Great Falls Tactical Intelligence Program	GO	General Order
GIPSA	Grain Inspection, Packers, and Stockyards Administration	GPRA	Government Performance and Results Act
GMO	Genetically Modified Organism	GVWP	Guam Visa Waiver Program
GIS	Government Information Specialist		
H			
Acronym	Description	Acronym	Description
HAB	HIV/AIDS Bureau	HQASM	Headquarters Asylum Division

HART	Homeland Advanced Recognition Technology	HR	House Report
HAZMAT	Hazardous Materials	HRIFA	Haitian Refugee Immigration Fairness Act of 1998
HB	House Bill	HROC	Human Resources Operations Center
HCFSA	Health Care Flexible Spending Account	HRSA	Health Resources and Services Administration
HCT	Human Capital Training	HSA	Health Savings Account
HEAT	High Explosive Anti-Tank	HSC	Homeland Security Committee
HHS	Health and Human Services	HSDN	Homeland Secure Data Network
HIDTA	High Intensity Drug Trafficking Area	HSOC	Homeland Security Operations Center
HIFCA	High Intensity Financial Crimes Areas	HSPC	Houston Service Processing Center
HIV	High Interest Vehicle	HTS	Harmonized Tariff Schedule
HPAI	Highly Pathogenic Avian Influenza (H5N1)	HUD	Dept. of Housing and Urban Development
		HUMINT	Human Intelligence
I			
Acronym	Description	Acronym	Description
IA	Immigration Agent/Assistant	IO	Information Officer
IA	Investigative Assistant	IFM	Inspector's Field Manual
IBF	Identity and Benefit Fraud (program)	IRCA	Immigration Reform and Control Act
ICE	Immigration and Customs Enforcement	IRS	Internal Revenue Service
ICF	Immigration Card Facility	ISAP	Intensive Supervision Appearance Program
ICS	Information and Customer Service	ISCPM	Identity and Security Checks Procedures Manual
IDDMS	Integrated Digitization Document Management Program	ISRS	Image Storage and Retrieval System
IDMS	Identity Management System	ISSM	Information Systems Security Manager
IDP	Individual Development Plan	ISSO	Information Systems Security Officer
IE	Immigration Examiner	IT	Information Technology
IED	Improvised Explosive Device	IJ	Immigration Judge
IIRIRA	Illegal Immigration Reform and Immigrant Responsibility Act of 1996	IJO	Immigration Judge Order
INTCA	Immigration and Naturalization Technical Corrections Act of 1994	IMMACT	Immigration Act of 1990
INS	Immigration and Naturalization Service (legacy)	INA	Immigration and Nationality Act
INTERPOL (aka INTER)	International Criminal Police Organization	ITAR	International Traffic in Arms Regulations

ICPO	International Criminal Police Organization (aka INTERPOL(aka INTER)	IEPD	Information Exchange Package Documentation
I&A	DHS Office of Intelligence and Analysis	ICMS	Investigations Case Management System
IG	Inspector General	IOE	Integrated Operating Environment (ELIS
III	Interstate Identification Index		case receipt number)
IIO	Immigration Information Officer	IPO	Investor Program Office
ILT	AILA's Immigration Law Today	IRCA	Immigration Reform and Control Act of 1986
IMFA	Immigration Marriage Fraud Amendments Act	IRCA	Interpreter Release
IMGRE	Image Retrieval	IRIES	Immigration Review and Information Exchange System
INR	DOS Bureau of Intelligence and Research	ISD	Immigrant Services Division (now Service Center Operations)
INSCOM	Army Intelligence and Security Command	ISO	Immigration Services Officer
INSPASS	INS Passenger Accelerated Service System	IV	Immigrant VISA
INV	Investigations	IVAMS	Immigrant Visa Allocation Management System
IAP	Immigration Advisory Program	IVIS	Immigrant Visa Information System
IATA	International Air Transport Association	ICIS	Integrated Container Inspection System
IBET	In-Bond Enforcement Team	IES	Investigative & Enforcement Service
IBET	Integrated Border Enforcement Teams	IFA	International Freight Association
ICAO	International Civil Aviation Organization	IH	Industrial Hygienist
IPPC	International Plant Protection Convention	IMP	Investment Management Process
IPPO	International Plant Protection Organization	ISIS	Integrated Surveillance Intelligence System
IPR	Intellectual Property Rights	ISPM	International Standard for Phytosanitary Measures
IRB	Investment Review Board	ITDS	International Trade Data System
IVT	Identity Verification Tool	ITI	International-to-International
IT	Information Technology	IRT	Integrated Registered Traveler
IVCS	Immigrant Visa Content Service	ITSR	Information Technology Service Request
J			
Acronym	Description	Acronym	Description
JABS	Joint Automated Booking Stations	JDC-D	Justice Data Center-Dallas
JAG	Judge Advocate General	JDC-W	Justice Data Center-Washington
JAQAP	Joint Agency Quality Assurance Program	JFSC	Joint Forces Staff College
JAQAR	Joint Agency Quality Assurance Review	JIT	Joint Interrogation Team
JATF	Joint Agency Task Force	JPATS	Justice Prisoner and Alien Transportation Service
JBI	Joint Border Initiative	JPL	Jet Propulsion Laboratory

JCE	Job Creating Entity	JSC	Johnson Space Center
JCS	Joint Chiefs of Staff	JVA	Joint Voluntary Agency
K			
Acronym	Description	Acronym	Description
KBA	Killed by Air	KSC	Kennedy Space Center
KGB	Committee for State's Security (former Soviet Union)	KIC	Kickapoo Indian
KIA	KIA Killed in Action		
L			
Acronym	Description	Acronym	Description
LANL	Los Alamos National Laboratory	LMS	Learning Management System
LAPES	Low Altitude Proximity Extraction System	LOC	Library of Congress
LAPR	Lawfully Admitted Permanent Resident	LOLEX	Low Level Extraction
LAPS	Legalization Application Processing System	LOU	Limited Official Use
LAU	Legalization Appeals Unit	LPR	Lawful Permanent Resident
LAW	Lawfully Authorized Worker	LPR	Legal Permanent Resident
LCA	Labor Condition Application	LPR	License Plate Reader
LEAD	Leadership Education and Development	LRDS	Lookout Record and Data Services
LES	Law Enforcement Sensitive	LRNB	Laboratory Response Network for Bioterrorism
LHA	Lost to Hostile Action	LRRP	Long Range Reconnaissance Patrol
LIFE	Legal Immigration Family Equity (Act)	LULAC	League of United Latin American Citizens
LIN	Northern Service Center (Lincoln, NE)	LZ	Landing Zone
M			
Acronym	Description	Acronym	Description
MACV	Military Assistance Command Vietnam	MIA	Missing in Action
MACV-SOG	Military Assistance Command	MOA	Memorandum of Agreement
	Vietnam-Studies and Observations Group		
MAF	Marine Amphibious Force	MOU	Memorandum of Understanding
MCAS	Marine Corps Air Station	MSPB	Merit System Protection Board
MFAS	Marriage Fraud Amendment System	MSA	Metropolitan Statistical Area
MCIA	Marine Corps Intelligence Activity	MSC	Missouri Service Center
MRD	Machine Readable Document	MTINA	Miscellaneous and Technical Immigration and Nationality Act Amendments of 1991
MS&D	Maintenance of Status and	MRV	Machine Readable Visa
	Departure		
MOIR	Memorandum of Information Received	MAC	Manual for Agricultural Clearance
MANPADS	MAN-Portable Defense Systems	MexFly	Mexican Fruit Fly
MarAD	Maritime Administration (Department of Transportation)	MRP	Machine Readable Passport
MBoD	Modernization Board of Directors	MRT	Mobile Response Team

MedFly	Mediterranean Fruit Fly	MTSA	Maritime Transportation Security Act
N			
Acronym	Description	Acronym	Description
NACARA	Nicaraguan Adjustment and Central American Relief Act of 1997	NVC	National Visa Center
NACIC	National Counterintelligence Center	NHI	National Highway Institute
NACS	Naturalization Application Casework System	NIC	National Institute of Corrections
NA	Not Applicable	NIIS	Non-immigrant Information System (SQ94)
NBC	National Benefits Center	NIJ	National Institute of Justice
NCD	National Council on Disability	NLA	National Liberation Army of Iran
NCI	National Cancer Institute	NLETS	National Law Enforcement Telecommunications System
NCIS	Naval Criminal Investigative Service	NLRB	National Labor Relations Board
NCJRS	National Criminal Justice Reference Service	NNSA	National Nuclear Security Administration
NCS	National Communications System	NOAA	National Oceanic and Atmospheric Administration
NADDIS	Narcotics and Dangerous Drugs Information System	NOIL	Non-Officer Immigration Law (Course)
NDIC	National Drug Intelligence Center	NPS	National Parks Service
NDSSL	Network Dynamics and Simulation Science Laboratory	NQP	Naturalization Quality Procedures
NDU	National Defense University	NRC	National Records Center / Nuclear Regulatory Commission
NEA	National Endowment for the Arts	NRDAA	Nursing Relief for Disadvantaged Areas Act of 1999
NEC	National Economic Council	NRO	National Reconnaissance Office
NEIC	National Earthquake Information Center	NTA	Notice to Appear
NFTS	National File Tracking System	NTSB	National Transportation Safety Board
NGDC	National Geophysical Data Center	NVOAD	National Volunteer Organizations Active in Disasters
NSA	National Security Agency	NWC	National War College
NSAU	National Security Adjudications Unit	NWIRP	Northwest Immigrant Rights Project
NSC	Northern Service Center	NPRM	Notice of Proposed Rule Making
NSC	National Security Council	NWS	National Weather Service
NSC	Nebraska Service Center	NATO	North Atlantic Treaty Organization
NGIA	National Geospatial Intelligence Agency	NAFTA	North American Free Trade Agreement
NN16	Criminal History	NOF	Notice of Findings

NARA	National Archives and Records Administration	NOID	Notice of Intent to Deny
NATZ	Naturalization	NOIF	Notice of Intent to Fine
NBCOTA	Noncitizen Benefit Clarification and Other Technical Amendments Act of 1998	NOIR	Notice of Intent to Revoke
NCATC	National Criminal Analysis and Targeting Center	NR	Non possession of Record (No Record)
NCE	New Commercial Enterprise	NIEM	National Information Exchange Model
NGA	National Geospatial-Intelligence Agency	NIV	Nonimmigrant VISA
NGIC	National Ground Intelligence Center	NIW	National Interest Waiver
NAAE	National Association of Agriculture Employees	NHIS	Name and Alias History
NAC	Nebraska Avenue Complex (DHS Headquarters)	NAD	Needs Analysis Document
NARP	National Agriculture Release Program	NAPPO	North American Plant Protection Organization
NASDA	National Association of State Departments of Agriculture	NIAP	National Inspectional Assignment Policy
NCAP	National Customs Automation Program	NII	Non-Intrusive Inspection
		NINSC	National Immigration and Naturalization Council
NCBA	National Cattlemen's Beef Association		
NEXUS	(not an acronym)	NPB	National Plant Board
NFO	National Fines Office	NTEU	National Treasury Employee Union
NGO	Non-Government Organization	NTS	National Targeting and Security
NI	Non-Immigrant	NVOCC	Non-Vessel Operating Common Carrier
		NWPCA	National Wooden Pallet and Container Association
O			
Acronym	Description	Acronym	Description
OA	Operation Alliance	OMB	Office of Management and Budget
OA	Office of Automation	OMR	Operations Management Report
OARS	Outlying Area Reporting Station	O*NET	Occupational Information Network
OASIS	Operational Activities Special Information System	ONI	Office of Naval Intelligence
OBIM	Office of Biometric Identity Management	ONO	Office of Naturalization Operations (now ISD)
OCAHO	Office of the Chief Administrative Hearing Officer	ONR	Office of Naval Research
OCC	Office of Chief Counsel (ICE or CBP)	OOH	Occupational Outlook Handbook (DOL)

OCDETF	Organized Crime Drug Enforcement Task Force	OOS	Out of Scope
OCFO	Office of the Chief Financial Officer	OPF	Official Personnel File
OCIO	Office of the Chief Information Officer	OPLA	Office of the Principle Legal Advisor
OCSE	Office of Child Support Enforcement	OPM	Office of Personnel Management
ODP	Orderly Departure Program	OPQ	Office of Performance and Quality
OEM & S	Office of Emergency Management & Safety	OPSEC	Operational Security
OEP	Occupant Emergency Plan	OPT	Optional Practice Training
OEPC	Office of Emergency Preparedness and Coordination	ORI	Originating Agency Identifier
OFAC	Office of Foreign Assets and Control (Department of Treasury)	ORR	Office of Refugee Resettlement
OFF	Oriental Fruit Fly	ORS	Office of Records Services
OFR	Office of the Federal Register	O/S	Out of Status or Overstay
OFR	Office of the Federal Register	OSAC	Overseas Security Advisory Council
OGA	Other Government Agency	OSC	Order to Show Cause
OGIS	Office of Government Information Services	OSC	Office of Special Council
OHCT	Office of Human Capital and Training	OSC	Order to Show Cause
OI	Operations Instructions	OSC	Office of Special Counsel
OIC	Officer in Charge	OSCE	Office of Child Support Enforcement
OICI	DOE Office of Intelligence and Counterintelligence	OSHA	Occupational Safety and Health Administration
OIE	Office International des Epizooties /	OSI	Office of Security and Integrity
OIG	Office of the Inspector General	OSI	Office of Special Investigations
OIN	Other Identifying Number	OTD	Office of Training and Development
OIS	Office of Immigration Statistics	OTM	Other than Mexican
OIT	Office of Information Technology	OTO	Opportunity to Object
OJT	On-the-Job Training	OUO	Official Use Only
OLA	Office of Legislative Affairs	OVC	Office for Victims of Crime
OMB	Office of Management and Budget	OWCP	Office of Workers' Compensation Programs
P			
Acronym	Description	Acronym	Description
PA	Privacy Act	PPA	Plant Health Protection Act
PAAT	Performance Appraisal Assessment Tool	PRM	Bureau of Population, Refugees and Migration
PC	Peace Corps	PTA	Privacy Threshold Assessment
PCBE	President's Council on Bioethics	PTIG	Privacy technology Implementation Guide
PCII	Protected Critical Infrastructure Information	PTO	Patent and Trademark Office
PCS	Permanent Change of Station	PII	Personally Identifiable Information

PFIAB	President's Foreign Intelligence Advisory Board	PLAIN	Plain Language Action and Information Network
PHS	Public Health Service	PMOI	People's Mojahedin Organization of Iraq
PIA	Privacy Impact Assessment	POE	Port-of-Entry
POW/MP	Prisoner of War/Missing Personnel	POHA	Period of Heightened Alert
PAT	Passenger Analytical Team	POV	Privately Owned Vehicle
PAU	Passenger Analysis Unit (US Department of Homeland Security)	POD	Port-of-Departure
PAX	Passenger(s)	POE	Port-of-Entry
PERT	Passenger Enforcement Rover Team	PPC	Passport Control
PNR	Passenger Name Record	PRH	Prohibited items
PAPS	Pre-Arrival Processing System	PT	Previous Travel
POC	Point of Contact	PT	Practical Training
PWI	Present Without Inspection used in place of EWI.	PTA	Prepaid Ticket Advice
P&S	Office of Policy & Strategy	PTA	Privacy Threshold Assessment
PARE	Pre-Arrival Readiness Evaluation	PIERS	Passport Information Electronic Retrieval System
PBA	Public Bridge Authority	PIV	Personal Identity Verification
PCQS	Person Centric Query Service	PLC	Permanent Labor Certification
PCN	Processing Control Number	POI	Person of Interest
PD (letter)	Partial Denial	PoP	Penalty of Perjury
PD (redaction)	partially redact information from a page	PPM	Private Placement Memorandum
PERM	Program Electronic Review Management System	PQH	Primary Query History
		PRC	Permanent Residence Card
PHAB	Parole and Humanitarian Assistance Branch	PSIR	Pre-Sentence Investigation Report
PED	Petition End Date	PPAE	Planning, Program Analysis and Evaluation
PESTID	Pest Identification System (database in AQAS)	PPQ	Plant Protection and Quarantine
		PSR	Passenger Service Representative

Q

Acronym	Description	Acronym	Description
QA/CS	Quality Assurance and Customer Service	QFR	Question for the Record
QDE	Qualified Designated Entity	QMI	Quarantine Material Interception

R

Acronym	Description	Acronym	Description
RAC	Resident Agent in Charge	ROH	Record Operations Handbook
RAD	River Assault Division	ROTC	Reserve Officer Training Corps
RAFACS	Receipt and Alien File Accountability and Control System	RPC	Responsible Party Code
RAIO	Refugee Asylum and International Operations	RPG	Rocket Propelled Grenade

RAPS	Refugee, Asylum and Parole System	RTD	Refugee Travel Document
RAVU	Refugee Access Verification Unit	RWA	Reimbursable Work Authorizations
RDF	Records Digitization Facility	RNACS	Redesigned Naturalization Application Casework System
RESMON	(Airline) Reservation Monitoring System	RNACS	Reengineered Naturalization Automated Casework System
R-84	Final Disposition Reports (re FBI)	RL	Record Locator
RAILS	not an acronym: replacement for NFTS	RN	Registered Nurse
RAW	Risk Assessment Worksheet	RO	Responsible Officer of J-1 Exchange Visitor Program
RC	Regional Commissioner of USCIS	ROIQ	Record of IBIS Query
RD	Regional Director of USCIS	ROIT	Record of Inquiry TECS
RFE	Request for Evidence	RSC	Regional Service Center
RIR	Reeducation in Recruitment Labor Certification Procedure	RVIS	Remote Video Inspection System
RCI	Rice-Chertoff Initiative	ROI	Return on Investment
RCMP	Royal Canadian Mounted Police	RPEP	Remote Port of Entry Project
RFI	Request for Information	RPM	Radiation Portal Monitor
RMAL	Regional Movement Alert List	RPM	Red Palm Mite
ROI	Report of Information	RSO	Radiation Safety Officer
RF	Referred to a DHS component other than USCIS		
S			
Acronym	Description	Acronym	Description
SABPOE	Securing America's Borders at Ports of Entry	SIJ	Special Immigrant Juvenile
SACT	Supreme Allied Commander Transformation	SIMS	Secure Information Management Service
SAIGE	Society of American Indian Government Employees	SIN	Secure, Isolate, and Notify
SAMS	Sunflower Asset Management System	SIO	Special Inquiry Officer (former title of IJs)
SAO	Supervisor Adjudications Officer	SIO	Supervisory Information Officer
SAO	Supervisory Adjudications Officer	SIR	Significant Incident Report
SAP	Systems, Application, and Products	SIRS	Self Inspection Reporting System
SAR	Suspicious Activity Report	SISO	Supervisory Immigration Services Officer
SAR	Special Alien Registration	SIT	Secondary Inspection Tool
SARS	Severe Acute Respiratory Syndrome	SITC	Smuggling Interdiction & Trade Compliance
SAS	Search, Arrest, Seizure	SIU	Special Identities Unit
SAVE	Systematic Alien Verification for Entitlement	SK	Special Knowledge for L VISA
SAW	Special Agricultural Worker	SME	Subject Matter Expert
SB	Senate Bill	SMTR	Service Motion to Reopen

SBA	Small Business Administration	SOC	Special Operations Command (Center) / Security Operations Center
SBA	Shared Border Accord	SOCOM	Special Operations Command
SBI	Secure Border Initiative	SOFA	NATO Status of Forces Agreement
SBU	Sensitive But Unclassified	SOG	Studies and Observations Group
SC	Service Center	SOP	Standard Operating Procedure
SCAO	Supervisory Center Adjudications Officer	SOR	Subject or Record
SCCLAIMS	Service Center CLAIMS	SORN	System of Records Notice
SCI	Sensitive Compartmented Information	SORN	System of Records Notices
SCIF	Sensitive Compartmented Information Facility	SOTA	Signals intelligence Operational Tasking Authority
SCOPS	Service Center Operations	SPBP	Significant Public Benefit Parole
SDAO	Supervisory District Adjudications Officer	SPC	Seized Property Custodian
SEACATS	Seized Assets and Case Tracking System	SPHD	State Plant Health Director
SEC	Security and Exchange Commission	SPO	Supervisory Prosecution Officer
SED	Shipper's Export Declaration	SPOT	Screening Passengers by Observation Techniques
SENTRI	Secure Electronic Network for Travelers Rapid Inspection	SPP	Security and Prosperity Partnership
SES	Senior Executive Service	SPRO	State/Territorial Plant Regulatory Official
SEVP	Student and Exchange Visitor Program	SRC	Southern Regional Center (Southern Service Center)
SFG(A)	Special Forces Group (Airborne)	SRT	Special Response Team
SGI	Safeguarding Information	SSC	Southern Service Center
SGN	System Generated Notice	SSI	Sensitive Security Information
SHSI	Sensitive Homeland Security Information	SSN	Social Security Number
SI	Smithsonian Institute	SSO	Special Security Officer
SID	State Identification Number	STAR	System for Time and Attendance Reporting
SIDA	Security Identification Display Area	STEM	Science, Technology, Engineering and Mathematics
SIE	Supervisory Immigration Examiner	SVD	Swine Vesicular Disease
SIG	Special Interest Group	SVP	Specific Vocational Preparation
SIG	Significant Interest Group	SVRS	Small Vessel Reporting System
SII	Supervisory Immigration Inspector	SWA	State Workforce Agency
T			
Acronym	Description	Acronym	Description
TA	Trial attorney	TOC	Table of Contents
TAC	Third Agency Checks (information on detained, deportable aliens from Special Interest Countries for potential intelligence or law enforcement use)	TOT	Turn over to...
TAG	Technical Assistance Guide No. 656 - Labor Certifications (1981)	TOT	Time on Target

TAG	Trend Analysis Group	TPAC	Traveler Primary Arrival Client
TAMS	Time and Attendance Management System	TPO	Transformation Program Offices
TAP	Tuition Assistance Program	TPRC	Transition Period Custody Rules
TASPD	Targeting and Analysis Systems Program Directorate	TPS	Temporary Protective Status
TAU	Threat Assessment Unit	TPVT	Textile Production and Verification Team
TCDD	Training and Career Development Division	TRAEN	Training Records and Enrollment Network
TCN	Third County National	TRIP	Traveler Redress Inquiry Program (provides a way for travelers to address situations where individuals experience difficulties when seeking entry)
TCN	Transaction Control Number	TSA	Transportation Security Administration
TCR	Transaction Control Reference	TSC	Texas Service Center
TD	Trade NAFTA Family Member	TSCA	Top Secret Control Account
TDY	Temporary Duty	TSCO	Top Secret Control Officer
T&EA	Training and Employment Agency	TSF	Traveler Security and Facilitation
TEA	Targeted Employment Area	TSN	Trade Support Network
TECRO	Taipei Economic and Cultural Representative Office	TSP	Thrift Savings Plan
TEF	Trade Enforcement and Facilitation	TVA	Tennessee Valley Authority
T-file	Temporary file	TWIC	Transportation Workers Identification Card/Credential
TIN	Taxpayer Identification Number	TWOV	Transit Without VISA
TLETS	Texas Law Enforcement Telecommunications System	TWP	Temporary Worker Program
TN	Trade NAFTA (nonimmigrant visa classification)		
U			
Acronym	Description	Acronym	Description
UCN	Universal Control Number	USCIRF	United States Commission on International Religious Freedom
UCNI	Unclassified Controlled Nuclear Information	USCIS	United States Citizenship and Immigration Services
UFA	Up-front Approver	USCISSOC	USCIS Security Operations Center
UK	United Kingdom	USCS	United States Customs Service
UKBA	UK Border Agency	USDA	US Department of Agriculture
UKHO	United Kingdom Home Office	USG	US Government
UNHCR	United Nations High Commissioner for Refugees	USMC	United States Marine Corps
UNICEF	United Nations Children's Fund	USMS	United States Marshals Service
UPL	Unauthorized Practice of Law	USN	United States Navy

USA	United States Army	USNCB	United States National Central Bureau of INTERPOL (aka INTER)
USA Patriot Act	Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001	USPHS	U.S. Public Health Service
USACE	U.S. Army Corps of Engineers	USPS	United States Postal Service
USAF	United States Air Force	USRAP	U.S. Refugee Admissions Program
U.S.C.	United States Code	USSS	United States Secret Service
USC	United States Citizen	USTR	US Trade Representative
USCG	United States Coast Guard	UT	Unable to Locate
V			
Acronym	Description	Acronym	Description
VA	Department of Veterans Affairs	VO	VISA Office
VACIS	Vehicle and Cargo Inspection System	VOI	Verification of Identity
VAWA	Violence Against Women Act	VOLAG	Volunteer Agency
VAWO	Violence Against Women Office	VPC	VEHICLE PRIMARY CLIENT
VBI	Virginia Bioinformatics Institute	VR	Voluntary Return
VCCLEA	Violent Crime Control and Law Enforcement Act of 1994	VRS	Veterinary Regulatory Services
VCM	Vetting Center Module	VS	Veterinarian Service
VCN	Visa Control Number	VSC	Vermont Service Center
VD	Voluntary Departure	VSWPP	VISA Waiver Pilot Program
VEH	Vehicle(s)	VTC	Video Teleconferencing
VES	Vessel(s) – i.e. Boat	VTVPA	Victims of Trafficking and Violence Protection Act of 2000
VIS	Verification Information System	VWP	VISA Waiver Program
VMO	Veterinary Medical Officer	VWPP	Visa Pilot Waiver Program
W			
Acronym	Description	Acronym	Description
WA/NTA	Warrant for Arrest/Notice to Appear	WMD	Weapons of Mass Destruction
WAC	Western Adjudications Center	WME	Weapons of Mass Effects
WADS	Work Accomplishment Data System	WNV	West Nile Virus
WB	Nonimmigrant classification: Visitor for Business from a VWP participating country	WPM	Wood Packing/Packaging Material
WCO	World Customs Organization	WPS	Wireless Priority Service
W file	Work Folder	WRI	Workforce Restructuring Initiative
WHO	World Health Organization	WSC	Western Service Center (i.e. California Service Center)
WHTI	Western Hemisphere Travel Initiative	WT	Nonimmigrant classification: Visitor for Pleasure from a VWP participating country
WHTI	Western Hemisphere Travel Initiative	WTC	Western Telephone Center

WIF	Withhold in Full	WTO	World Trade Organization
WITSEC	DOJ's Witness Security Program. Resolve in Triage.		
X			
Acronym	Description	Acronym	Description
XD	Executive Director		
Protected Systems Results			
Common			
Acronym	Description	Acronym	Description
ABIS	Automated Biometric Information System	IBIS	Interagency Border Inspection System
BVS	Background Vetting Service	NAILS	National Automated Immigration Lookout System
CCD	Consular Consolidated Database	NCIC	National Crime Information Center
DACS/DAX	Deportable Alien Control System	SAVI	Suspect and Violator Index
EARM	ENFORCE Alien Removal Module	SLOB / SLB	Service Lookout Book
EID	Enforce Integrated Database	SLB	Service Lookout Book
ENFORCE	Enforcement Case Tracking System	SQ11	Service Query Subject Lookout Search (Warrants Check)
FD 258	Tracking System	TECS	Treasury Enforcement Communication System
IAFIS	Interagency Fingerprint Identification System	VIBE	Validation Instrument for Business Enterprises
NGI	Next Generation Identification (IAFIS replacement)	US-VISIT	United States Visitor and Immigrant Status Indicator Technology
IDENT	Automated Biometric Identification System	OBIS	Office of Biometric Identity Management (formerly US-VISIT)
JUST	Justice Telecommunications System	Oct-51	Wants
INTERPOL (aka INTER)	International Criminal Police Organization	TCIC	Texas Crime Information Center
NN13	Wants/Warrants		
Sensitive Words and Terms			
Common			
AAI	Alien Absconder Initiative.	NOFLY	Field in TECS (indicates if the SUBJECT of the hit is on the TSA's No Fly List)
ABTC	Agro/Bio Terrorism Countermeasures	NOL	National Counterterrorism Center Online.
APV	Anti-Terrorist Passenger Validation.	NS	National Security
AVLOS	Automated VISA Lookout System	NS/T	National Security/Terrorism
BCU	Background Check Unit	NSC	National Security Concern
BOLO	Be On The Lookout. (targeting international passengers/ found in INTERPOL (aka INTER) notices)	NSEERS	National Security Entry-Exit Registration System

CARRP	Controlled Application Review and Resolution Program	NSEERS PENSAO	Pending Security Advisory Opinion (treat as NSEERS hit, resolve in BCU)
CATS	Case Analysis and Threat Summary	NSI	National Security Information
CFDO	Center Fraud Detection Operations	NSN	National Security Notification.
CLASS	Consular Lookout and Support System	NSRV	National Security Records and Verification
C-TPAT	Customs-Trade Partnership Against Terrorism	NSTTF	National Security Threat Task Force
CTR	Counter-Terrorism Response	NTC	National Terrorism Center
CTR	Currency Transaction Reports	ONSI	DEA Office of National Security Intelligence
CTRS	Counter-Terrorism Response Secondary	PAER	Post Adjustment Eligibility Review
DCII	Defense Clearance and Investigations Index	PALS	Portable Automated Lookout System
DCII	Defense Central Index of Investigations	PALS	Portable Automated Lookout System
DNA	Do not Alert this subject	PENTTBOM	Pentagon Bombing (Investigation relating to aliens suspected of having a connection to terrorism)
DTOS	Domestic Terrorism Operations Section (FBI's Counter-Terrorism Operations Branch)	PLOR	Primary Lookout Override
ESTA or ESTA DENIED	Electronic System for Travel Authorization	PRIM	Primary (TECS/IBIS lookout)
FATF	Financial Action Task Force (combat money laundering and terrorist financing)	RED FLAG	National Security Notice
FBICMF	FBI Criminal Master File (Hit)	RED NOTICE	INTERPOL (aka INTER) notice for internationally-wanted person
FBINCT	FBI Name Check Team	SAO	Security Advisory Opinion
FDNS	Fraud Detection National Security	SCI	Sensitive Compartmented Information
FDNS-DS	Fraud Detection National Security – Data System	SCOPE	Secure Counter-Terrorism Operational Prototype Environment
FDU	Fraud Detection Units	SIA	Special Interest Alien
FIST (5)	Field Intelligence Support Team (found in TECS hits)	SIC'S	Special Interest Countries
FOSC	Fugitive Operations Support Center	SLB	Service Lookout Book
FOUO	For Official Use Only	SLOB	Service Lookout Book (old way)
FTATG	Foreign Terrorist Asset Targeting Group (intelligence assessments of terrorist)	SOD-SUC	Special Operations Division-Special Coordination Unit (DEA's counter- terrorism)
FTR	Financial Tracking (funds transferred to Special Interest Countries)	T	Terrorist

FTTTF	Foreign Terrorist Tracking Task Force	TAC	Terrorist Affiliated Country (TAC may also refer to Third Agency Check).
FUG	Fugitive	TEI	Terrorism Enterprise Investigation. Top 1 Hit. Refer to TAU
FUG OPS	Fugitive Operation	TERR	Terrorist
IAIP	Information Analysis and Infrastructure Protection (protection of the American homeland against terrorist)	TFI	Office of Terrorism and Financial Intelligence (strategies to counter terrorist financing and money laundering both domestically and internationally)
INA § 212(a)(3)	Deals with terrorism, espionage, and activity to overthrow U.S. Government by force or violence, etc.	TFOS	Terrorist Financing Operations Section (FBI's Counter-terrorism Operations Branch)
INA § 237(a)(4)	Deals with terrorism, espionage, and activity to overthrow U.S. Government by force or violence, etc.	TGIS	Targeted Group of Inadmissible Subjects
INAX	Immigration and Naturalization Act Exception	TIDE	Terrorist Identities Datamart Environment (counterterrorism database that coordinates sensitive interagency intelligence for watch listing terrorist - Formerly known as TIPOFF)
IPSG 6	INTERPOL aka INTER (General Secretariat's Fugitive Investigative Service's Unit)	Tier 1	Category of Terrorist Organizations
IRTPA	Intelligence Reform and Terrorism Prevention Act of 2004 (where counterterrorism organizations are now co-located under DNI control)	Tier 2	Category of Terrorist Organizations
ITFWG	FBI's International Terrorism Financing Working Group	Tier 3	Category of Terrorist Organizations
ITOS I	International Terrorism Operations Section I (FBI's Counter-Terrorism Operations Branch assigned al- Qaeda and other Sunni-type terrorist groups)	TIP	Terrorist Interdiction Program
ITOS II	International Terrorism Operations Section II (FBI's Counter-Terrorism Operations Branch responsible for other than al-Qaeda and other than Sunni-Type terrorist groups)	TIPOFF	Precursor to TIDE. (counterterrorism database that coordinates the use of sensitive interagency intelligence for the watch listing of terrorists)
JIOC	Joint Intelligence Operations Center	TIPS	Terrorism Information and Prevention System (established by FBI - Consists of website and toll-free number for public to report information about possible terrorism crimes)

JITF-CT	Joint Intelligence Task Force –Combating Terrorism	TRIG	Terrorism-Related Inadmissibility Grounds
JTTF	Joint Terrorism Task Force	TRRS	Terrorism Reports and Requirement Section (FBI's counterterrorism operations branch)
KST	Known or Suspected Terrorist	TSC	Terrorist Screening Center
KSTEP	Known or Suspected Terrorist Encounter Protocol	TSC	Terrorist Screening Center
L/O	Lookout	TSDB	Terrorist Screening Database Encountered
LDO	Lookout Duty Officer	TTIC	Terrorist Threat Integration Center (since 8/2004, superseded by NCTC)
LHM	LHM: Letterhead Memorandum	TWWU	Terrorist Watch and Warning Unit.
LO	Lookout	VGTOF	Violent Gang and Terrorist Organization
LOFN	Look Out for National Security	Wanted	Wanted
MS	Material Support	Wants	Wants
NAMLG	National Anti-Money Laundering Group (identifies institutions at high risk of being used for money laundering or terrorist financing)	Warrants	Warrants
NCTC	National Counterterrorism Center	Watchlist	Watchlist
NJTTF	National Joint Terrorism Task Force	WLS	WATCHLIST SERVICE
NNCP	National Name Check Program	WMD-T	Weapons of Mass Destruction – Terrorism-Related
NNSV	NCIC and NLETS Services		

Customs and Border Protection

Officer Titles

ACPA	Assistant Chief Patrol Agent	LECA	Law Enforcement Communications Assistant
APAIC	Assistant Patrol Agent in Charge	PA	Patrol Agent
APD	Assistant Port Director	PAIC	Patrol Agent in Charge
APD	Assistant Port Director	PD	Port Director
ASA	Anti-Smuggling Agent	SBPA	Supervisory Border Patrol Agent
BP	Border Patrol	SCBPO	Supervisory Customs and Border Patrol Officer
BPA	Border Patrol Agent	SES	Sector Enforcement Specialist
CBPAS	CBP Agriculture Specialist	SII	Supervisory Immigration Inspector
CBPO	Customs and Border Protection Officer	SOI	Special Operations Inspector
CI	Customs Inspector (also see ICE)	SOII	Special Operations Immigration Inspector
CPA	Chief Patrol Agent	SOS	Special Operations Supervisor
DAPD	Deputy Assistant Port Director	SPA	Senior Patrol Agent

DC	Division Chief	SPI	Supervisory Patrol Inspector (Legacy INS)
DCPA	Deputy Chief Patrol Agent	SRI	Senior Immigration Inspector (Legacy INS)
FOS	Field Operations Supervisor	SSES	Supervisor Sector Enforcement Specialist
II	Immigration Inspector	TOS	Training Operations Supervisor
IPI	Immigration Patrol Inspector (Legacy INS)	WC	Watch Commander
JII	Journeyman Immigration Inspector		

Terms, Systems and Entities

ADIS	Arrival Departure Information System	DSP	Refers to the DSP-150 (Biometric Border Crossing Card)
ATS	Automated Targeting System	DTOPS	Decal and Transponder Online Procurement System
ATS-AT	Automated Targeting System - Anti- Terrorism	ESTA	Electronic System for Travel Authorization
ATS-I	Automated Targeting System-International	GES	Global Enrollment System
ATS-L	Automated Targeting System - Land	GOES	Global On-Line Enrollment System
ATS-N	Automated Targeting System - Incoming Cargo	GQIL	Incident Log Query
ATS-P	Automated Targeting System - Passenger	IOIL	Inspection Operation Incident Log
ATS-TF	Automated Targeting System - Targeting Framework	NFO	National Fines Office
BCR	Border Cargo Release (overridden by NARP)	NTC-P	National Targeting Center-Passenger
BGC	Baggage Control Secondary	NTCS / NTC	National Targeting Center
BRASS	Border Release Advanced Screening and Selectivity	OAT	Office of Anti-Terrorism (CBP)
BSA	Enhanced Border Security Act of 2001	OBP	Office of Border Patrol
BSDP	Border Security Deployment Project	OFO	Office of Field Operations (CBP or CIS)
CATS	CBP Automated Travel System	OINT	CBP's Office of Intelligence
CERTS	Cargo Enforcement Reporting and Tracking System	OIOC	Office of Intelligence & Operations Coordination
CET	Customs Enforcement Team	PBRs	Pleasure Boat Reporting System
COSS	CBP Overtime and Scheduling System	PRIDE	Port Radiation Inspection, Detection & Evaluation
CRT	Customs Rover Team, Resolve in Triage	TASPD	Targeting and Analysis Systems Program Directorate
DE	Deferred Inspection	VACIS	Vehicle and Cargo Inspection System

Federal Bureau of Prisons

High Level Employees Titles (Releasable)

AW	Associate Wardens	REG DIR	Regional Director
DIR	Director	SM	Public Facing Staff Members
MSES	Member of the Senior Executive Service	TA	Trial Attorney
PA	Public Affairs	W	Warden

PIO	Public Information Officer		
Other Staff Titles			
CM	Case Managers	MS	Medical Staff
CNSLR	Counselors	O	Officers
CPT	Captains	SEC	Secretaries
LT	Lieutenants		
Common Records			
PPPI	Public Information Data on Inmates	PR	Progress Reports
ICFR	Inmate Central Files Records	ILDD	Inmate Load and Designation Data
DR	Disciplinary Records	RA	Release Authorizations
DAL	Detainer Action Letters	ITDF	In-Transit Data Forms
SRP	Supervision Release Plan.		
Immigration Customs and Enforcement			
Officer & Other Titles			
287(g)	Custody Specialist	DRA	Deportation Removal Assistant
ADC	Assistant District Counsel	DRA	Detention Removal Assistant
ADDD	Assistant District Director of Deportation	DRO	Deportation & Removal Office or Officer
ADDI	Assistant District Director for Investigations	DRP	Detention and Removal Officer
ASAC	Assistant Special Agent in Charge	ERO	Enforcement and Removal Officer
ASAC	Assistant Special Agent in Charge	GS	Group Supervisor
ASAIC	Assistant Special Agent in Charge	IA	Immigration Agent
BCS	Bond Control Specialist	IA	Immigration Analyst (USCIS employee)
BCS	Bond Control Specialist	IEA	Immigration Enforcement Agent
CC	Chief Counsel	IHP DIR	Institutional Hearing Program Director
CI	Confidential Informant (also see CBP)	OCC	Office of Chief Counsel
CI	Criminal Investigator (Legacy INS)	PM	Program Manager [287(g)]
CI	Confidential Informant	RAC	Resident Agent in Charge
CINV	Criminal Investigator	RAC	Resident Agent in Charge
CLO	Chief Legal Officer	RAIC	Resident Agent in Charge
D&D	Detention and Deportation	SA	Special Agent
D&D	Detention & Deportation	SAC	Special Agent in Charge
DC	Deportation Clerk	SAC	Special Agent in Charge
DD&P	Detention & Deportation Program	SAIC	Special Agent in Charge
DD-I	District Director - Investigations	SCI	Supervisory Criminal Investigator
DDO	Detention & Deportation Officer	SDDI	Supervisory Detention & Deportation Investigator
DDP	Detention & Deportation Program	SDDO	Supervisory Detention & Deportation Officer
DDP	Detention and Deportation Program	SDEO	Supervisory Detention Enforcement Officer
DEO	Detention Enforcement Officer	SDO	Supervisory Deportation Officer
DIO	Designated Immigration Officer [287(g)]	SEC	Security Exchange Commission

DIO	Designated Immigration Officer	SIEA	Supervisory Immigration Enforcement Agent
DO	Deportation Officer	SIEA	Supervisory Immigration Enforcement Agent
DO	Detention Officer	SLES	Supervisory Law Enforcement Specialist
DPO	Detention & Deportation Officer	SSA	Supervisory or Senior Special Agent
Terms, Systems and Entities			
ACAP	Alien Criminal Apprehension Program	GEMS	General Counsel Information Management System
ADP	Alternatives to Detention Program	HQPDU	Headquarters Post-Order Detention Unit
AIRG	Asset Identification and Removal Group (see TECS Codes CUA–CUZ)	HSI	Homeland Security Investigations
ATD	Alternatives to Detention Program	ICE-BFU	ICE Benefit Fraud Unit
BMIS	ICE's Bond Management Information System	ICEPIC	ICE Pattern Analysis and Information Collection.
CAP	Criminal Alien Program	IFS	Intelligence Fusion System
CES	Crime Entry Screens	IHP	Institutional Hearing Program
CTCEU	Counterterrorism and Criminal Exploitation Unit	IRP	Institutional Removal Program
DACS	Deportable Alien Control System	ISAP	Intensive Supervision Appearance Program
DAX	Deportable Alien Control System	JIOC	Joint Intelligence Operations Center
DIHS	ICE's Division of Immigration Health Services	LESC	Law Enforcement Support Center System
EABM	ENFORCE Application Booking Module	NSID	National Security Investigations Division
EARM	ENFORCE Alien Removal Module	OCC	Operational Command Center
EID	Enforce Integrated Database Enforce	OIL	Office of Immigration Litigation
ENF	Enforcement Referral	OPLA	Office of the Principle Legal Advisor
ENFORCE	Enforcement Case Tracking System	PISPC	Port Isabel Service Processing Center
EOIR	Executive Office for Immigration Review	PLAnet	Principal Legal Advisor Network, OPLA's system of record (successor of GEMS)
ERO	Enforcement Removal Operations	RCA	Risk Classification Assessment
FDL	Forensic Document Laboratory	SEVIS	Student and Exchange Visitor Information System
FIG	Field Intelligence Group (ICE Intel Groups)	TAU	Threat Assessment Unit