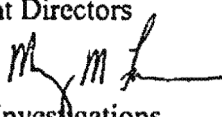AUG 17 2005

**U.S. Immigration
and Customs
Enforcement**

MEMORANDUM FOR: All Special Agents in Charge
                    All Deputy Assistant Directors

FROM: Marcy M. Forman
                    Director, Office of Investigations

SUBJECT: A-File Accountability and Freedom of Information Act (FOIA)
                    Processing Update

On July 11, 2005, I sent a memorandum to the Special Agents in Charge that requested that each office designate points of contact to serve as A-File Accountability Officers (AAOs). Additionally my memorandum requested that you account for the A-Files in your possession and return those A-Files that were identified as no longer necessary to OI to the custody of the U. S. Citizenship and Immigration Services (CIS).   You will find a copy of this memorandum attached below.

Your efforts resulted in the return of over 14,000 A-Files to CIS and aided the interagency and departmental discussions concerning this issue. Additionally, we were able to identify some 86,000 files that remain in our possession. During our subsequent discussions concerning this issue however, we were informed that CIS lacks the space and staff to store and process large quantities of returned A-Files. As such, we have been asked to discontinue the "bulk" return of A-Files to CIS. However this request does not mean that you should discontinue the regular business practice of returning to CIS those A-Files that are no longer needed.

Additionally, your efforts also assisted us in the transfer of responsibility of the preparation of responses to over 6,000 FOIA requests for A-Files to CIS. Resultant of this successful transfer of responsibility, it is anticipated that a number of the FOIA requests that were returned to CIS may affect some of the A-Files being held by OI. As such, Headquarters has established the following procedure to assist CIS with obtaining the information necessary from OI to prepare their responses:

- CIS will contact your designated AAO to request the affected A-File. Your AAO must provide CIS with the A-File or a copy of the file within five business days of their request.

- When an actual A-File is released to CIS, the National File Tracking System must be updated accordingly. Additionally, your AAO must advise CIS if the A-File must be returned to you. CIS has agreed to return the A-File to you within five business days.

- ICE offices that have possession of an A-File and that fail to respond to CIS within five days will be responsible for preparation of the response to the FOIA request.

Please have your AAOs monitor compliance with the above procedures, as Headquarters will need to assess their effectiveness as part of our continuing discussions with CIS and the DHS Privacy Office.

It is important for our agreement with CIS to work and, therefore, we must keep the list current at all times. Attached for your information is a copy of the list of AAOs that have been identified in each SAC offices. We anticipate that CIS may request A-Files daily and you are asked to please ensure that an alternate AAO is available when the primary AAO is unavailable. If it is necessary for you change your AAO, please immediately notify Unit [(b)(6), (b)(7)(C)] Information Disclosure, via email at [(b)(6), (b)(7)(C)]@dhs.gov so that CIS Headquarters can be timely informed of all changes to the AAO list.

Finally, I wish to remind you that the OI Case Management System is the official repository of all OI law enforcement documents and the System of Records Notice for TECS and the Investigative Record System pertain to the routine use of OI documents.

Thank you for your cooperation on this important matter. Should you have any questions concerning this matter, please contact [(b)(6), (b)(7)(C)] at (202) 616-[(b)(6),(b)(7)(C)]

Attachments

Cc: Assistant Director, OI
Assistant Director, International Affairs

A-FILE ACCOUNTABILITY OFFICER

(ATTACHMENT A)

NO.	LAST NAME	FIRST NAME	TITLE	OFFICE/LOCATION (SAC/DCO/OPLA)	TELEPHONE #	EMAIL ADDRESS
(b)(6), (b)(7)(C)			Special Agent	SAC Atlanta	(b)(6), (b)(7)(C)	
			Investigative Asst	SAC Baltimore		
			Investigative Asst	SAC Boston		
			Group Supervisor	SAC Boston		
			Investigative Asst	SAC Buffalo		
			Investigative Asst	RAC/Albany		
			Group Supervisor	SAC Chicago		
			Group Supervisor	SAC/Chicago		
			Investigative Asst	SAC Dallas		
			Investigative Asst	SAC Denver		
			Special Agent	SAC Detroit		
			ASAC	SAC El Paso		
			Special Agent	SAC Honolulu		
			Group Supervisor	SAC Houston		
			Program Manager	SAC Los Angeles		
			Investigative Asst	SAC Miami		
			Investigative Asst	SAC New Orleans		
			Special Agent	SAC New York		
			Group Supervisor	SAC Newark		
			Special Agent	SAC Philadelphia		
			Group Supervisor	RAC/Pittsburgh		
			Investigative Asst	RAC/Wilmington		
			Special Agent	SAC Phoenix		
			Program Analyst	SAC San Antonio		
			Program Manager	SAC San Diego		
			Program Manager	RAC/San Ysidro		
			Special Agent	RAC/Oceanside		
			Group Supervisor	RAC/El Centro		
			Investigative Asst	SAC San Francisco		
			Group Supervisor	RAC/Fresno		
			Special Agent	RAC/Ogden		
			Investigative Asst	RAC/SFIA		
			Investigative Asst	RAC/Bakersfield		
			Special Agent	RAC/Redding		
			Special Agent	RAC/Stockton		
			Special Agent	RAC/St George		
			Special Agent	RAC/Salt Lake City		
			Investigative Asst	RAC/Murray		
			Special Agent	RAC/Provo		
			Group Supervisor	RAC/Sacramento		

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

(b)(6), (b)(7)(C)			(b)(6), (b)(7)(C)
Group Supervisor	RAC/Reno		
Group Supervisor	RAC/San Jose		
Program Manager	SAC San Juan		
Investigative Asst	SAC Seattle		
Investigative Asst	ASAC/Blaine		
Investigative Asst	ASAC.Portland		
Investigative Asst	RAC/Medford		
Investigative Asst	RAC/Yakima		
Investigative Asst	RAC/Spokane		
Investigative Asst	RAC/Anchorage		
MPS	SAC St. Paul		
Special Agent	RAC/Grand Forks		
MPS	SAC Tampa		
Investigative Asst	SAC Washington		
Investigative Asst	RAC/Norfolk		
RAC	RAC/Harrisonburg		