

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Policy System

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DIRECTIVE TITLE: ICE FORMS MANAGEMENT

1. **PURPOSE and SCOPE.** This Directive establishes the U.S. Immigration and Customs Enforcement (ICE) Forms Management Program, forms management policy, and procedures to ensure efficiency, uniformity, and consistency in all forms management activities. This Directive applies to all ICE Program Offices.
2. **AUTHORITIES/REFERENCES.**
 - 2.1. Information Quality Law, Public Law (Pub.L.) 106-554 (2001).
 - 2.2. Privacy Act of 1974, 5 United States Code (U.S.C.) § 552a, as amended.
 - 2.3. Homeland Security Act of 2002, Pub.L. 107-296, 6 U.S.C. Chapter 1.
 - 2.4. The Information Technology Management Reform Act of 1996 (ITMRA) (Clinger-Cohen Act), 40 U.S.C. Subtitle III.
 - 2.5. The Government Paperwork Elimination Act of 1998, 44 U.S.C. § 3504 note.
 - 2.6. The Rehabilitation Act of 1973, 29 U.S.C. § 794(d), as amended. (Section 508).
 - 2.7. Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3520.
 - 2.8. Office of Management and Budget (OMB) Memorandum for CIO and General Counsels and Solicitors, Ensuring Full Compliance with the Information Collection Provisions of the Paperwork Reduction Act, dated November 14, 2001.
 - 2.9. Department of Homeland Security (DHS) Management Directive (MD) 0555.2. (Forms Management) (2003).
3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive is the originating and establishing policy for ICE Forms Management.
4. **BACKGROUND.** Forms are a critical means to carrying out the mission objectives of the agency. Forms provide a straightforward method for collecting and transmitting information quickly and efficiently, compiling compact records, and standardizing tasks

and procedures. To ensure efficiency, uniformity, and consistency in the use of forms it is necessary for ICE to develop a forms management policy along with standard procedures to account for all forms management activities including those that pertain to stand-alone forms and forms included as attachments to directives or handbooks

5. DEFINITIONS.

- 5.1. Form.** A fixed arrangement of captioned spaces designed for the entry and extraction of prescribed information. Categories of forms include internal, interagency, public use, standard, and optional including but not limited to, electronic systems forms, and questionnaires. All forms must be compliant with section 508 of the Rehabilitation Act of 1973 per 29 U.S.C. § 794 (d).
- 5.2. ICE Internal Use Form.** A form created specifically for internal use by ICE Program Offices that serves as a working and reference document or for recurring purposes that is not provided for use of the public.

6. POLICY.

- 6.1.** ICE Program Offices shall comply with applicable laws, regulations, and DHS Management Directives and standards related to Forms Management.
- 6.2.** In accordance with the Paperwork Reduction Act of 1995, any form, whether on paper or electronically, shall be issued with the appropriate authorization and approval. This process will alleviate the possibility of duplicating information collections and form numbers, provides uniformity in forms arrangement and design, and ensures compliance with Federal regulations.
- 6.3.** Any request to create, revise, or abolish forms must be approved and accounted for by the Office of the Chief Financial Office (OCFO)/Office of Asset Management (OAM).
- 6.4.** An ICE internal use form is not subject to the formal forms process described in this Directive since these forms are not provided for the use of the public.

7. RESPONSIBILITIES.

- 7.1. The Assistant Secretary of ICE shall** designate an individual to serve as the ICE Forms Management Officer (FMO in the OAM under the OCFO).
- 7.2. The ICE Forms Management Officer (FMO) shall:**
- 1) Establish, coordinate, and maintain an ICE-wide forms management program to ensure that all paper and electronic forms are received, created, and accessed in accordance with the governing laws and regulations;
 - 2) Establish forms management processes within ICE that are consistent with governing

laws and regulations, including DHS, National Archives and Records Administration (NARA), Office of Management and Budget, and General Services Administration policies;

- 3) Conduct reviews and evaluations of ICE Program Offices to ensure compliance with NARA, DHS and ICE forms management requirements and partner with NARA on evaluations of ICE Program Offices; and
- 4) Sponsor and facilitate training opportunities for ICE forms management personnel and other ICE employees through seminars, conferences, workshops, or briefings for the purpose of keeping abreast of current Government-wide and ICE forms management practices.

7.3. Program Offices shall be responsible for:

- 1) Designating a liaison to the OCFO/OAM, Records Management Branch (RMB); and
- 2) Approving and authorizing the development and use of ICE forms.

Note: The FMO is responsible for signing off on all ICE forms.

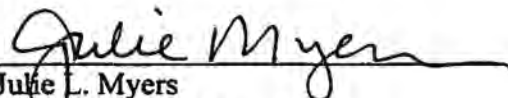
7.4. ICE employees and contractors shall comply with governing laws, regulations, and ICE Records Management policy and procedures.

8. PROCEDURES. Requests for forms management services should be directed to the OCFO/OAM using ICE Form 12-003, "Request for Forms Management Services." The request(s) can be submitted by e-mail or fax. Guidance and procedures for creating, revising, or abolishing forms are contained in the ICE Forms Management Handbook.

9. ATTACHMENTS. ICE Forms Management Handbook.

10. NO PRIVATE RIGHT STATEMENT. This Directive is an internal policy statement of ICE. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

Approved


 Julie L. Myers
 Assistant Secretary
 U.S. Immigration and Customs Enforcement