



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

June 29, 2018

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Field Operations Academy
Office of Training and Development

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

SUBJECT: Inspecting Inadmissible Family Units and Updates to Secure
Integrated Government Mainframe Access (SIGMA)

A recent audit of the inspection of Alien Family Units (FAMU), Unaccompanied Alien Children (UAC), and juvenile separation identified inconsistent application of policy for recording events generated in SIGMA. Effective immediately, SIGMA has been updated to reflect additional options for processing alien family units to increase uniformity when processing adverse actions in CBP secondary.

Consistent with the Executive Order (EO) "Affording Congress An Opportunity to Address Family Separation" issued June 20, 2018, the preliminary injunction in *Ms. L v. ICE*, No. 18-848 (S.D. Cal.), and CBP National Standards on Transport, Escort, Detention, and Search (TEDS), U.S. Customs and Border Protection (CBP) Office of Field Operations (OFO) will maintain family unity and custody together to the greatest extent permitted by law and operational feasibility pending any criminal prosecution or immigration proceedings involving their members.

Alien Family Units (FAMU)

An Alien Family Unit is at least one alien child under the age of 18; at least one alien parent or at least one legal guardian; who are inadmissible and/or subject to removal from the United States.

(b)(7)(E)

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Unaccompanied Alien Child (UAC)

An Unaccompanied Alien Child (UAC), as defined by 6 U.S.C. 279(g)(2), is a child who has no lawful immigration status in the United States; has not attained 18 years of age; and with respect to whom, in the United States, there is no parent or legal guardian or no parent or legal guardian is available to provide care and physical custody. At Ports of Entry, UACs either arrive unaccompanied or become unaccompanied as a result of CBP processing for criminal prosecution, a parent with a communicable disease, or when the parent has been determined to be unfit or a danger to the child. All UACs must be handled within the existing policies for the Trafficking Victims Protection Reauthorization Act (TVPRA) and *Flores v. Reno* Settlement Agreement.

(b)(7)(E) a child becomes unaccompanied (UAC) (b)(7)(E) when:

1. Adult member is not the parent or legal guardian of the child or the relationship cannot be established;
2. Parent/legal guardian has been accepted for felony criminal prosecution and will be separated from the child;
3. Prior criminal history of the parent/legal guardian for felonies or violent misdemeanors will result in the child being separated from parent/guardian;
4. Parent/legal guardian has a communicable disease; or
5. There is an immediate child safety concern and separation is warranted for welfare of the child.

(b)(7)(E)

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Minor/Juvenile “Held Separately” due to *Flores* or TVPRA reporting in SIGMA

Statute and court orders impose enhanced reporting requirements for all minors/juveniles that are held separately in CBP secondary regardless if the family member is a parent or guardian. (b)(7)(E)

Processing Inadmissible Aliens for Notice to Appear (NTA)

(b)(7)(E)

(b)(7)(E)

Please ensure that these materials are disseminated to all ports of entry within your jurisdiction. Should you have any questions or require additional information, please contact (b)(6)(b)(7)(C), Director, Enforcement Programs Division (EPD) at (b)(6)(b)(7)(C); or (b)(6)(b)(7)(C), Director, Traveler Entry Programs at (b) (6), (b) (7)(C)

Attachments

○ (b)(7)(E)

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From: HOFFMAN, TODD A (b)(6)(b)(7)(C)
(b)(6)(b)(7)(C)

To: Owen, Todd C (AC OFO)
(b)(6)(b)(7)(C)

Cc:

Bcc:

Subject: FW: Inspecting Inadmissible Family Units and Updates to Secure Integrated Government Mainframe Access (SIGMA)

Date: Wed Jul 11 2018 08:57:19 EDT

Attachments: 2018 06 29 - Memo - Inspecting Inadmissible Family Units and SIGMA.pdf
2018 06 29 - Muster - Inspecting Inadmissible Family Units and SIGMA.pdf
2018 06 29 - SIGMA Guide - Inspecting Inadmissible Family Units and SIGMA.pdf

Not sure if you received the updated guidance based on the SIGMA enhancement. The muster provides detailed case-processing guidance. My team will have a call with the ADFOs and the AANs to ensure this information is being properly conveyed to the officers and managers in their admissibility units.

Todd A. Hoffman

Executive Director, Admissibility and Passenger Programs

Office of Field Operations

U.S. Customs and Border Protection

From: (b)(6)(b)(7)(C)

Sent: Friday, June 29, 2018 12:42 PM

To: DIRECTORS FIELD OPS (b)(7)(E) BORDER SECURITY ASST
DIRECTORS (b)(7)(E) HOLTZER, CHRISTOPHER R
(b)(6)(b)(7)(C)

Cc: HUTTON, JAMES R (b)(6)(b)(7)(C)
(b)(6)(b)(7)(C)

Subject: Inspecting Inadmissible Family Units and Updates to Secure Integrated Government Mainframe Access (SIGMA)

Importance: High

MEMORANDUM FOR: Directors, Field Operations

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Office of Training and Development

FROM: Todd A. Hoffman /s/

Executive Director

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

Director, Enforcement Programs Division

U.S. Customs and Border Protection

Office of Field Operations

Washington, D.C.

O: (b)(6)(b)(7)(C)

M: (b)(6)(b)(7)(C)



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Attachments

Muster

Week of Muster: Immediate
Topic: Inspecting Inadmissible Family Units and Updates to Secure Integrated Government Mainframe Access (SIGMA)
HQ POC/Office: Enforcement Program Division, (b)(6)(b)(7)(C), or
(b)(7)(E)

- This provides guidance on documenting compliance with the Court's injunction in *Ms. L. v. ICE*.
- FAMU SIGMA processing steps:



- UAC SIGMA steps:



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