

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT**  
**ICE Policy System**

<b>DISTRIBUTION:</b>	<b>ICE</b>
<b>DIRECTIVE NO.:</b>	<b>10-2.0</b>
<b>ISSUE DATE:</b>	<b>February 13, 2008</b>
<b>EFFECTIVE DATE:</b>	<b>February 13, 2008</b>
<b>REVIEW DATE:</b>	<b>February 13, 2011</b>
<b>SUPERSEDES:</b>	<b>See Section 3 Below.</b>

**DIRECTIVE TITLE: INTERNATIONAL VISITORS PROGRAM COORDINATION**

1. **PURPOSE and SCOPE.** This Directive establishes policy and procedures for the International Visitors Program (IVP), a program within the International Programs and Policy Unit Office of International Affairs (OIA) for the coordination between international and domestic offices within U.S. Immigration and Customs Enforcement (ICE) as it relates to official visits by foreign government officials and representatives. This Directive applies to all ICE employees.
2. **AUTHORITIES/REFERENCES.**
  - 2.1. Homeland Security Act of 2002, Pub. L. No. 107-296 (2002).
  - 2.2. Interagency Working Group on U.S. Government-Sponsored International Exchanges and Training (IAWG) Mandate, Pub. L. No. 105-277, § 2414 (1999).
  - 2.3. Exec. Order 13055, Coordination of United States Governmental International Exchanges and Training Programs, 62 Fed. Reg. 39,099 (July 21, 1997).
  - 2.4. Department of Homeland Security (DHS) Delegation Order 0160.1, "Delegation to Department of Homeland Security Organizational Elements," March 3, 2004.
  - 2.5. DHS Delegation Order 7030.2, "Delegation of Authority to the Assistant Secretary for U.S. Immigration and Customs Enforcement," November 13, 2004.
  - 2.6. DHS Management Directive 1010.2, "Accepting Gifts and Decorations," April 21, 2003.
  - 2.7. Customs Directive 4320-025, "Disclosure of Law Enforcement Related/Sensitive Information to Foreign Governments," February 26, 2001.
  - 2.8. Customs Directive 1450-015, "Disclosure of Business Confidential Information to Third Parties," March 9, 1992.
  - 2.9. DHS Memorandum from Janet Hale, Under Secretary for Management, "Vetting Process for Foreign Visitors," February 8, 2006.

- 2.10. ICE Memorandum from John P. Clark, Deputy Assistant Secretary, "Guidance for Processing Mutual Legal Assistance Treaty (MLAT) and Customs Mutual Assistance Agreement (CMAA) Requests From a Foreign Government," April 4, 2004.
3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive supersedes previously recognized policy and procedures for the IVP which coordinates informational briefings for foreign officials with ICE personnel in the United States. All other policy documents issued by ICE on these subjects are hereby also superseded.
4. **BACKGROUND.**
- 4.1. With the creation of DHS, certain organizational components of the former U.S. Customs Service and U.S. Immigration and Naturalization Service were consolidated into ICE. As a result, a unified policy for the handling of international visitors was needed.
- 4.2. IVP coordinates international visits to facilitate the exchange of information and to build professional relationships between ICE and foreign officials.
5. **DEFINITIONS.** These definitions are provided for the purpose of this Directive.
- 5.1. **Briefing Book.** A compilation of background materials including, but not limited to, a list of meeting participants accompanied by phonetic pronunciations of the participants' names and equivalent U.S. rank, visitors' curricula vitae, issue papers, country background information, talking points, operational briefings, policy recommendations, and contentious issues. Personnel may consult the ICE Office of the Executive Secretariat for the most recent ICE Briefing Book guidelines, found on the ICE intranet at <http://intranet.ice.dhs.gov/sites/opa/resources/templates/index.htm>.
- 5.2. **Curriculum Vitae.** Brief biography including the subject's education (including area of specialty), employment history (including employers, positions occupied, and job responsibilities), residential information and languages spoken (if known).
- 5.4. **Department of Homeland Security (DHS) Foreign Access Management System (DFAMS).** A secure but unclassified system managed by the DHS Office of Security, Counterintelligence and Investigations, used to manage and track the number of visits a foreign individual makes to any DHS facility or component.
- 5.3. **High-Side Checks.** Queries against databases that are maintained by the intelligence community which check personal identifiers against classified National Security Information.
- 5.4. **Interagency Working Group on U.S. Government-Sponsored International Exchange and Training (IAWG).** An advisory group supported by the Department of State Bureau of Educational and Cultural Affairs that provides the President with annual recommendations for improving the coordination, efficiency, and effectiveness of U.S.

Government-sponsored international exchanges and training programs. Created in 1997, IAWG collects data from participating federal agencies as mandated by Executive Order 13055 and Public Law 105-277, Division G, Section 2414.

- 5.5. **International.** Indicates a location outside the United States.
  - 5.6. **International Visit.** A formal informational briefing for current and emerging foreign leaders who visit the United States. These events enhance existing relationships and cultivate new contacts to support ICE's overseas mission. If an ICE employee routinely meets with foreign counterparts as part of his or her daily duties, these meetings are not considered to be part of the international visitors program.
  - 5.7. **International Visitors Program (IVP).** A program within ICE's Office of International Affairs that responds to requests from ICE Attachés, the Department of State, foreign embassies, ICE components and other entities for meetings between foreign visitors and ICE personnel both in Washington, DC, and domestic field offices. The program facilitates the exchange of information and builds professional relationships between ICE and foreign law enforcement agencies that support ICE's mission abroad.
  - 5.8. **Security Escort.** An ICE employee designated to accompany and supervise international visitors for the entire duration of a visit to ICE Headquarters or a domestic ICE office.
  - 5.9. **Security Information.** Full name, date of birth, place of birth, citizenship, and passport number.
  - 5.10. **United States.** Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Virgin Islands, American Samoa, Guam, or any other territory or possession of the United States.
  - 5.11. **Vetting.** A process of examination and evaluation of a visitor or interpreter using open-source, law enforcement indices, and high-side checks to confirm the visitor's identity, and to determine whether the visitor poses a threat to national security, or by association or activities tarnishes the national and international image of the official, the agency or the United States.
6. **POLICY.**
- 6.1. **Requests for an International Visit**
    - 1) International visit requests with all of the required information (see section 8.1) should be submitted to the International Visitors Program (IVP) for action at least 20 business days prior to the visit. Requests received less than 20 days before the visit may be accommodated only if the ICE Office of International Affairs (OIA) determines there is sufficient reason to move forward with the request.

- 2) International visit requests that occur at OIA Headquarters are confirmed with the requester only after the ICE Office of Intelligence completes the vetting process and the availability of the office requested to participate is confirmed. The IVP Program Manager (IVPPM) will send out a detailed meeting agenda to all parties when a visit is confirmed.
- 3) International visit requests that occur outside of OIA Headquarters are confirmed only after the Office of Intelligence completes the vetting process and the participating office's chain of command approves the request. The IVPPM will send out a detailed meeting agenda to all parties when a visit is confirmed.
- 4) If an ICE component outside of OIA is contacted directly for an international visitor request, the ICE component may either forward all of the required information (see section 8.1) to IVP at least 20 business days in advance for coordination, or may elect to coordinate the visits directly.
- 5) If an ICE component outside of OIA coordinates a visit, they must notify the IVP of the meeting at least ten business days in advance, and provide the names and titles of the visitors, date and purpose of the meeting. In these cases, each ICE component is responsible for vetting foreign visitors through the ICE Office of Intelligence and DFAMS.

**6.2. International Visits to Other Agencies.** OIA is responsible for coordinating only those briefings that fall within ICE's jurisdiction. In the event that an international visit requires participation by ICE and one or more other U.S. Government agencies, OIA will coordinate the logistics of the visit with the other agencies as necessary.

**6.3. Coordination with the Department of State.** OIA may provide statistical data to the IAWG at the request of the Department of State.

**6.4. Security.**

- 1) The ICE Office of Intelligence and the DHS Counterintelligence and Investigations Office of Security must receive the security information for each foreign visitor 20 business days prior to the meeting date.
- 2) The security escort assigned to an international visit must ensure that the visitors stay within the permitted areas and must report any behavior that could compromise DHS security to the DHS Counterintelligence and Investigations Office of Security.

**6.5. Coordination with the ICE Office of Public Affairs.**

- 1) When any member of an international delegation is also a member of the press, the ICE Office of Public Affairs must be consulted during the approval process.

- 2) The Office of Public Affairs may prepare briefing material for the ICE official(s) meeting with the international delegation and/or send a representative to attend the meetings.
- 3) Requests to IVP made by media outlets acting in their capacity as journalists will be referred directly to the ICE Office of Public Affairs.

**6.6. Coordination with the ICE Office of the Principal Legal Advisor (OPLA).** The IVPPM may coordinate the international visit request with OPLA at the discretion of the IVPPM, including, but not limited to situations where the visitor is not a member of the law enforcement community or if the request is to visit a potentially sensitive facility, or involves an issue, event, or location that may be the subject of pending litigation.

**6.7. Briefing Materials.**

- 1) If the meeting is with the Assistant Secretary, a Deputy Assistant Secretary or an ICE Director, the designated OIA representative will prepare briefing materials.
- 2) The designated OIA representative will ensure that the briefing materials are submitted in a timely manner, and will keep the IVPPM updated throughout the process.

**7. RESPONSIBILITIES.**

- 7.1. **The Director, OIA,** is responsible for the oversight and management of the policy and procedures outlined in this Directive and the overall management of the IVP. The Director, OIA, may delegate this responsibility no lower than the IVP Program Manager.
- 7.2. **Desk Officers, International Operations, OIA,** are responsible for forwarding any request for an international visit to the IVP upon receipt.
- 7.3. **The Directors of ICE Program Offices** are responsible for complying with the policy and procedures set forth in this Directive.
- 7.4. **The IVP Program Manager (IVPPM)** is responsible for overseeing the completion of the procedure outlined in this Directive. The IVPPM serves as the primary coordinator for all international visit requests.
- 7.5. **All ICE Employees** are responsible for adhering to the policies and procedures as set forth in this Directive. This adherence includes cooperation with and responsiveness to requests made by the IVPPM acting under the authority of the Director, OIA in accordance with this Directive.
- 7.6. **The ICE Office of Intelligence** is responsible for responding to requests from the IVP and other ICE components for vetting foreign visitors through all available law enforcement and high-side indices.

## 8. PROCEDURES.

**8.1 Initiation of Request.** Several entities may request ICE briefings including, but not limited to: ICE Attachés, other ICE components, the Department of State, foreign embassies and consulates in the United States or other federal agencies. Requests may be submitted directly to the IVP through the ICE-IVP electronic mailbox (b)(7)(E)@dhs.gov).

- 1) **No later than 20 business days** before the proposed visit date, the requester must provide, at a minimum, the following information:
  - a) A list of participants and each visitor's current position and curriculum vitae;
  - b) The proposed date, time, topic, and purpose for the meeting; and whether the visit request is to meet with an official at the Director level or above;
  - c) The passport number, date of birth, place of birth, and citizenship of each visitor, interpreter, or escort; and
  - d) A U.S. itinerary.

**8.2. Coordination of a request.** Upon receipt of the necessary information, the IVPPM will follow the following procedures. If an ICE component outside of OIA coordinates a visit, that component must comply with the procedures outlined below.

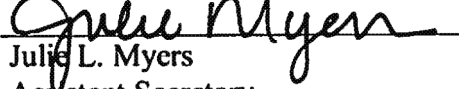
- 1) *Security-Vet the visitors.* The IVPPM or the ICE-sponsoring component will ensure that the visitors' and escorts' security information is submitted to the ICE Office of Intelligence for security vetting. Each foreign visitor is also entered into DFAMS. Further details on security vetting are found in the attached DHS memorandum "Vetting Process for Foreign Visitors" (see attachment).
- 2) *Coordinate approval of the briefing with other offices in ICE.* The IVPPM will use the ICE official tasking process to coordinate the approval and participation of various ICE components.
- 3) *Media-Vet the visitors.* If an international visitor is a member of the media and requesting an informational briefing, the IVPPM or the coordinating ICE component must submit a summary of the request to the ICE Office of Public Affairs.
- 4) *Record the visit.* The IVPPM will ensure that the international visit is recorded both electronically and in hard copy in accordance with OIA filing system procedures and the IVP Database. The IVPPM will also include the visit in the IVP submission to the weekly ICE Briefing Book.

- 5) *Provide logistical support.* The IVPPM and the coordinating ICE component will coordinate the physical logistics and provide guidance for gift giving and other cultural etiquette.
  - 6) *Monitor the request and visit until completion.* Once the vetting has been completed by the ICE Office of Intelligence, and the participation of the ICE attendee(s) is confirmed, the IVPPM or the coordinating ICE component will confirm the visit with the requester and send a detailed agenda with the details of the briefing to all interested parties.
- 8.3. Coordination of an inter-agency visits.** If IVP receives a request that falls within the jurisdiction of another DHS component, IVP will refer the requester to the appropriate component. The requester will then coordinate directly with the DHS component.
- 8.4. Visit requests for the Office of the Assistant Secretary.** The IVPPM will prepare a meeting request sheet for requests to the Office of the Assistant Secretary.
- 8.5. Briefing Materials.** IVP requests for the Assistant Secretary, a Deputy Assistant Secretary, or Director require the creation of a briefing book, which provides ICE representatives with background information and the agenda of the meeting.
- 1) **Briefing Book Contents.** For all briefing books, the ICE Attaché must provide the Desk Officer the following background information in a timely manner.
    - a) A participant list with phonetic pronunciations of the names for each international visitor and his or her title and U.S. equivalent rank;
    - b) Meeting objectives, talking points, and relevant case information; and
    - c) A recommended meeting agenda and the final U.S. itinerary of the visitor(s).
  - 2) The final briefing book must be cleared for final submission to the Office of the Assistant Secretary in accordance with Office of Executive Secretariat established timelines and procedures.
- 8.6. Physical Security for International Visits.**

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- 8.7. **Visit notes and follow up action.** For meetings with the Assistant Secretary, a Deputy Assistant Secretary, or an ICE Director, the designated OIA representative in attendance will provide after-action meeting notes to the appropriate ICE Attaché(s) or senior ICE representative with a copy to the IVPPM.
9. **ATTACHMENT.** Vetting Process for Foreign Visitors.
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