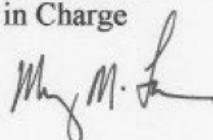




U.S. Immigration
and Customs
Enforcement

MAR - 6 2006

MEMORANDUM FOR: Assistant Director, International Affairs
All Deputy Assistant Directors
All Special Agents in Charge

FROM: Marcy M. Forman 
Director

SUBJECT: Reorganization and Realignment of Responsibilities in the
Mission Support Division

The review of the delivery of our logistics and financial management services, coupled with the ever-increasing demands of nearly two hundred ongoing and upcoming space-related projects has confirmed the need to reorganize and realign responsibilities of the Logistics Management Unit and the Financial Management Unit in the Mission Support Division.

Effective February 19, 2006, a new Facilities Management Unit was established and the Logistics Management Unit was dismantled. The majority of the responsibilities of the Logistics Management Unit were realigned into the newly reorganized Financial and Logistics Management Unit.

The Chief of the new Facilities Management Unit (FMU) is (b)(6) (7)(C). The FMU will be responsible for managing all OI space-related matters, including space acquisition, space expansion, space reduction, space renovation, space relocation, space policy, space standards, space procedures, space budget, lease renewal and termination, commercial services, overtime utilities, guard service, parking, and security.

The Chief of the newly reorganized Financial and Logistics Management Unit (FLMU) is (b)(6) (7)(C). (b)(6) (7)(C) The FLMU will retain complete responsibility for managing all facets of the OI budget, including appropriated and reimbursable resources, salaries and expense funding, special operations funding, obligating and deobligating funding, and reprogramming. In addition, this unit will now also be responsible for fleet management, personal property management, permanent change of station (employee relocation) management, purchase card and procurement management, and exposition and conference planning management.

The Mission Support Division will provide all administrative officers with detailed information regarding the specific duties and responsibilities of the staff members of the FMU and the FLMU.

Reorganization and Realignment of Responsibilities in the Mission Support Division

Page 2

I am confident this reorganization will provide more effective and efficient delivery of logistical and financial management services to the Office of Investigations.

If you have any questions or concerns, please contact (b)(6) (7)(C) Acting Deputy Assistant Director, or have a member of your staff contact Unit Chief (b)(6) (7)(C) at (202) 353-(b)(6) (7)(C) or Unit Chief (b)(6) (7)(C) at (202) 616-(b)(6) (7)(C)