

Department of Homeland Security
Bureau of Immigration & Customs Enforcement

JUN 18 2003

TO : All Interim Special Agents in Charge

FROM : Interim Director
Office of Investigations

SUBJECT: Reporting Significant Prospective Enforcement Activity

One item that arose at the New York conference is that there is a difference in how former Customs and former Immigration Investigations field offices report significant prospective enforcement activity to Headquarters. Former Customs offices currently use a weekly report (commonly referred to as the "(b) (7)(E)" that includes short paragraphs describing several items anticipated during the coming week. Former Immigration offices use a Significant Prospective Enforcement Activity Report (SPEAR) to report anticipated enforcement activities individually.

Effective immediately, all ICB Investigations offices will utilize the attached SPEAR format to report significant anticipated enforcement activity to ensure uniformity. Former Customs offices should stop sending in their consolidated Thursday afternoon (b) (7)(E) reports. Former Immigration offices will notice that the attached SPEAR is slightly different than the format they have been using. The caption "(b) (7)(E)" has been added so that it can be clear if ICE or another agency (e.g., FBI, DEA, State/Local) is in the lead. The caption "Originating Office POC:" has been added to provide a place for the name and telephone number of a supervisor or manager from the originating office familiar with the event being reported. Captions and lines have been added to the end of the report to provide places for the appropriate Deputy Assistant Director, the Assistant Director, and the Director to initial when the report is being routed through Headquarters.

To expedite the reporting process, all SPEARs (from former Customs and former Immigration offices) should be emailed (preferably) or faxed directly to the Headquarters Reporting Center (HRC) at ICE Headquarters. To facilitate attention, the subject line of the e-mail should read: "SPEAR - (include a few words applicable to the specific event)". The email address for the HRC is (b) (6) (7)(C)@usdoj.gov and the telephone number for the HRC fax is 202-305-(b) (6) (7)(C). Additionally, a "cc" of the SPEAR should be e-mailed directly to the affected Deputy Assistant Director (b) (6) (7)(C)@usdoj.gov, (b) (6) (7)(C)@usdoj.gov, (b) (6) (7)(C)@usdoj.gov, (b) (6) (7)(C)@usdoj.gov).

The following are some general points:

(b) (7)(E)

(b) (7) (E)

IMPORTANT: This memorandum concerning anticipated activity and SPEARs does NOT change in any way the reporting requirements for significant events that have occurred. Those requirements are set out in the Acting Assistant Secretary's memorandum of March 11, 2003 and remain in effect (i.e., Reports to the HRC first by telephone followed up by the former INS SIR form or the former Customs Situation Room Report form). As discussed in New York, certain changes are planned concerning a revised SIR. These will be announced by formal memorandum when they are implemented (and may also include some changes to the SPEAR).

Please continue to give your closest attention to all aspects of Significant Incident Reporting. Should you have any questions concerning the above, please contact (b)(6) (7)(C) at (202) 616- (b)(6) (7)(C) or (b)(6) (7)(C) at (202) 305- (b)(6) (7)(C)

Attachment

(b) (7)(E)

(b) (7)(E)

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