

Department of Homeland Security



U.S. Immigration
and Customs
Enforcement

Office of Investigations

**Special Agent
On-the-Job Training and
Evaluation Handbook**

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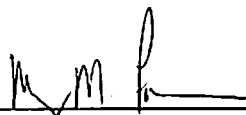
Foreword

The On-the-Job Training and Evaluation (OJT&E) Handbook for the U.S. Immigration and Customs Enforcement (ICE) Office of Investigations (OI) provides an overview of the policies and procedures that are administered during the OJT&E Program that should be followed by new OI Special Agents and by Field Training Officers, and Group Supervisors. This Handbook contains instructions and guidance that will help to ensure compliance with the Training Program and timely completion of various responsibilities. Oversight of this program resides with the Investigations Training Division (ITD), OI, at the ICE Academy. The OJT&E Handbook is available in the Handbooks section of the OI Proprietary Web site.

The OJT&E Handbook supersedes all previous U.S. Customs Service (USCS) issuances on the subject, including, but not limited to, the USCS OI Enforcement Handbook chapter entitled, "On-The-Job Training and Evaluation Program" provided to OI field offices upon implementation of the OJT&E Program on July 1, 1990, and included in the January 1993 edition of the Enforcement Handbook; the January 2000 update of the same chapter; and the USCS OI Internal Operating Procedures Notification 99-06, entitled "Additional Required Training for Newly-Hired GS-1811," dated April 30, 1999. This Handbook also supersedes all previous issuances on the subject by the former Immigration and Naturalization Service or by ICE OI.

The OJT&E Handbook is an internal policy of ICE OI and is not intended to confer any right or benefit on any private person, party, or entity. If disclosure of this Handbook or any portion of it is demanded in any judicial or administrative proceeding, the Information Disclosure Unit (IDU), Mission Support Division, OI, as well as the local ICE Office of the Chief Counsel or the ICE Office of the Principal Legal Advisor at Headquarters, as appropriate, and/or U.S. Attorney should be consulted so that appropriate measures can be taken to invoke privileges against disclosure. The OJT&E Handbook contains information that may be exempt from disclosure to the public. Any further request for disclosure of this Handbook or information contained herein should be referred to the IDU.

The OI Policy Unit is responsible for coordinating the development and issuance of OI policy. All suggested changes or updates to this Handbook should be submitted to the Policy Unit which will coordinate all needed revisions with the ITD.



Marcy M. Forman
Director, Office of Investigations



Date

SPECIAL AGENT ON-THE-JOB TRAINING AND EVALUATION HANDBOOK

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SPECIAL AGENT ON-THE-JOB TRAINING AND EVALUATION HANDBOOK

Chapter 1. GENERAL

1.1 Purpose

The U.S. Immigration and Customs Enforcement (ICE) Office of Investigations (OI) Special Agent (SA) On-The-Job-Training and Evaluation (OJT&E) Handbook provides new SAs with an overview of the policies and procedures to be administered during the OJT&E Program. This Handbook also provides guidance to Field Training Officers (FTOs) and Group Supervisors regarding these policies and procedures. To ensure compliance with the Training Program and the timely completion of various responsibilities defined in this Handbook, it is imperative that SA trainees review this Handbook as soon as possible after reporting to their first post of duty. Those SA trainees who report to the ICE Academy prior to reporting to their first post of duty will receive a copy of this Handbook by the Investigations Training Division (ITD), OI.

The OJT&E Program for an OI SA trainee begins on the Enter on Duty (EOD) date at the SA trainee's first post of duty and continues throughout the first 2 calendar years of his or her career with OI. If the SA trainee reports to the ICE Academy prior to reporting to the first post of duty, the OJT&E Program begins on the day of Pre-Basic Orientation. The successful completion of formalized training at the ICE Academy and the Federal Law Enforcement Training Center (FLETC) is mandatory. The Phase 1 Training of the SA OJT&E Program (Training Objectives 1-14 and those Training Objectives which relate to the investigative disciplines to which the SA trainee is assigned) should be successfully completed to ensure the SA trainee's continued employment as an OI SA.

The SA OJT&E Program:

- A. provides the SA trainee with orientation, standardized training, and related requirements;
- B. ensures that the SA trainee is exposed to a wide range of occupation-related activities;
- C. ensures that the SA trainee receives training in all aspects of the ICE investigative mission;
- D. provides management with a formalized appraisal system that will objectively evaluate the SA trainee's performance during the SA OJT&E Program, and ensures that the work and activities of the trainee are observed, evaluated, and documented;
- E. ensures the selection of the most qualified FTOs for the SA OJT&E Program;

- F. readily identifies the progress and potential of the SA trainee and allows for real-time responses to his or her professional needs to better ensure career development;
- G. identifies SA trainees who are not suited for ICE law enforcement activities;
- H. provides training that will develop SA trainees who are professional and effective representatives of ICE;
- I. provides oversight to ensure that the SA trainee supports and adheres to the SA OJT&E Program requirements; and
- J. supplements formal basic training provided by FLETC and the ICE Academy.

1.2 Background

The OJT&E Program was implemented by the former U.S. Customs Service (USCS) on July 1, 1990 for OI, which at that time was organized under USCS. Amendments to the Program have been made to reflect changes that resulted, in part, from the 1995 reorganization of USCS, the 1999 creation of the USCS Office of Training and Development, and the 2003 creation of ICE.

1.3 Scope

The provisions of this Handbook are applicable to all Series 1811 managers, supervisors, Field Training Program Managers (FTPMs), FTOs, and SA trainees employed by ICE OI.

Chapter 2. INTRODUCTION

The cornerstone of the SA trainee's job and work satisfaction is effective training. In fact, the SA trainee will find throughout his or her career that training never ceases. Changes in the mission of ICE, new technology, different assignments, and a host of other factors necessitate continuous training, even beyond the structured OI SA OJT&E Program.

The overall objective of the OI SA OJT&E Program is to produce self-sustaining, competent, and professional SAs. Successful attainment of this objective is directly related to the efforts put forth by the SA trainees, FTOs, and Group Supervisors, and the support provided by upper-level management.

2.1 Implementation

ITD has oversight responsibility over the SA OJT&E Program.

ITD and the OI Special Agents in Charge (SACs) share responsibility for ensuring that trainees complete the mandatory training. Whenever possible, SA trainees will begin formalized training at the ICE Academy within 60 days after their EOD date, unless specifically exempted.

After the SA trainee has successfully completed the ICE Special Agent Training (ICESAT) and arrived at the first post of duty, his or her first line supervisor, FTPM, and FTO will review with the SA trainee the Student Evaluation Report completed by the ICE Academy. Based on the information provided by this report, the FTPM and the FTO should incorporate the SA trainee's strengths and areas needing improvement into the OJT&E Program. This will allow the FTPM to customize the Training Objectives to address the SA trainee's performance needs.

SACs have the option of coordinating with any Department of Homeland Security (DHS) agency including, but not limited to U.S. Customs and Border Protection (CBP), specifically the Office of Field Operations (OFO) and the Office of Border Patrol (OBP), and U.S. Citizenship and Immigration Services (USCIS), and detailing SA trainees to those agencies to ensure familiarization of the SA trainees with operations that may impact investigations.

The SA trainee must successfully complete basic formalized training during the first 2 years of his or her career with OI. Phase 1 Training of the mandatory OJT&E Program should begin immediately upon reporting for duty, whether at the first post of duty or at the ICE Academy, and will continue for 2 calendar years from the EOD date, in compliance with federal personnel policies. Phase 2 Training will begin immediately upon satisfactory completion of Phase 1 Training and will continue throughout the SA's career.

Phase 2 Training will include SA OJT&E discipline-specific and professional development courses, as well as other specialized training, as needed.

Chapter 3. RESPONSIBILITIES

3.1 Special Agent in Charge

The SAC is responsible for all training within his or her area of responsibility (AOR), including the implementation and management of the OJT&E Program. Within the parameters of the Program, the SAC may delegate those tasks as appropriate. To that end, the SAC shall appoint an FTPM who will be responsible for the coordination of all training, including the OJT&E Program, within the SAC's AOR. (The responsibilities of the FTPM are discussed in detail in Section 3.2 below.)

The SAC establishes the order in which Training Objectives 15 through 28 are to be accomplished to ensure that the Objectives are consistent with the office's operational needs. The SAC also determines which, if any, local use instruction tasks are to be added to each Objective. These additional tasks will be recorded in the "Local Use" section. The SAC has the authority to exclude certain tasks if the logistical or operational needs of the office prohibit the performance of the task. The SAC shall issue a memorandum to be included in the SA trainee's file justifying the exclusion of the task or the training that was substituted.

The SAC certifies that the SA trainee has completed Phase 1 Training of the OJT&E. This is accomplished via a memorandum to the Unit Chief, ITD, ICE Academy (with copy to the

OJT&E Coordinator), certifying that the SA trainee has completed all the tasks in Phase 1 Training. This will be recorded in the [REDACTED] by the ITD.

3.2 Field Training Program Manager

Each SAC will have a full-time FTPM within his or her AOR. The FTPM reports directly to the SAC and is responsible for all training within that SAC's AOR, including conducting local training sessions. The FTPM is responsible for the oversight and coordination of the SA trainee training, including the SA OJT&E Program. The FTPM will also ensure that the duties of the SAC-designated FTOs are properly discharged and that the Training Program is standardized throughout the SAC's AOR.

Using the On-the-Job Program Training Maintenance Schedule (Appendix D), the FTPM monitors the SA trainee's progress with the Resident Agent in Charge (RAC) (if applicable), Group Supervisor, and FTO throughout the training. The FTPM meets with the Group Supervisor/RAC and FTO on a monthly basis to ensure compliance with the SA OJT&E Program and provides support to the SA trainee, Group Supervisor/RAC, and FTO.

The FTPM maintains thorough records of all training for each applicable trainee and ensures compliance with the OJT&E Program. The FTPM maintains a completed file on each SA trainee, updating information as the various aspects of the Program are completed. The SA OJT&E Task List will be retained in the FTPM files with other training records, in compliance with DHS Management Directive 0550.1 entitled, "Records Management," and the DHS "Records Management Handbook," v.2, dated January 2005.

The FTPM briefs the SAC on a quarterly basis as to the progress of the SA trainee.

3.3 Group Supervisor/RAC

The Group Supervisor (or RAC if no Group Supervisor is assigned to the trainee's post of duty) will select the FTO to work with the FTPM as a collateral duty. At a minimum, the FTO should be a journeyman Senior Special Agent. Each FTO will be assigned only one SA trainee at a time, if at all possible. The Group Supervisor/RAC will ensure that the SA trainee has the SA OJT&E Handbook that he or she received during ICESAT. It is the Group Supervisor's responsibility to provide a copy of the SA's OJT&E Handbook to the SA trainee when the latter reports to his or her first duty station. In the event that the Handbook was lost or stolen, an additional copy may be obtained by contacting the OJT Coordinator at the ICE Academy. The Group Supervisor shall rotate FTOs as necessary to provide adequate guidance to the SA trainee and to ensure that each FTO maintains a reasonable caseload.

The Group Supervisor/RAC will meet with the FTPM, FTO, and the SA trainee on a monthly basis throughout the SA trainee's participation in the 2-year OJT&E Program to review his or her progress. The Group Supervisor is responsible for completing the ICE Conduct and Efficiency (C&E) Reports and for ensuring that the SA's OJT&E Handbook and On-the-Job Program Training Maintenance Schedule (Appendix D) are properly maintained. A copy of the

ICE C&E Report and updated Training Maintenance Schedule will be given to the FTPM for inclusion in each SA trainee's local SAC training file.

The Group Supervisor/RAC formulates plans with the FTPM and FTO for further instruction to be given to the SA trainee to correct deficiencies and weaknesses; maintains, if necessary, frequent contact with the FTO to determine if the SA OJT&E Program is progressing according to schedule; and obtains verbal feedback on the progress of the SA trainees. The first 14 objectives, which apply to all investigative disciplines, as well as those objectives for the SA trainees who are assigned primary investigative duties (based on group assignment), should be completed during the first 2 years of employment within OI.

The Group Supervisor/RAC documents the successful or unsuccessful completion of Phase 1 Training. That documentation will be given to the FTPM for inclusion in each SA trainee's training file and Official Personnel File. The Group Supervisor should ensure that the SA trainee receives guidance from the most experienced FTO in a given area of instruction. When possible, it is recommended that the SA trainee be exposed to several investigative groups during the OJT&E period. The objectives that reflect the group or groups to which the SA trainee is assigned are also **mandatory**. The Group Supervisor/RAC should meet with the SA trainee to review the trainee's experience and the SA OJT&E Program upon the trainee's arrival at his or her first post of duty so that the OJT Program can be tailored to the experience level of each SA trainee.

The importance of selecting FTOs who are technically competent, possess effective communication skills, and will serve as professional role models and mentors for the SA trainee cannot be emphasized strongly enough. The Group Supervisor and FTO must understand that priority attention is to be directed toward training and developing the new SA trainee. Monitoring and evaluating the SA trainee's performance are responsibilities that must be carefully and consistently coordinated with each FTO and the SA trainee. Initially, the Group Supervisor must communicate to the SA trainee job duties, responsibilities, and performance expectations. At a minimum, this discussion will focus on the SA trainee's position description and performance evaluation, and on the SA OJT&E Handbook requirements. The Group Supervisor must maintain frequent and open lines of communication with the SA trainee so that the SA trainee clearly understands his or her standing in relation to the Training Program. The Group Supervisor shall retain the original copy of the SA OJT&E Handbook for each SA trainee under his or her supervision and shall be responsible for forwarding it to the trainee's new supervisor when the trainee transfers to another group or office within OI.

3.4 Field Training Officer

The FTO should be a good communicator and a professional role model for the SA trainee and have the requisite technical skills. The FTO has been presented with an opportunity to greatly influence the future of ICE, which can be one of the most personally satisfying and rewarding challenges for him or her.

The FTO has the primary responsibility of instructing and training the SA trainee to perform the tasks listed in the Job Task List. Throughout the SA trainee's training, the FTO should provide evaluation and counseling to ensure that effective instruction is taking place.

As an instructor, the FTO must always be mindful that each person is a unique individual. The FTO will therefore have to be prepared to use different approaches and techniques to teach various aspects of the job. Nonetheless, the following training axiom applies: "Tell me and I'll forget; show me and I'll remember; involve me and I'll understand."

As an evaluator, the FTO must evaluate each SA trainee's performance against established standards and not against the performance of other SA trainees. Conversely, FTOs will do ICE, themselves, and particularly the SA trainee a great injustice to accept anything less than the minimum performance standards for any given task.

Counseling and evaluation responsibilities go hand in hand. However, the documented evaluation can govern the future of the SA trainee's career. The SA trainee will look to the FTO for guidance and direction. The FTO should view counseling sessions as teaching and learning opportunities and ensure that a positive, constructive, and objective attitude is displayed throughout the session. The FTO must be prepared for the counseling sessions and keep the SA trainee's Group Supervisor informed of scheduled sessions with the trainee and ensure that the Group Supervisor is present at the counseling sessions, as needed. The FTO should encourage the trainee to offer feedback at the counseling sessions. The FTO should ensure that the Group Supervisor is present, as needed.

The FTO should become thoroughly familiar with the requirements and contents of the OJT&E Handbook and is responsible for documenting the completion of tasks and objectives contained therein as well as completing the On-the-Job Program Training Maintenance Schedule (Appendix D). The FTO must fulfill the responsibilities delineated in the Handbook in a thorough, fair, and timely manner and must be adequately prepared to provide the required training and instructional assistance.

The FTO should maintain frequent personal contact and communication with the SA trainee and Group Supervisor to ensure fair, accurate, and timely evaluation in accordance with the OJT&E standards listed herein. The FTO will observe and evaluate the SA trainee's performance of each planned OJT&E Task, and will apprise each trainee of his or her strengths and weaknesses.

The FTO should regularly advise the FTPM and Group Supervisor of the SA trainee's progress and accomplishments. The FTO should assist the Group Supervisor in completing the ICE C&E Report and the Maintenance Schedule for the SA OJT&E Program. The FTO will meet with the FTPMs, Group Supervisors, and assigned Training Officer on a monthly basis to review each SA trainee's monthly ICE C&E Report and discuss the trainee's progress.

While this Program is intended to be a learning experience, it is the responsibility of the FTO to evaluate each SA trainee against the SA OJT&E Task Standards and not against the performance of other SA trainees. The FTO should keep in mind that some SA trainees will progress faster than others. Time frames for a given task will depend on many factors, and the FTO and the

Group Supervisor should set a specific time frame based on the local operational conditions and needs of their specific office.

Most SA trainees join ICE with the expectation of making a career of their service. ICE, in turn, desires that the trainees have the most rewarding career possible. Consequently, ICE must prepare the SA trainees for a successful career. If the trainees are properly taught how to do their job, their potential contributions to the organization and potential for a rewarding career are greatly enhanced. If the SA trainees do not receive adequate guidance from their Field Training Officer or Group Supervisor, they may learn on their own and, in so doing, may develop habits, techniques, or procedures undesirable or detrimental to the mission of DHS and ICE, as well as to their own career. Therefore, the FTO should be certain to teach each SA trainee the most thorough and professional way to perform the job.

3.5 Special Agent Trainee

The SA OJT&E Program is one of the most important components of the SA trainee's entire basic training program. It provides the SA trainee with the first complete opportunity to apply the knowledge and skills acquired in the Criminal Investigator Training Program (CITP) and in the ICESAT. Also, it gives each SA trainee's immediate Group Supervisor the first opportunity to observe and evaluate the trainee's performance of meaningful on-the-job activities.

Under the guidance and supervision of the Group Supervisor and the FTO, the SA trainee should be assigned case work which requires the SA trainee to plan and conduct simple investigations, evaluate and disseminate information, prepare collateral requests and replies, operate ICE computer systems, and perform other tasks and duties as necessary. SA trainees must adhere to ICE policy and procedures at all times.

This Program provides each SA trainee's Group Supervisor with wide latitude to determine the methodology to evaluate the trainee's proficiency in performing a specific task acceptably. During the SA OJT&E Program, the SA trainee should maintain close contact with his or her Group Supervisor and FTO. For the SA trainee to become a productive and consequently respected SA, he or she should apply himself or herself aggressively to the Program. The SA trainee should become thoroughly familiar with the requirements and responsibilities delineated in this Handbook. The SA trainee should follow the instructions of the FTPM, Group Supervisor, and FTO and ask for clarification of any directions not fully understood. The SA trainee should correctly apply the knowledge gained in formal training to on-the-job situations.

The SA trainee should apply himself or herself to the fullest extent possible during the training period in order to derive maximum benefits from the training provided. He or she should willingly accept constructive criticism and suggestions for improvement from the Group Supervisor and FTO. The SA trainee should strive to complete the training program successfully and develop into an independent SA as quickly as possible. The SA trainee should understand that performance criteria are based on what he or she is able to accomplish during the year. These criteria may vary from office to office and from trainee to trainee. The number of objectives completed (apart from the first 14 mandatory objectives) is not as important as the

degree of expertise gained from the instruction. The SA trainee must comply with the guidance received from his or her FTO, Group Supervisor, and FTPM.

3.6 Investigations Training Division

ITD has oversight responsibility for the SA OJT&E Program. To ensure compliance with this mandatory Program, ITD will maintain a training file for each SA trainee. ITD will open the file when the SA trainee reports directly to the ICE Academy and FLETC for training, and will maintain each SA trainee's file throughout the formal phase of training. This formal phase of basic training is comprised of the CITP and the ICESAT. When the formal phase of training has been completed, a copy of each SA trainee's official transcript will be sent to the appropriate SAC.

If all the mandatory Training Objectives are completed during the first 2 years of the trainee's career within OI, ITD will enter the completion of Phase 1 Training into the [REDACTED]. If all mandatory objectives of the SA OJT&E Program are not completed within the first 2 years, ITD will notify the OI Mission Support Division and the SA trainee's SAC to determine if personnel action is required. In those cases where the OJT&E program is not successfully completed, the SAC shall furnish documentation in memorandum format that delineates the reasons the trainee did not complete the required objectives.

Chapter 4. GENERAL GUIDELINES

SA trainees have different backgrounds, experiences, and abilities. Therefore, flexibility and initiative are key to quality on-the-job training, which must be tailored to the needs of each SA trainee in an effort to develop his or her full professional level of performance.

In order to determine when an SA trainee has met the requirements of the SA OJT&E Program, the Group Supervisor and FTO must ensure that the trainee has met certain performance standards contained in the Appendices. This chapter defines the objectives and tasks that an SA trainee is expected to perform during the first 2 years of employment with OI. It is also used to evaluate and record the SA trainee's performance during the OJT&E Program. Failure to successfully complete all the Objectives and the Tasks in each Objective of Phase 1 Training of the SA OJT&E Program may constitute grounds for dismissal of the SA Trainee.

There are many acceptable methods to certify that SA trainees have successfully performed a specific job task under an objective. For example, the SA trainee may have transferred to OI after having served many years with another federal law enforcement agency where he or she wrote numerous affidavits for search warrants. In such a case, the task "write an affidavit for a search warrant" could be certified as completed if the Group Supervisor and FTO are satisfied with the SA trainee's competence in this area. In some situations, an SA trainee may not have had the opportunity to perform a specific task in an active investigation within the allotted time frame. In such a case, because flexibility and initiative are key to successful OJT, the FTO could present the SA trainee with one or more investigative practical exercises and have the trainee

write an affidavit from the facts presented. The results of the practical exercises could then be evaluated and used for certification of this task.

Some offices may not have the varied day-to-day investigative activity that others have. Thus, it may be impossible for a given SA trainee to perform some tasks either directly or indirectly. In such cases, management may exclude one or more tasks by attaching a memorandum to the training log delineating the excluded task(s) and the justification for the exclusion. In order to maintain the integrity of the SA OJT&E Program and ultimately the effectiveness of OI, the number of excluded tasks should be kept to an absolute minimum.

In order to address local enforcement needs and priorities, a Group Supervisor/RAC and/or FTPM may create a new task and objective for the SA trainee, as needed, using the blank “On-The-Job Training and Evaluation Objectives and Tasks” Sheet (Appendix A).

Though the SA OJT&E Program is intended for all SA trainees, various segments of the Program may be utilized for group or office training session guides as the need arises. Many tasks are duplicated under various Training Objectives. This was done to afford the SA trainee as much useful training and guidance as possible in the investigative area of priority to which he or she may be assigned, and to provide a broad range of instruction in other areas. For example, a “Local Use” section has been included at the end of each training objective so that managers may require completion of specific tasks that may not have been included within a specific objective, but are relevant and necessary within the local office. Latitude is given to each SAC to establish the order of specific Training Objectives 15 through 29 so that these objectives are consistent with an office’s particular type of operation. However, training objectives related to each SA trainee’s current assignment program must be covered as part of Phase 1 Training (e.g., if the SA trainee is assigned to the Commercial Fraud Group, then Objective 16 would be part of Phase 1 and must be completed in the first 2 calendar years of the SA trainee’s career within OI.

4.1 Conduct and Efficiency Report

As part of the OJT&E Program, the assigned FTO must periodically evaluate the SA trainee’s performance. This evaluation should cover not only how well he or she is progressing on assigned tasks, but also how well the trainee is adjusting to his or her new position. The C&E Report (see Appendix B) will be completed for each SA trainee on a monthly basis by the assigned FTO. The Group Supervisor will then review, approve, and maintain the C&E report. The C&E Report will serve as written documentation of the trainee’s progress in the SA OJT&E Program, and of performance on the job in general. The C&E Report will not replace the performance evaluation system mandated by DHS but can be used by the supervisor when assigning a performance rating thereunder. The C&E Report will be completed on a monthly basis during the first year of the OJT&E Program and on a quarterly basis thereafter.

4.2 Assessing Demonstrated Ability to Perform at a Higher Grade Level

The “Assessment of Demonstrated Ability to Perform at a Higher Grade Level” (Appendix C) should be used to document the progress assessments for all SA trainees at the GS-5, 7, 9, 11,

and 12 levels. (*Note:* SA trainees may be hired at any of the aforementioned pay grades.) This assessment should be completed for each SA trainee on an annual basis.

In addition, the OJT&E Program may be utilized to assist management personnel in assessing personal performance and may serve as a training guide for professional development where needed. However, it will not replace the DHS-mandated performance evaluations.

4.3 Training Maintenance Schedule

The On-the Job Program Training Maintenance Schedule (Appendix D) should also be updated on a monthly basis and a copy given to the FTPM to monitor the progress of each SA trainee as any given section is completed.

4.4 On-the-Job Training Evaluation Objectives and Tasks

The 29 objectives which follow are to be completed by each SA trainee. The SA trainee and the FTO each must initial and date in the appropriate blocks next to each task of a given objective. When all tasks within an objective have been completed, the FTO and the SA trainee's Group Supervisor must sign and date in the appropriate places to certify that the objective has been met.

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 1: POSITION ORIENTATION

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee:			
1. Is introduced to coworkers, supervisors, and managers.			
2. Tours office facilities and local area to identify the Assistant United States Attorney (AUSA) location, lock-up facilities (including procedures for handling prisoners), hospitals, other ICE offices, and other federal agencies.			
3. Is granted access to (b) (7)(E) <div style="background-color: black; width: 100%; height: 150px; margin-top: 5px;"></div>			
4. Reviews and understands the provisions of the Freedom of Information Act and the Privacy Act.			
5. Receives, reads, and understands a copy of the ICE Table of Offenses and Penalties. Reads and explains standards of conduct and ethics guidelines.			
6. Receives and reviews the Position Description.			
7. Completes personnel documents.			
8. Understands geographical boundaries and coordination with ICE and CBP Divisions in the Post of Duty, Management Center, Port, Headquarters, and the Federal Judicial District.			
9. Receives and understands the OJT program and requirements, including those in the OJT&E Handbook.			

OBJECTIVE 1: POSITION ORIENTATION (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
10.	Understands provisions concerning the use of intoxicants.			
11.	Understands the policies and procedures governing the Law Enforcement Availability Pay and the Fair Labor Standards Act.			
12.	Understands the proper use of U.S. Government-owned vehicles and the statutory requirements of a 30-day suspension for their use for other than official purposes.			
13.	Receives and understands the Group Health and Life Insurance Plan.			
14.	Understands leave policies pertaining to annual, sick, and administrative leave.			
15.	Understands pay administration requirements:			
a.	Pay days			
b.	Annual rates and steps			
c.	Deductions from pay			
d.	Payroll savings			
e.	Savings bonds			
f.	Thrift Savings Plan			
16.	Understands on-the-job injury and accident reporting procedures. Understands how to prepare Department of Labor (DOL) and other accident-related forms and significant incident reports.			
17.	Understands the procedure to file a travel authorization and a travel voucher and is able to log on to and use the [REDACTED]			
18.	Understands common acronyms frequently encountered by ICE personnel. (See Appendix E and other sources.)			
19.	The new Special Agent will locate office resources; know the chain of command; know the organizational structure; know how programs operate and interact; and write memoranda according to agency guidelines.			

OBJECTIVE 1: POSITION ORIENTATION (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

Note: It is highly recommended that this entire objective be completed during the SA trainee's first week on the job.

COMMENTS:

DATE OBJECTIVE SATISFIED:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 2: FIREARMS USE AND SAFETY

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee reviews the "ICE Interim Firearms Policy", the "ICE Interim Use of Force Policy" (both dated July 7, 2004, or as amended), and the "ICE Body Armor Policy" (ICE Directive 70001.1, dated 02/04/05, or as amended). The SA trainee demonstrates knowledge of these policy documents to the satisfaction of the FTO and local Firearms Officer, including the following:			
1. Discharge of firearms			
2. Authorized firearms			
3. Ammunition standards			
4. Authority to bear firearms			
5. Carriage and use of firearms			
6. Warning shots			
7. Firearms care and maintenance			
8. Storage of firearms			
9. Types of weapons authorized			
10. Loss of firearms			
11. Qualification requirements			
12. Accountability, including annual inventory procedures			
13. Related policy found in the ICE Table of Offenses and Penalties			
14. Procedures for seizing and storing firearms according to policy			
15. Circumstances requiring the wearing of body armor			
16. Replacement of body armor			
17. Appropriate application of the recognized levels of force			
18. Responsibility and procedure to report a firearms discharge			

OBJECTIVE 2: FIREARMS USE AND SAFETY (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE			

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 3: FAMILIARIZATION WITH SURVEILLANCE EQUIPMENT

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee:			
1. Demonstrates familiarization and care of technical surveillance equipment maintained by local offices which may include, but are not limited to:			
a.			
b.			
c.			
d.			
e.			
f.			
2. Demonstrates knowledge of accountability for checking out and maintaining logbooks for sensitive electronic and/or recording equipment.			
3.			

(b) (7)(E)

OBJECTIVE 3: FAMILIARIZATION WITH SURVEILLANCE EQUIPMENT (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date																																																
h. Procedures for sealing evidence prior to the formalized process and trial.																																																			
i. Proper usage of the [REDACTED] relating to requests, documentation, and familiarity with (b) (7)(E).																																																			

OBJECTIVE 3: FAMILIARIZATION WITH SURVEILLANCE EQUIPMENT (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 4: SOURCE DEVELOPMENT AND CONTROL

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate the ability to:			
5. Articulate an understanding of how the forfeiture fund can be utilized to reimburse the office budget for certain Purchases of Information (POI) and Purchases of Evidence (POE).			

OBJECTIVE 4: SOURCE DEVELOPMENT AND CONTROL (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
[REDACTED]			
11. Demonstrate a knowledge and understanding of ICE policy for the use of prisoners in criminal investigations.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 5: ENFORCEMENT SUPPORT FAMILIARIZATION

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Become familiar with, and receive, local training as to the tasks of the duty agent and be able to demonstrate the ability to perform accordingly.			
2. Demonstrate familiarity and proficiency with the usage and maintenance of ICE radios, portables, mobiles, base stations, and remote control units.			
3. Perform dispatch and command post assistance duties during local enforcement actions:			
a. Maintain activity logs.			
b. Perform (b) (7)(E) [REDACTED]			
c. Provide liaison and coordination with participating agencies and local law enforcement groups.			
d. Provide necessary assistance to the case agent or supervisor during the enforcement action.			
e. [REDACTED] during surveillance activities and provide location assistance.			
f. Assist in briefings/debriefings.			
4. Demonstrate proper procedures for maintaining, securing, and destroying [REDACTED]			
5. Demonstrate familiarity with the services provided by the NLECC, the Law Enforcement Support Center, the Forensic Documents Laboratory, and the CBP Laboratories.			
6. Demonstrate the ability to transmit using [REDACTED]			
7. Demonstrate proper procedures for maintaining, securing, and destroying sensitive material such as (b) (7)(E) [REDACTED] etc.			

OBJECTIVE 5: ENFORCEMENT SUPPORT FAMILIARIZATION (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 6: EQUIPMENT AND SUPPLIES FAMILIARIZATION

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Demonstrate proper procedures in signing out and returning equipment.			
2. Become familiar with purchase order procedures and documentation.			
3. Become familiar with property accountability records, including inventory procedures.			
4. Demonstrate the ability to complete a "Vehicle Operation Report" (ICE Form 177).			
5. Demonstrate the proper maintenance of assigned equipment and vehicles.			
6. Articulate a familiarization with the Home-to-Work Vehicle Usage requirements found in DHS MD 0530.1, "Home to Work Transportation Controls," dated May 11, 2004, and in ICE Directive 60001.1, "Home-to-Work (HTW) Transportation Directive," dated September 15, 2006.			
7. Become familiar with accident reporting requirements.			
LOCAL USE:			

COMMENTS:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 7: INTELLIGENCE GATHERING AND DEVELOPMENT

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Become familiar with the various aspects of intelligence gathering and development which include, but are not limited to, the following areas:			
a. Smuggling patterns, including those relating to contraband smuggling and to human smuggling, from information derived from past and current intelligence information and investigations.			
b. The ability to evaluate referrals received.			
c. The ability to develop criminal profiles in compliance with ICE policy.			
d. Familiarization with, and the ability to, retrieve information from various source documents such as (b) (7)(E) [REDACTED]			
e. Familiarization with [REDACTED] pertaining to smuggling activity.			
2. Become familiar with [REDACTED]			
3. Demonstrate the ability to obtain data from open sources.			
4. Demonstrate knowledge of ways in which (b) (7)(E) [REDACTED]			
5. If available, obtain account access to ICE [REDACTED]			
6. Understand the role of the Criminal Research Specialist in investigations.			

OBJECTIVE 7: INTELLIGENCE GATHERING AND DEVELOPMENT (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

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OBJECTIVE 8: INVESTIGATIVE REPORT WRITING

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate the ability to use Microsoft Word to write ROIs and upload them into Case Management. The SA trainee should also know how to:			
1. Prepare written affidavits for search, seizure, and arrest warrants.			
2. Write affidavits to obtain a court order to install a beeper/transponder.			
3. Prepare a written complaint.			
4. Prepare a written subpoena.			
5. Prepare a written Customs Summons as well as a written Immigration subpoena (I-138) and understand the uses of each.			
6. Prepare a written memorandum to ICE in the appropriate format.			
7. Prepare a written letter to other officials in the appropriate format.			
8. Demonstrate the ability to administer the Statement of Rights and Waiver of Rights.			
LOCAL USE:			

COMMENTS:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 9: SURVEILLANCE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should participate, and demonstrate a developing proficiency, in various surveillance techniques, and know how to:			
1. Plan and coordinate a surveillance operation.			
2. Conduct the following types of physical surveillance:			
a. Surveillance [REDACTED]			
b. Surveillance [REDACTED]			
3. Conduct surveillance utilizing the following equipment:			
a. [REDACTED]			
b. [REDACTED]			
c. [REDACTED]			
d. [REDACTED]			
4. Operate [REDACTED], where applicable.			
5. Obtain a court order and utilize a [REDACTED]			
LOCAL USE:			

COMMENTS:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 10: SEARCH, ARREST, AND DETENTION

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate proficiency and procedural knowledge in the areas of searches, arrests, and subject detention in a safe and legal manner which includes, but is not limited to, the following:			
1. Proper procedures in executing various types of search warrants, including Rule 41, "Blackie's warrants," and Customs Civil Search Warrant.			
2. Knowledge of search and arrest warrant requirements and exceptions to warrant requirements.			
3. Conducting searches of:			
a. Pleasure vessels			
b. Commercial vessels			
c. Cargo containers			
d. Passenger and cargo areas of aircraft			
e. Land vehicles			
f. Land area stash sites			
g. Buildings and premises			
h. Personal searches			
4. Knowledge regarding consent searches.			
5. Knowledge of the procedures described in the [REDACTED]			
6. Ability to analyze items obtained from [REDACTED]			
7. Ability to execute a search warrant.			
8. Understanding of administrative versus criminal arrests.			
9. Knowledge of, and proficiency in, detaining a suspect that includes, but is not limited to, the following:			
a. Articulating facts establishing reasonable suspicion and probable cause.			

OBJECTIVE 10: SEARCH, ARREST, AND DETENTION (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
b. Informing the suspect that he or she is under arrest.			
c. Informing the suspect of his or her rights in a timely manner.			
d. Frisking the subject for weapons in a safe and correct manner.			
e. Handcuffing and transporting the suspect in a safe and secure manner.			
f. Photographing and fingerprinting the suspect in a safe manner.			
g. Transporting the suspect in a safe manner, applying proper restraints for transport.			
LOCAL USE:			

COMMENTS:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 11: SEIZING AND HANDLING EVIDENCE AND FORFEITABLE PROPERTY

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Demonstrate knowledge of laws, policies, and procedures and the ability to seize and handle evidence and forfeitable property, which includes, but is not limited to, the following:			
a. Seizure and detention of cargo, currency, baggage, property, merchandise, and contraband.			
b. Seized conveyances.			
c. Constructive seizures.			
d. Collecting and preserving evidence.			
i. Inventorying evidence.			
ii. Packaging seized evidence.			
e. Documenting evidence via videotape and still photography.			
f. Understanding accountability procedures (processing) of drug and non-drug evidence.			
g. Understanding packaging and procedures for mailing narcotics to obtain laboratory analysis of evidence when necessary.			
h. Securing and safeguarding evidence.			
i. Processing narcotics seizures, including removal of, packaging, and marking samples.			
j. Safeguarding seized computer-related evidence.			
2. Demonstrate the ability to prepare and disseminate a [REDACTED]			
3. Demonstrate familiarity with inputting and retrieving (b) (7)(E) [REDACTED]			
4. Become familiar with the roles and responsibilities of the Fines, Penalties, and Forfeiture Officers and of ICE and CBP Seized Property Specialists.			

OBJECTIVE 11: SEIZING AND HANDLING EVIDENCE AND FORFEITABLE PROPERTY
(cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
5. Become familiar with the procedures for accounting for seized or detained property in the custody of OI.			
6. Demonstrate the ability to properly prepare CBP Form 58, "Vehicle/Vessel/Aircraft Inventory and Receipt."			
7. Demonstrate the ability to participate in the forfeiture of seized property through appropriate coordination and investigation with Fines, Penalties and Forfeitures (FP&F) Officers, ICE Counsel and the U.S. Attorney.			
8. Demonstrate the proper method of disposing of evidence by:			
a. Completing the certificate of destruction.			
b. Preparing the "Seized Property" forms (CBP Form 6051 series of forms).			
c. Articulating related topics found in the Table of Offenses and Penalties.			
d. Demonstrating the ability to properly complete a thorough [REDACTED] Incident Report in [REDACTED]			
e. Demonstrating the ability to properly complete a thorough (b) (7)(E) [REDACTED]			
LOCAL USE:			

COMMENTS:

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OBJECTIVE 12: PROSECUTION ACTIVITIES

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with case presentations and judicial proceedings including, but not limited to, performing the following:			
1. Wherever applicable, demonstrate the ability to prepare evidence for court presentation:			
a. Assist the AUSA or prosecutor in court proceedings.			
b. Assist the AUSA or prosecutor with interviews.			
c. Review anticipated court testimony with the AUSA prior to trial.			
d. Explain case elements to the AUSA or prosecutor.			
e. Assist the AUSA in preparing indictments, informations, or arraignments.			
f. Review Grand Jury transcripts for comparison with court testimony.			
2. Demonstrate the ability to obtain a Grand Jury subpoena.			
3. Whenever applicable, demonstrate the ability to testify in the following proceedings:			
a. At arraignments			
b. In Grand Jury proceedings			
c. At the trial			
d. During an Immigration Court proceeding			
4. Demonstrate the ability to prepare and file a complaint resulting from information received.			
5. Attend and become familiar with a pretrial conference with the AUSA.			
6. Attend a pre-indictment conference with an AUSA.			
7. Where applicable, appear before the Grand Jury.			

OBJECTIVE 12: PROSECUTION ACTIVITIES (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
8. Attend a hearing before a U.S. magistrate and before an Immigration judge.			
9. Appear in U.S. District Court.			
10. Where applicable, testify at a preliminary hearing.			
11. Demonstrate the ability to provide proper security for evidence during discovery proceedings.			
12. Participate in a proffer interview with defendant, defense counsel, and prosecutor.			
LOCAL USE:			

COMMENTS:

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OBJECTIVE 13: GENERAL INVESTIGATIONS

TASKS	SA Trainee's Initials	FTO's Initials	Date
General Investigations cover many areas of expertise and the following tasks reflect the broad range of knowledge needed. The SA trainee should be able to do the following:			
1. Demonstrate the ability to research and obtain legal documentation showing true ownership of property.			
2. (b) (7)(E)			
3. (b) (7)(E)			
4. Demonstrate proficiency in interacting with other federal, especially DHS, agencies, and with state and local entities in case development as appropriate.			
5. Understand the protocol for interacting with foreign entities and with ICE Attachés.			
6. Demonstrate the ability to conduct interviews and follow up on the information obtained in the interviews.			
7. Demonstrate knowledge of policy and legal requirements to:			
a. Obtain and execute a search warrant.			
b. Properly handle evidence.			
c. Process and handle prisoners from their arrest to their initial appearance.			
8. Proficiency in generating well developed and inclusive operational plans.			
9. Demonstrate the knowledge and ability to conduct, or participate in conducting, a briefing:			
a. For a surveillance.			
b. For the service of an arrest warrant.			
c. For the service of a search warrant.			
10. Serve a subpoena and complete return.			

OBJECTIVE 13: GENERAL INVESTIGATIONS (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
11.	Demonstrate the ability to conduct interviews by:			
a.	Interviewing or assisting in an interview of a suspect.			
b.	Interviewing or assisting in an interview of a witness.			
c.	Preparing the sworn statement of an interview.			
12.	Demonstrate proficiency in interacting with the prosecutor/AUSA by:			
a.	Presenting or assisting in the presentation of a case to the prosecutor/AUSA.			
b.	Preparing a list of records, documents, or merchandise to be obtained by subpoena or search warrant, and articulating the reasons for obtaining items that are significant.			
c.	Preparing a list of people to be interviewed or subpoenaed and a list of questions to be asked of each individual.			
d.	Reviewing case documents with the prosecutor/AUSA.			
13.	Demonstrate knowledge of policy and legal requirements for the use of:			
a.	Grand Jury Subpoenas			
b.	Customs Summonses			
c.	Privacy Act Requests			
d.	Requests for information			
e.	Brady material			
14.	Demonstrate proficiency in interacting with ICE legal counsel.			
15.	Demonstrate the ability to research and analyze real estate and escrow records.			
16.	Demonstrate the ability to research telephone toll listings and analyze toll records.			

OBJECTIVE 13: GENERAL INVESTIGATIONS (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
17. (b) (7)(E)			
18. (b) (7)(E)			
(b) (7)(E)			
19. Demonstrate the ability to identify formal, informal, and preliminary case development material and when to close a case.			
20. Participate and demonstrate proficiency in developing background investigations.			
21. Become familiar with policies and procedures governing the asset sharing program and be able to articulate the program in a satisfactory manner.			
22. Be able to articulate policy and procedures of a tort claim investigation, especially one dealing with a motor vehicle accident involving a government-owned vehicle.			
23. Demonstrate the ability to analyze information for input and retention into (b) (7)(E)			

OBJECTIVE 13: GENERAL INVESTIGATIONS (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
24. Demonstrate the ability to develop a comprehensive investigative case and be able to open an investigative case in (b) (7)(E) on the initial information by:			
a. Creating an ROI and linking all suspects.			
b. Creating an [REDACTED]			
c. Posting statistics.			
d. Closing statistics.			
25. Demonstrate the ability to coordinate collateral investigations with ICE Attachés.			
26. Demonstrate the ability to coordinate a collateral investigation with domestic ICE offices.			
27. Demonstrate the ability to send and receive investigative referrals in (b) (7)(E)			
28. Be familiar with the appropriate Memorandums of Understanding (MOUs) with appropriate law enforcement agencies (Drug Enforcement Administration (DEA), USBP, Alcohol, Tobacco, Firearms and Explosives, etc.).			
29. Demonstrate the ability to properly complete the following (b) (7)(E)			
(b) (7)(E)			
(b) (7)(E)			
(b) (7)(E)			
(b) (7)(E)			

OBJECTIVE 13: GENERAL INVESTIGATIONS (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

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OBJECTIVE 14: PROCESSING AN ALIEN FOR REMOVAL

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate proficiency and procedural knowledge in the areas of encountering an alien, establishing "alienage and removability," and completing the necessary paperwork pertinent to removal proceedings, including, but not limited to, performing the following:			
1. Establishing "alienage and removability" by using proper interviewing techniques and questions.			
2. Conducting appropriate record checks in DHS/ICE database systems for criminal and immigration history.			
3. Creating an A-File if one does not exist, or requesting an existing A-File.			
4. Processing an alien using (b) (7)(E) [REDACTED]			
5. Fingerprinting and photographing aliens and submitting via (b) (7)(E) [REDACTED]			
6. Understanding the policy regarding the processing of juvenile aliens in the following area:			
a. Fingerprint and photographs			
b. Knowledge of the Office of Detention and Removal Operations (DRO) juvenile coordinator, and procedure for notification			
c. Knowledge of juvenile detention standards			
7. Executing the appropriate notifications of rights which includes, but are not limited to, the following:			
a. I-214, Warning as to Rights			
b. I-770, Notice of Rights and Request for Disposition (Juvenile Rights)			
c. I-848, Notice of Rights to Salvadorians			
d. Request for Disposition for Salvadorians			

OBJECTIVE 14: PROCESS AN ALIEN FOR REMOVAL (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
e. I-863, Notice of Referral to Immigration Judge (Asylums)			
f. I-264, Notice to Consular Officer Concerning Detention			
8. Prepare and execute the appropriate documents pertinent to removal proceedings which include, but are not limited to, the following:			
a. I-213, Record of Deportable/Inadmissible Alien			
b. I-247, Immigration Detainer – Notice of Action			
c. I-210, Notice of Action – Voluntary Departure			
d. I-263, Record of Sworn Statement			
e. I-217, Information for Travel Document or Passport			
f. I-265, Notice to Appear, Bond, and Custody Processing Sheet			
g. I-862, Notice to Appear			
h. I-851, Notice of Intent to Issue a Final Administrative Removal Order			
i. I-851A, Final Administrative Removal Order			
j. I-871, Notice of Intent/Decision to Reinstate Prior Order of Removal			
k. Reinstatement Order and Sworn Statement			
l. I-826, Notice of Rights and Request for Disposition			
m. I-200, Warrant for Arrest of Alien			
n. I-286, Notice of Custody Determination			
o. I-220A, Order of Release on Recognizance			
9. Routing the A-File with completed charging documents to the trial attorneys.			

OBJECTIVE 14: PROCESS AN ALIEN FOR REMOVAL (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
10. Notifying DRO of an alien in OI custody.			
11. Complete I-203 and lodge alien in an approved facility.			
12. Recognize and identify Special Interest Aliens (SIAs) and understand ICE policy requirements relating to SIAs.			
LOCAL USE:			

COMMENTS:

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OBJECTIVE 15: CHILD PORNOGRAPHY INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with various basic aspects of child pornography investigations, including, but not limited to, performing the following:			
1. Demonstrating an understanding of the term "requisite particularity," by describing how it pertains to listing what items are to be seized when requesting a search warrant.			
2. Articulating the ICE role in child pornography investigations and using of applicable statutes, including the Child Protection Act of 1984 and the Protection of Children from Sexual Predators Act of 1998.			
3. Articulating the specifics regarding the test for whether the pornography is sexually explicit as defined by 18 U.S.C. § 2252, etc.			
4. Articulating the various types of evidence that should be collected (b) (7)(E)			
5. Articulating the various sources of information and identify the			
6. Articulating various known methods of			
7. Demonstrating an understanding of the			
8. Demonstrating an understanding of the pertinent federal statutes pertaining to child pornography violations.			
9. Demonstrating knowledge of the ICE role in enforcing the laws involving the importation and exportation of child pornography, including the role of the Cyber Crimes Center and its Child Sexual Exploitation Unit.			

OBJECTIVE 15: CHILD PORNOGRAPHY INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
10. Identifying those activities regarding child pornography that form the grounds for exclusion from entry into the U.S. or removal from the U.S.			
LOCAL USE:			

COMMENTS:

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OBJECTIVE 16: COMMERCIAL FRAUD INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Become familiar with various basic aspects of Commercial Fraud Investigations concerning a scheme, material omission, or a false statement or statements made by an importer, a foreign vendor, a broker, or an agent of one of the entities for the purpose of avoiding various controls on merchandise entering the country or avoiding duty, and should be able to demonstrate, describe, or articulate various other factors of the Commercial Fraud Investigations Program.			
2. Be assigned to designated officials to observe and assist in their regular duties, as indicated below:			
a. Import Specialist Commodity Team Leaders.			
b. Import Specialists assigned to Special Enforcement Teams.			
c. Entry Section Personnel.			
d. Enforcement Evaluation Team.			
3. Be able to describe the various positions and functions in commercial operations and the information that can be obtained from employees in those positions, including Import Specialists, Entry Specialists, CBP Officers, and Regulatory Auditors.			
4. Demonstrate a working knowledge of trade fraud and revenue fraud.			
5. Demonstrate a working knowledge of the role of OI's Commercial Fraud Investigations and CBP OFO's Trade Operations and Outbound Programs.			
6. Demonstrate proficiency in conducting queries in (b) (7)(E)			
7. Demonstrate a working knowledge of sources of information outside ICE and CBP, which are valuable for developing a commercial fraud investigation, including, but not limited to, the following:			

OBJECTIVE 16: COMMERCIAL FRAUD INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
a. State, local, and other federal agencies with overlapping jurisdictions or regulatory or policymaking functions.			
b. Public record and library references for learning about standard industry practices within a particular area, and specific information about the alleged violator(s).			
c. Sources who have assisted in similar ICE investigations.			
8. Be able to describe the relevance and motivation for the following types of commercial fraud violations and give examples of situations when such violations might occur and what statutes should be considered in the investigation:			
a. False statement of value, either overvaluation or undervaluation.			
b. False description of merchandise.			
c. False country of origin.			
d. False description of the elements of the transaction terms of sale, parties to the transaction, value elements not included in the declaration (assists, commissions, royalties), and overstatement of nondutiable charges.			
9. Demonstrate a working knowledge of the following controls:			
a. Voluntary restraint agreements			
b. Intellectual Property Rights (trademarks, copyright, patent, mask works)			
c. International Trade Commission Exclusion Orders			
d. Antidumping and countervailing duties			
e. Embargoes			
f. Quota			
g. Visa			

OBJECTIVE 16: COMMERCIAL FRAUD INVESTIGATIVE CASE (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
h.	North American Free Trade Agreement (NAFTA)			
i.	Convict labor/forced labor (including, but not limited to, forced or indentured child labor)			
10.	Demonstrate a working knowledge of the impact of the following false statements and failure to declare an entry in relation to duty assessment and controls in the items listed below:			
a.	NAFTA			
b.	Transshipment			
c.	Generalized System of Preference Country			
d.	Misdescription			
e.	Undervaluation			
f.	Overvaluation			
g.	Assists			
h.	Commissions			
i.	Freight Rebates			
11.	Describe or demonstrate, through an active investigation, proper procedures in researching and documenting an audit trail.			
12.	Describe or demonstrate proper procedures involved in developing documentary evidence, which includes a summary of violations, culpability of the violator, appraisalment, assessment, and loss of revenue statistics.			
13.	Articulate the entry process, including the following:			
a.	Types of manifests and the information available from the manifests.			
b.	Types of bond shipments, the documents and [REDACTED] data related to those shipments, and the information available from the documents and [REDACTED] queries.			
c.	Types of entry and applicable situations.			

OBJECTIVE 16: COMMERCIAL FRAUD INVESTIGATIVE CASE (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
d.	The [REDACTED] entry summary and consolidated entry processes, documents, and information.			
e.	The flow of entry documents or electronic entry information and the processing at each stage.			
f.	Invoice requirements and information that can be obtained from an invoice.			
g.	Other supporting documents that may be part of an entry package and types of commodities for which additional support information or documentation is required.			
h.	Entry summary selectivity, information contained in the selectivity record, how to query selectivity, and how and when to initiate a record.			
i.	How and where entry information or entries are stored, how to retrieve entry information, and how to pull and/or request original entries.			
14.	Perform/demonstrate various investigative techniques relating to investigative strategy, determination of the scope of the investigation, case file organization, foreign and other collateral requests, interviewing techniques, document analysis, and documentary evidence preparation and collation.			
15.	Know how to prepare a Civil Fraud Case Report and demonstrate the following:			
a.	Interact with appropriate Counsel regarding the violations in the report.			
b.	Interact with FP&F on the delivery of the completed report and throughout the FP&F processes.			
c.	Knowledge of 19 U.S.C. § 1592.			
16.	Know how to prepare a criminal Fraud Case Report and demonstrate knowledge of the following:			
a.	18 U.S.C. § 3237			
b.	18 U.S.C. § 981			
c.	18 U.S.C. § 1956/1957			

OBJECTIVE 16: COMMERCIAL FRAUD INVESTIGATIVE CASE (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
d.	18 U.S.C. § 3292			
e.	18 U.S.C. § 545			
f.	Interact with appropriate Counsel regarding the violations in the report.			
g.	Interact with FP&F on the delivery of the completed report and throughout the FP&F processes.			
h.	Knowledge of 19 U.S.C. § 1592.			
17.	Demonstrate the ability to develop a comprehensive commercial fraud case and do the following:			
a.	Open a preliminary report in [REDACTED] based on the initial information.			
b.	Create an ROI and link all suspects.			
c.	Open a formal case.			
d.	Create an [REDACTED]			
e.	Post statistics.			
f.	Close statistics.			
LOCAL USE:				

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 17: ARMS AND STRATEGIC TECHNOLOGY INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with various basic activities within Strategic Investigations and its enforcement of U.S. laws involving the export of strategic and controlled commodities, international terrorism, economic sanctions and embargoes, and exports of stolen property. The SA trainee should be able to:			
1. Articulate the objectives and general purpose of Project Shield America.			
2. Demonstrate proper methods of identifying items that have potential military or strategic importance.			
3. Demonstrate/articulate an understanding of the DHS detention process and Exodus case review procedures.			
4. Demonstrate knowledge of statutory codes established by the Arms Export Control Act, Export Administration Act, and sanctions and embargoes administered by the Office of Foreign Assets Control.			
5. Articulate knowledge of the various definitions specified in the Acts, particularly relating to persons, goods, technology, and export.			
6. Demonstrate the ability to utilize the Exodus Command Center to request the license history of a specific company, including the ability to use the Exodus Accountability Referral System.			
7. Demonstrate the ability to utilize the Exodus Command Center to request a license determination on a specific item.			
8. Conduct a Project Shield America and a Project Gemini visit and understand the relationship between DHS, the Department of State (DOS), the Department of Justice (Federal Bureau of Investigation (FBI)), and the Department of Commerce in export violations investigations and in counter-intelligence operations.			
9. Use the Export Enforcement Subpoena to obtain records prior to the beginning of a formal judicial action.			
10. Demonstrate proper procedures to obtain Department of Commerce or DOS verification of licensability.			

OBJECTIVE 17: ARMS AND STRATEGIC TECHNOLOGY INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
11. Demonstrate familiarity with the Commodity Control List and U.S. Munitions List.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 18: FINANCIAL INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with specific aspects of financial investigative policies and procedures, including the role of [REDACTED] The SA trainee should:			
1. Demonstrate knowledge of the following terms:			
a. Insured bank			
b. Commercial bank or trust company			
c. Private banker			
d. Insured institution			
e. Thrift institution			
f. Broker/dealer in securities or commodities			
g. Currency dealer or exchange			
h. Loan/finance company			
i. Licensed sender of money			
j. Unlicensed money remitter			
k. Trade-based money laundering			
2. Demonstrate/articulate an understanding of the guidelines for the Bank Secrecy Act and how to utilize it to obtain information.			
3. Become familiar with the "Currency/Monetary Instrument Seizure Inventory" (CF 4605) and the "Report of International Transportation of Currency or Monetary Instruments" (CF 4790).			
4. Demonstrate/articulate an understanding of the Right to Financial Privacy Act of 1978 (12 U.S.C. § 3401-3422) and when financial institutions may or may not give out information regarding their clients.			
5. Articulate/demonstrate an understanding of 31 U.S.C. § 5301-5326, "Currency and Foreign Transactions Reporting Act," as amended.			

OBJECTIVE 18: FINANCIAL INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
6. Demonstrate/articulate knowledge of the criminal and civil statutes and regulations that require the reporting of large amounts of funds, including those found in the Bank Secrecy Act (31 U.S.C. § 5311 <i>et seq.</i>).			
7. Articulate/demonstrate knowledge through case development of the essentials required to prove the existence of a felony currency violation.			
8. Identify and describe the purpose of basic international documents, including, but not limited to, the following: bank draft, wire transfer, certificate of origin, and insurance certification.			
9. Understand the functions of the Asset Identification and Removal Groups.			
10. Be able to identify monetary instruments and knowledge of various forms of endorsements (such as endorsement without restriction, checks made out to a fictitious payee, and incomplete instruments).			
11. Have an understanding of the Financial Crimes Enforcement Network and its various roles.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 19: MONEY LAUNDERING INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
<p>The SA trainee should become familiar with the purpose of the enactment by Congress of the Money Laundering statutes contained in 18 U.S.C. § 1956, 1957, 1960, and 2314 and thoroughly study these laws and the companion forfeiture statutes, 18 U.S.C. § 981, 982, and 984 (copies of which may be found in the Customs Law Handbook), with supplemental study of the money laundering section of the "Law Course for Customs and Border Protection Officers." The SA trainee should also:</p>			
<p>1. Demonstrate/articulate an understanding of the "intent" and "knowledge" provisions in the money laundering statutes.</p>			
<p>2. Demonstrate an understanding of the following terms and phrases as described in the money laundering statutes or related to investigations of violations of those laws:</p>			
<p>a. Specified Unlawful Activity (SUA)</p>			
<p>b. Financial transactions</p>			
<p>c. Proceeds of SUAs</p>			
<p>d. Attempt to conceal and/or disguise</p>			
<p>e. Monetary instruments</p>			
<p>f. Continuing Criminal Enterprise</p>			
<p>g. Willful blindness</p>			
<p>h. Financial institution</p>			
<p>i. Monetary transaction</p>			
<p>j. Wire transfer</p>			
<p>k. Criminally-derived property</p>			
<p>l. Fungible property</p>			
<p>m. Racketeering activities</p>			
<p>n. Enterprise</p>			

OBJECTIVE 19: MONEY LAUNDERING INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
3. Articulate an understanding of the Black Market Peso Exchange technique of money laundering and how it impacts the U.S. economy.			
4. Compile a list of those SUAs and demonstrate an understanding of why violations of 31 U.S.C. § 5316 and 31 U.S.C. § 5332 are not defined by law as SUAs and how Report of International Transportation of Currency and Monetary Instruments violations may be developed into money laundering indictments depending on the intended use of seized funds.			
5. Demonstrate an understanding of the statutes dealing with the illegal financial transaction and international transportation of funds that are found in 18 U.S.C. § 1956, 1957, 1960, 981-982, and 984			
6. Demonstrate an understanding of the statutes dealing with racketeering that are found in 18 U.S.C. § 1951, 2513, and 1961-1968.			
7. Demonstrate an understanding that money laundering violations are add-on offenses which result from the investigation of a primary SUA, i.e., smuggling, strategic, fraud, child pornography, or financial.			
8. Explain under which sections and sub-sections of money laundering statutes the following types of activities may be prosecuted if determined to have involved proceeds of SUAs or any other unlawful activity:			
a. Domestic transactions			
b. The movement of funds in or out of the U.S.			
c. Illegal money transfer business			
9. Demonstrate/articulate an understanding of 18 U.S.C. § 1956 as it relates to offenses involving domestic and international dispositions of SUA proceeds or connections.			
10. Demonstrate/articulate the elements of a violation of 18 U.S.C. § 1957.			
11. Demonstrate/articulate an understanding of 18 U.S.C. § 1956(h) as it relates to money laundering conspiracies, including agreements and penalties.			

OBJECTIVE 19: MONEY LAUNDERING INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
12. Demonstrate an understanding of the implications for money laundering investigations in the current applicable MOUs (including those between the former USCS and the FBI, U.S. Postal Service, and DEA which were made applicable by statute).			
13. Demonstrate/articulate an understanding of the penalties that may be imposed on those convicted of violating 18 U.S.C. §§ 1956, 1957, 1960, 2314, and 31 U.S.C. § 5332.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 20: NARCOTICS SMUGGLING INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with the various aspects of smuggling investigations and:			
1. Become familiar with the role and responsibility of Narcotics Smuggling Investigations.			
2. Demonstrate an understanding of the MOU between DEA and ICE and related Title 21 agreements and guidelines.			
3. Become familiar with the provisions of the Controlled Substances Act and the Controlled Substances Import/Export Act.			
4. Demonstrate knowledge of/participate in various narcotics seizure and arrest activities which include, but are not limited to, the following:			
a. Marine smuggling			
b. Fixed base air smuggling activities (General Aviation)			
c. Air cargo smuggling			
d. Commercial vessel smuggling			
e. Land border smuggling			
f. Commercial vehicle smuggling			
g. Private vehicle smuggling			
h. Body carriers			
i. Passenger smuggling on commercial aircraft			
j. Internal Conspiracy			
5. Demonstrate the ability to articulate the difference between "possession" and "distribution" and identify the applicable statutes.			
6. Demonstrate the ability to prepare a "Title 21 Controlled Substances Enforcement Subpoena."			

OBJECTIVE 20: NARCOTICS SMUGGLING INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
7. Demonstrate proper procedures following a narcotics seizure and be able to do the following:			
a. Properly complete the CBP series of Forms 6051 to document inventory and Chain of Custody using the DEA Form 7.			
b. Photograph evidence and suspects.			
c. Use proper weighing procedures.			
d. Properly collect representative samples.			
e. Properly package and mark all evidence.			
f. Properly secure all evidence.			
g. Comply with the Title 21 MOU with DEA.			
h. Make proper notifications.			
i. Notify the ICE OI Seized Property Specialist and the CBP Seized Property Specialist to coordinate the destruction of contraband in a timely manner.			
j. Obtain a [REDACTED] from the El Paso Intelligence Center.			
8. Participate in [REDACTED]			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 21: MARINE OPERATIONS

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with various factors pertaining to the maritime community with emphasis on, but not limited to, the following:			
1. Whenever possible, the SA trainee should become familiar with the basic factors of working within the marine environment and on a law enforcement vessel.			
2. The SA trainee should demonstrate knowledge of the procedures to request assistance in an enforcement operation from the local CBP Air and Marine Branch or Unit.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 22: AIR OPERATIONS

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with various factors pertaining to the aviation community with emphasis on, but not limited to, the following:			
1. Knowledge of the Federal Aviation Administration and the type of assistance it can provide.			
2. Knowledge of CBP regulations pertaining to aviation smuggling.			
3. Knowledge of procedures to obtain air support from CBP.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 23: HUMAN SMUGGLING INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate proficiency and procedural knowledge in the area of anti-smuggling operations and:			
1. Develop and establish an [REDACTED] pool, registering at least one [REDACTED].			
2. Develop leads.			
a. Conduct record checks of all available database systems.			
b. Interview [REDACTED] and the members of the general public.			
c. Conduct [REDACTED], if necessary.			
d. Gather evidence.			
3. Prepare a request for an [REDACTED]			
a. Prepare the appropriate request forms for an [REDACTED]			
b. Prepare the appropriate request forms for an authorization to use consensual monitoring equipment.			
4. Demonstrate a working knowledge of operations by explaining how to spot, stop, and apprehend an alien smuggling load.			
5. Make arrangements for transporting the smuggling load to an ICE office.			
6. Execute the appropriate notifications of rights.			
7. After interviewing an alien smuggler, prepare and execute the appropriate sworn statement form.			
8. Identify which smuggled aliens are to be used as material witnesses.			
a. Interview the material witnesses.			

OBJECTIVE 23: HUMAN SMUGGLING INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
b. Process the material witnesses and other smuggled aliens using (b) (7)(E)			
c. Prepare and execute the appropriate sworn statement forms.			
9. Describe the necessary steps required to present the case to an AUSA for prosecution.			
10. Describe the necessary steps required to present the principal to a federal magistrate for an initial appearance and during the subsequent court procedures.			
11. Prepare a prosecution report by using the appropriate database systems.			
12. Prepare all evidence to be used as exhibits.			
13. Be familiar with current policies regarding parole/ Employment Authorization Document/Deferred Action for informants and material witnesses.			
14. Be familiar with policies relating to alien smuggling			
15. Be familiar with preparing affidavits and court orders for in Human Smuggling/Human Trafficking hostage rescue situations			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 24: SWORN STATEMENTS IN IMMIGRATION PROCEEDINGS

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate proficiency and procedural knowledge in the area of taking a sworn statement by performing the following:			
1. Identifying some of the circumstances under which it would be appropriate to take a sworn statement.			
2. Explain the use of Form G-28 (Notice of Entry of Appearance as Attorney or Representative).			
3. Provide legal warnings and oath.			
4. Identify and explain the difference between the statement forms: I-215B, I-215C, I-215W, I-263B, I-263C, I-263W, I-831, and I-263A.			
5. Explain the advantages and the disadvantages of taking a sworn statement using the narrative format and the question and answer format.			
6. Identify the four elements that should be covered in every sworn statement taken from an alien:			
a. Identity			
b. Alienage			
c. Removability (inadmissible/deportable), if applicable			
d. Other information that is relevant to the matter under investigation.			
7. Take a sworn statement from a U.S. Citizen.			
8. Take a sworn statement from an alien.			

OBJECTIVE 24: SWORN STATEMENTS IN IMMIGRATION PROCEEDINGS (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

**OBJECTIVE 25: VICTIMS OF TRAFFICKING AND VIOLENCE PROTECTION ACT
ENFORCEMENT**

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate proficiency and procedural knowledge in the area of the enforcement of the "Victims of Trafficking and Violence Protection Act of 2000" by performing the following:			
1. Identifying who is a victim of trafficking as outlined in the "Victims of Trafficking and Violence Protection Act of 2000" (Public Law 106-386):			
2. Explaining to identified victims their rights as outlined in the "Attorney General Guidelines for Victim Witness Assistance" manual. (42 U.S.C. § 10606(b))			
3. Fulfilling the agent or responsible official's obligation by informing the victim of:			
a. Their right to receive, on request, the services listed in 42 U.S.C. § 10607(c). (42 U.S.C. § 10607(b)(2))			
b. The name, title, business address, and telephone number of the responsible official to whom such a request for services should be addressed. (42 U.S.C. § 10607(b)(3))			
c. The place where the victim may receive emergency medical and/or social services. (42 U.S.C. § 10607(c)(1)(A))			
d. Restitution or other relief (including crime victim compensation programs) to which the victim may be entitled under this or any other applicable law and the manner in which such relief may be obtained. (42 U.S.C. § 10607(c)(1)(B))			
e. Public and private programs that are available to provide counseling, treatment, and other support to the victim. (42 U.S.C. § 10607(c)(1)(C))			
f. The right to make a statement about pretrial release in cases of interstate domestic violence, violation of a protection order, and stalking.			

OBJECTIVE 25: VICTIMS OF TRAFFICKING AND VIOLENCE PROTECTION ACT
ENFORCEMENT (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
g. Information about payment for testing and counseling in cases of sexual assaults. (42 U.S.C. § 10607(c)(7))			
4. Identify and explain to the victims, if applicable, the visas, employment authorization, or other benefits for which they may be eligible.			
5. Complete the necessary paperwork to provide available services and benefits for the victims.			
6. Identify and interview potential witnesses, including other law enforcement officers, with information about victims of trafficking or violence.			
7. Identify the criminal statutes that have been violated, including, but not limited to:			
a. 18 U.S.C. § 1589			
b. 18 U.S.C. § 1590			
c. 18 U.S.C. § 1591			
d. 18 U.S.C. § 1591			
8. Conduct an investigation to obtain sufficient evidence to satisfy the elements of the violations.			
9. Prepare all reports, paperwork, and exhibits for presentation to the AUSA for criminal prosecution.			
10. Identify the victim/witness coordinator for the SAC office and know the procedure to contact him or her.			

OBJECTIVE 25: VICTIMS OF TRAFFICKING AND VIOLENCE PROTECTION ACT
ENFORCEMENT (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

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ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 26: WORKSITE ENFORCEMENT

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should demonstrate proficiency and procedural knowledge in the area of Worksite Enforcement Investigations by performing the following:			
1. Taking several "complete" complaints from the general public about the alleged employment of unauthorized aliens within the United States.			
2. Explaining how to properly complete the Employment Eligibility Verification Form (Form I-9).			
3. Explaining what constitutes a "business within Critical Infrastructure."			
4. Identifying the three approaches for initiating and conducting Worksite Enforcement investigations.			
5. Conducting surveillance at a worksite.			
6. Identifying and interviewing witnesses, including other law enforcement officers, with information about unauthorized employees at a worksite.			
7. Utilizing ICE databases to conduct record checks in an attempt to identify unauthorized employees.			
8. Being familiar with statutes relating to worksite enforcement actions.			
9. If appropriate, cultivating a confidential informant for use during the course of a Worksite Enforcement investigation.			
10. Stating the major difference between a "Blackie's" search warrant and a Rule 41 search warrant. Explaining when it would be appropriate to obtain each of these search warrants.			
11. Planning a Worksite Enforcement Operation, including coordinating the transportation and detention of apprehended aliens with the local DRO office.			

OBJECTIVE 26: WORKSITE ENFORCEMENT (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
12. Preparing a Worksite Enforcement Operation Plan and, after it is approved, executing the plan.			
13. Preparing and presenting a Worksite Enforcement case for criminal prosecution and/or administrative action (i.e., warning notice, fines), as appropriate.			
14. Conducting an audit/inspection of business records to determine if violations exist and preparing an ROI explaining the results.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should become familiar with the various types of immigration-related benefit fraud (i.e., fraud based on marriage and other relationships, immigrant and nonimmigrant employment-based fraud, other nonimmigrant visa fraud, document and identity fraud, asylum and refugee fraud, and fraud based on religious claims). The SA trainee should also be able to identify the appropriate approach that should be taken, including liaison with the appropriate entities involved with the issuance of visas (i.e., USCIS (both District and Service Center locations), DOS, etc.).			
A. Marriage Fraud, Family Fraud, and Relationship Fraud			
1. Review information provided by the source(s).			
a. Demonstrate familiarity with the MOU between ICE and USCIS on the referral of benefit fraud cases.			
b. Demonstrate familiarity with other agencies that might be involved in the petitioning process (e.g., DOS) and the information that they may be able to provide.			
2. Search all available data systems (b) (7)(E) and/or other appropriate systems).			
3. Obtain evidentiary information from various sources:			
a. Search [REDACTED]			
b. Review [REDACTED]			
c. Review forms for false information (i.e., I-485, I-130, I-129F, DS 156K, G-325A, I-864, I-693, etc.).			
d. Conduct [REDACTED]			
e. Interview [REDACTED]			

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
4. Contact the AUSA for possible prosecution.			
a. Prepare affidavit and complaint.			
b. Perform other duties as directed by the AUSA.			
B. Employment-Based Fraud: Immigrant Employment Fraud, Nonimmigrant Employment-Based Fraud (i.e., L-1A, H-1B, etc.), Labor Certification Fraud, Investor Fraud, and Nonimmigrant Worker Fraud			
1. Review information provided by the source(s).			
a. Demonstrate familiarity with the MOU between ICE and USCIS on the referral of benefit fraud cases.			
b. Demonstrate familiarity with other agencies that might be involved in the petitioning process (e.g., DOS and DOL) and the information that they may be able to provide.			
2. Search all available data systems (b) (7)(E) [REDACTED], and/or other appropriate systems).			
3. Obtain evidentiary information from various sources:			
a. Secretary of State for incorporation records and other business records			
b. Trade manuals			
c. State Department of Employment Security and Department of Revenue			
d. Utilities			
e. Review appropriate applicable forms (i.e., I-140, DS-156E, DS-157, ETA 9035, I-129, I-360, ETA 750A/B, ETA 9089, etc).			

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
f.	Determine if degrees came from educational organizations or diploma mills.			
g.	Conduct [REDACTED]			
h.	Interview [REDACTED]			
i.	Utilize other appropriate sources and resources.			
4.	Contact the AUSA for possible prosecution.			
a.	Prepare affidavit and complaint.			
b.	Perform other duties as directed by the AUSA.			
C.	Nonimmigrant Visa Fraud (by student visa fraud, visitors, etc.)			
1.	Review information provided by the source(s).			
a.	Demonstrate familiarity with the MOU between ICE and the USCIS on the referral of benefit fraud cases.			
b.	Demonstrate familiarity with other agencies that might be involved in the petitioning process (e.g., DOS and DOL) and the information that they may be able to provide.			
2.	Search all available data systems [REDACTED] and/or other appropriate systems).			
3.	Obtain evidentiary information from various sources.			
a.	Review appropriate forms (i.e., I-129, DS-156, etc.).			
b.	Interview [REDACTED]			
c.	Conduct [REDACTED]			

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
d. Contact schools or other organizations that may be part of the visa process.			
e. Utilize other appropriate sources and resources.			
4. Contact AUSA for possible prosecution.			
a. Prepare affidavit and complaint.			
b. Perform other duties as directed by the AUSA.			
D. Document and Identity Fraud: (counterfeit, altered, or fraudulently obtained foreign passports and/or the nonimmigrant visas contained therein, other U.S. and foreign documents, including vital statistics records)			
1. Review information provided by the source(s).			
a. Demonstrate familiarity with the MOU between ICE and USCIS on the referral of benefit fraud cases.			
b. Demonstrate familiarity with other agencies that might be involved in the petitioning process (e.g., DOS and DOL) and the information that they may be able to provide.			
2. Search all available data systems (b) (7)(E) and/or other appropriate systems).			
3. Obtain evidentiary information from various sources.			
a. Review trends in counterfeit documents to discover possible vendors, etc.			
b. Conduct [REDACTED]			
c. Conduct or participate in an [REDACTED]			

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
d. Interview [REDACTED]			
e. Utilize other appropriate sources and resources.			
4. Contact the AUSA for possible prosecution.			
a. Prepare affidavit and complaint.			
b. Perform other duties as directed by the AUSA.			
E. Asylum and Refugee Fraud			
1. Review information provided by the source(s)			
a. Demonstrate familiarity with the MOU between ICE and USCIS on the referral of fraud cases.			
b. Demonstrate familiarity with other agencies that might be involved in the petitioning process (e.g., DOS) and the information that they may be able to provide.			
2. Search all available data systems: ([REDACTED] and/or other appropriate systems)			
3. Obtain evidentiary information from various sources:			
a. Vital statistics for birth, death, and marriage records			
b. Contact appropriate governmental entities and other organizations (i.e., DOS, Interpol, Red Cross, etc.).			
c. Review relevant forms (I-589, I-602, I-643, I-703, etc.).			
d. Conduct [REDACTED]			
e. Interview [REDACTED]			

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE (cont'd)

TASKS		SA Trainee's Initials	FTO's Initials	Date
4.	Contact the AUSA for possible prosecution.			
a.	Prepare affidavit and complaint.			
b.	Perform other duties as directed by the AUSA.			
F.	Religious Fraud			
1.	Review information provided by the source(s).			
a.	Demonstrate familiarity with the MOU between ICE and USCIS on the referral of benefit fraud cases.			
b.	Demonstrate familiarity with other agencies that might be involved in the petitioning process (e.g., DOS) and the information that they may be able to provide.			
2.	Search all available data systems: (b) (7)(E) ██████████, and/or other appropriate systems).			
3.	Obtain evidentiary information from various sources, including:			
a.	Vital statistics for birth, death, and marriage records			
b.	Various government entities with data relevant to establishing the legitimacy of the religion and position			
c.	Review relevant forms (i.e., I-360, etc.).			
d.	Conduct ██████████.			
e.	Interview ██████████.			
4.	Contact the AUSA for possible prosecution.			
a.	Prepare affidavit and complaint.			
b.	Perform other duties as directed by the AUSA.			

OBJECTIVE 27: IMMIGRATION BENEFIT FRAUD INVESTIGATIVE CASE (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 28: STREET GANG INVESTIGATIONS

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Be familiar with the role and responsibilities of street gang investigations within the ICE framework. (Operation Community Shield)			
2. Be familiar with and employs a variety of strategies to investigate street gangs.			
3. Understand the importance of interagency cooperation as it relates to street gang investigations.			
4. Know the legal definition of a gang member.			
5. Be knowledgeable of street gang identifiers			
a. Tattoos			
b. Monikers			
c. Graffiti			
d. Colors			
6. Have access to and properly utilize the [REDACTED]			
7. Understand the nuances of [REDACTED] a gang member.			
8. Understand the utilization of prosecution bracketing as it relates to the prosecution of street gangs.			
9. Be familiar with common criminal charges used against street gangs and/or gang members. (Titles 8, 18, 19, 21, etc.)			
10. Understand the nuances of [REDACTED] of street gangs.			
11. Understand the inherent dangers of conducting street gang investigations and take appropriate precautionary measures.			
12. Utilize removal proceedings against street gang members.			

OBJECTIVE 28: STREET GANG INVESTIGATIONS (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE 29: COMPLIANCE ENFORCEMENT INVESTIGATIONS

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should be able to:			
1. Explain the three major DHS registration systems: [REDACTED] What is each registration system responsible for? Who is contained within each system and why?			
2. Explain the difference between Priority 1, 2, and 3 Collateral Requests from the Compliance Enforcement Unit (CEU).			
3. Explain the definition of an SIA.			
4. Explain the nonimmigrant visa issuance process and various nonimmigrant visa classifications, including visa issuance, as well as the procedures for an alien to adjust status to a lawful permanent resident alien.			
5. Demonstrate the ability to access and research various automated computer databases, including, but not limited to (b) (7)(E) [REDACTED]			
6. Demonstrate the ability to request and review an alien file.			
7. Demonstrate the ability to interpret findings to confirm that a visa status violation exists.			
8. Explain the various (b) (7)(E) case categories and program codes and how the case categories and program codes are related to a CEU investigation.			
9. Demonstrate the ability to open a CEU collateral investigation in (b) (7)(E), including the [REDACTED] and writing ROIs.			
10. Demonstrate the ability to conduct proper deconfliction through inquiries with the local police department, U.S. Postal Inspection Service, and the Joint Terrorism Task Force (JTTF).			
11. Demonstrate the ability to work in a team environment coordinated through the ICE Special Agent assigned to the local JTTF if the JTTF has interest in the subject			

TASKS		SA Trainee's Initials	FTO's Initials	Date
	and/or the subject's address or if the alien is the subject of a [REDACTED]			
12.	Demonstrate the ability to conduct a logical investigation to locate and gather information on the nonimmigrant alien:			
a.	Contact schools or other organizations that may be part of the visa process			
b.	Conducting [REDACTED]			
c.	Conducting [REDACTED]			
d.	Conducting interviews of family, friends, and associates of the subject			
13.	Demonstrate the ability to make sound decisions as to the best investigative tactic to employ regarding compliance enforcement investigations, based on all intelligence information available to the ICE Special Agent at that time:			
a.	Demonstrate the ability to establish alienage and removability			
b.	Demonstrate the ability to conduct a detailed interview related to criminal violations or terrorism			
c.	Demonstrate the ability to conduct further investigation to determine possible criminal charges			
d.	Utilize information gained to explore possible terrorism and/or national security connections			
14.	Where applicable, demonstrate the ability to safely conduct an arrest of the violator within ICE policies and procedures.			
15.	Where applicable, demonstrate the ability to enter case information into (b) (7)(E) (ROI, Search/Arrest/Seizure information).			
16.	When warranted, demonstrate the ability to provide OI Headquarters with investigative results via the (b) (7)(E) system.			

OBJECTIVE 29: COMPLIANCE ENFORCEMENT INVESTIGATIONS (cont'd)

TASKS	SA Trainee's Initials	FTO's Initials	Date
17. Demonstrate the ability to access the [REDACTED] site and locate CEU National Program Managers' contact information, as well as related policy guidance.			
LOCAL USE:			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

(Blank sheet)

Management may recognize additional "Objectives and Tasks" pertaining to particular work assignments of a given office that are not included in the OJT&E Handbook. The blank "On-the-Job Training and Evaluation Objectives and Tasks" sheet on the next page is intended to be reproduced as needed to provide documentation of additional training as deemed appropriate by management and training personnel.

ON-THE-JOB TRAINING AND EVALUATION OBJECTIVES AND TASKS

OBJECTIVE: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date

COMMENTS:

DATE OBJECTIVE SATISFIED: _____

NAME OF SA TRAINEE: _____

SIGNATURE OF FTO: _____

SIGNATURE OF SUPERVISOR: _____

Office of Investigations

CONDUCT AND EFFICIENCY REPORT
FOR OJT&E PROGRAM S/A TRAINEES

Appendix B should be completed on a monthly basis during the first 2 years of employment by the SA trainee's immediate supervisor with the assistance of the FTO. This form should be forwarded to the SAC for review and filing in the employee's personnel folder.

Participant's Name:	Objective Rated:	Post of Duty:
Period Covered by this Report: From: To:	Prepared by:	Title:

Circle the description in each item that, from your perspective, most clearly depicts the participant. Make comments in the last section for any ratings of Outstanding or Unsatisfactory.

1. KNOWLEDGE OF RELEVANT LAWS (CUSTOMS, IMMIGRATION, NATIONALITY, etc.)

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Exceptional knowledge and mastery of all provisions of relevant laws.	Thorough knowledge of practically all provisions of relevant laws.	Adequate knowledge of provisions of relevant laws.	Weak in knowledge of provisions of relevant laws.	Inadequate comprehension of provisions of relevant laws.

2. KNOWLEDGE OF THE JOB

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

3. JUDGMENT: Exercise of good judgment to arrive at sound conclusions and decisions based on available facts.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Uses good judgment at all times. Reaches conclusions logically and rapidly.	Generally grasps situations and draws correct conclusions. Uses good common sense.	Usually reaches correct conclusions based on concrete facts. Learns from experience.	Makes immature decisions. Often jumps to conclusions.	Seriously lacking in good judgment. Has no sense of proportion.

4. ACCEPTANCE OF RESPONSIBILITY: A willingness to assume duties.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Demonstrates an extreme sense of responsibility.	Willing to accept responsibility.	Accepts, but does not seek out, responsibility.	Does assigned tasks reluctantly.	Irresponsible.

5. COOPERATION: Appreciation of collective actions for mutual benefit.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Greatest possible cooperation.	Very cooperative. Displays wholesome attitude.	Cooperative. Follows suggestions faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to handle. Cooperates only when he or she has to.

6. INITIATIVE: Desire and ability to introduce a new course of action.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Seeks and initiates additional tasks for himself or herself.	Often originates actions which contribute to the satisfactory completion of the job.	Progressive. Has the necessary drive.	Rarely suggests. Follows precedent.	Needs detailed instructions.

7. INTEREST ON THE JOB: Relates to attitudes towards ICE.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Demonstrates a professional attitude and displays positive interest.	Exhibits above-average interest in the performance of the mission and duties of the agency.	Positive attitude toward the mission and duties of the agency.	Demonstrates little interest in the mission of the agency and displays indifference to assignments.	Has no interest in performing the mission and duties of the agency.

8. ADAPTABILITY: Quickness to adjust to new situations encountered on the job.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Exceptionally fast to adjust to changing conditions.	Rather quick to absorb new material and adjust to changes.	Grasps, and adjusts to, changes fast enough to perform satisfactory work.	Rather slow to adjust to changes or new duties.	Very slow to adjust to changes or to learn new duties; becomes easily confused.

9. DEPENDABILITY: Responsiveness to tasks and willingness to assist others.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Can always be depended upon.	Very dependable.	Usually can be depended upon.	Occasionally undependable.	Cannot be depended upon.

DATE THIS REPORT WAS PREPARED:

COMMENTS:

REVIEWED BY:

TITLE:

DATE:

ASSESSMENT OF DEMONSTRATED ABILITY TO PERFORM AT A HIGHER GRADE LEVEL

A. Employee's Name: _____		D. Organization: _____	
B. Position: _____		E. Proposed Effective Date: _____	
C. Higher Grade: _____			
Supervisor's Assessment of Ability to Perform at the Target Grade	Yes	No	Supervisor's Comments (Mandatory)
1. Level of difficulty involved in resolving conflicting facts of evidence.			
2. Difficulty and complexity imposed by the subject of the investigation.			
3. Nature of separate investigative matters that grow out of the original assignment.			
4. Skills required to establish facts and evidence in assigned case.			
5. Sensitivity of assignment.			
6. Jurisdictional problems involved in case assignment.			
7. Level of responsibility.			
Is the Employee Recommended for Promotion? Supervisor: _____ Date: _____ Yes__ No__ Reviewer: _____ Date: _____ Yes__ No__			Reviewer's Comments

COMPLEXITY OF ASSIGNMENT

ELEMENT 1: The levels of difficulty involved in resolving conflicting facts or evidence.

GS - 07 LEVEL	GS - 09 LEVEL	GS - 11 LEVEL	GS - 12 LEVEL
<p>Ability to observe various phases of investigations and participate as required.</p> <p>Ability to study assigned case material and recommend adequate/ appropriate alternatives.</p>	<p>The interrelationship of facts is readily apparent, e.g., subject has always used the same name, worked at the same occupation, etc.</p>	<p>Substantial difficulty exists in resolving conflicts in facts; or</p> <p>Cases typically involve conflicting testimony or evidence, e.g., some witnesses and records depict the behavior of the individual as normal and legal, others as unsuitable or illegal.</p> <p>Conflicting evidence must be resolved through fact- finding to support a legal/ administrative decision.</p> <p><u>OTHER:</u></p>	<p>Investigator is required to work with fragmentary or cold evidence.</p> <p>Suspicious relationships between principals are aroused more by circumstantial evidence than by directly verifiable evidence.</p>

COMPLEXITY OF ASSIGNMENT (cont'd)

ELEMENT 2: The difficulty in complexity imposed by the subjects of the investigation.

GS - 07 LEVEL	GS - 09 LEVEL	GS - 11 LEVEL	GS - 12 LEVEL
Not Applicable	<p>Information is readily available on the subjects.</p> <p>Subjects are individuals whose careers or normal activities are not likely to be adversely impacted.</p> <p>Subjects are persons whose activities have raised no particular issues, e.g., applicants for employment or contracts with the government.</p> <p><u>OTHER:</u></p>	<p>Degree of complexity is illustrated by:</p> <p>A suspect who operates independently or on the fringes of organized crime.</p> <p>A partnership with a record-keeping system that facilitates concealing the diversion of goods, such as by performing its own manufacturing, distribution, and transportation.</p> <p>An applicant for Federal benefits, license, or employment with a questionable background.</p>	<p>A principal or financial backer in an organization consisting of separate manufacturers, distributors, and transporters of illegal goods.</p> <p>A figure with financial interests overlapping several activities, both legal and illegal.</p> <p>The head of an organization involved in a legitimate business used to carry out illegal activities with assistance from several accomplices.</p>

COMPLEXITY OF ASSIGNMENT (cont'd)

ELEMENT 3: The nature of separate investigative matters that develop from the original assignments.

GS - 07 LEVEL	GS - 09 LEVEL	GS - 11 LEVEL	GS - 12 LEVEL
Not Applicable	<p>Few or no controversial issues or separate investigative matters develop from the original assignment.</p> <p>Assignment begins and ends with that subject; investigator closes case.</p> <p><u>OTHER:</u></p>	<p>Several separate investigative matters normally grow from the assignment.</p> <p>Develops evidence with the objective of reaching a larger (but still secondary) seller, distributor, or other indirectly related participant(s).</p> <p>Develops evidence of conflicting data which must be resolved before the case is closed.</p> <p><u>OTHER:</u></p>	<p>A substantial number of separate investigative matters develop from the original assignment.</p> <p>The investigation begins with the first-line pusher/criminal, proceeds through fact-finding to the intermediate distributor, and eventually involves the manufacturer, backer, and organizer.</p> <p><u>OTHER:</u></p>

COMPLEXITY OF ASSIGNMENT (cont'd)

ELEMENT 4: Skill required to establish facts and evidence in assigned cases.

GS - 07 LEVEL	GS - 09 LEVEL	GS - 11 LEVEL	GS - 12 LEVEL
<p>Skill in interviewing persons for the purpose of verifying facts and obtaining specific pieces of information.</p> <p>Securing signed statements, affidavits, and documentary evidence to be included in reports or case records.</p> <p>Interviewing witnesses informally and at formal proceedings.</p> <p><u>OTHER:</u></p>	<p>Facts are relatively easy to find.</p> <p>Facts may be found through readily accessible records, such as bank accounts or other documents, such as birth and marriage certificates.</p> <p><u>OTHER:</u></p>	<p>Development or resolution of facts in the face of denials.</p> <p>Uncovering fact that bills are paid for by suspects though drawn on a separate account.</p> <p>Subtle reactions of suspects lead to the development of evidence of unsuitability, though no obvious inconsistencies were initially noted.</p> <p><u>OTHER:</u></p>	<p>High degree of skill required to establish the interrelationship of fact and evidence.</p> <p>A suspect of major and complex criminal activities is separated from the overt violation by a middleman.</p> <p>Prominence of subject/case requires careful judgment with extreme care.</p> <p><u>OTHER:</u></p>

Office of Investigations
ON-THE-JOB PROGRAM TRAINING MAINTENANCE SCHEDULE

It is the responsibility of the employee's immediate supervisor and Field Training Officer (FTO) to annotate this form as each objective is accomplished. This form will be retained by the Field Training Program Manager with a copy of the completed form forwarded to the U.S. Immigration and Customs Enforcement Academy, Investigations Training Division, and the Special Agent in Charge, for review and filing.

SA Trainee's Name: _____ Grade: _____
 Duty Location: _____ Date Entered into the Program: _____

OJT&E OBJECTIVES

TITLE	DATE COMPLETED	FTO's NAME	SUPERVISOR'S NAME/SIGNATURE
1. Position Orientation			
2. Firearms Use and Safety			
3. Familiarization with Surveillance Equipment			
4. Source Development and Control			
5. Enforcement Support Familiarization			
6. Equipment and Supplies Familiarization			
7. Intelligence Gathering and Development			
8. Investigative Report Writing			
9. Surveillance			
10. Search, Arrest, and Detention			

TITLE	DATE COMPLETED	FTO's NAME	SUPERVISOR'S NAME/SIGNATURE
11. Seizing and Handling Evidence and Forfeitable Property			
12. Prosecution Activities			
13. General Investigations			
14. Processing an Alien for Removal			
15. Child Pornography Investigative Case			
16. Commercial Fraud Investigative Case			
17. Arms and Strategic Technology Investigative Case			
18. Financial Investigative Case			
19. Money Laundering Investigative Case			
20. Narcotics Smuggling Investigative Case			
21. Marine Operations			
22. Air Operations			
23. Human Smuggling Investigative Case			
24. Sworn Statements in Immigration Proceedings			
25. Victims of Trafficking and Violence Protection Act Enforcement			
26. Worksite Enforcement			
27. Immigration Benefit Fraud Investigative Case			

TITLE	DATE COMPLETED	FTO'S NAME	SUPERVISOR'S NAME/SIGNATURE
28. Street Gang Investigations			
29 Compliance Enforcement Investigations			

ACRONYMS

A

(b) (7)(E)

AOR Area of Responsibility
 AUSA Assistant U.S. Attorney

B

C

CBP U.S. Customs and Border Protection
 C&E Conduct and Efficiency
 CEU Compliance Enforcement Unit
 (b) (7)(E) [REDACTED]
 CITP Criminal Investigator Training Program
 [REDACTED]

D

DEA Drug Enforcement Administration
 DHS Department of Homeland Security
 DOL Department of Labor
 DOS Department of State
 DRO Detention and Removal Operations

E

[REDACTED] [REDACTED]
 EOD Enter on Duty

F

FBI Federal Bureau of Investigation
 FIG Field Intelligence Group
 FLETC Federal Law Enforcement Training Center
 FP&F Fines, Penalties and Forfeitures
 FTO Field Training Officer
 FTPM Field Training Program Manager

G - H

I

ICE U.S. Immigration and Customs Enforcement
ICESAT ICE Special Agent Training
(b) (7)(E) [REDACTED]
ITD Investigations Training Division

J

JTTF Joint Terrorism Task Force

K - L

M

MOU Memorandum of Understanding
MSD Mission Support Division

N

NAFTA North American Free Trade Agreement
NCIC National Crime Information Center
NLECC National Law Enforcement Communications Center
[REDACTED] [REDACTED]

O

OFO Office of Field Operations
OI Office of Investigations
OJT&E On-the-Job Training and Evaluation

P

POE Purchase of Evidence
POI Purchase of Information

Q

R

RAC Resident Agent in Charge
ROI Report of Investigation

S

SA Special Agent
SAC Special Agent in Charge
(b) (7)(E) [REDACTED]

(b) (7)(E)

SIA

Special Interest Alien

SUA

Specified Unlawful Activity

T

(b) (7)(E)

U

USBP

U.S. Border Patrol

USCIS

U.S. Citizenship and Immigration Services

USCS

U.S. Customs Service

V - Z