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Homeland Security Investigations

Pre-Academy Program for HSI Special Agent Trainees Handbook

HSI HB 16-04 / October 20, 2016



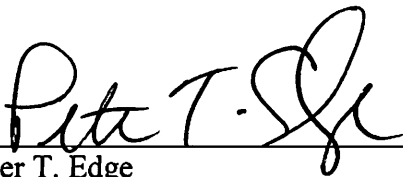
U.S. Immigration
and Customs
Enforcement

Foreword

The Pre-Academy Program for HSI Special Agent Trainees Handbook provides guidance to U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) field offices that will temporarily onboard Special Agent trainee(s) while the trainees wait for their assigned training classes at the Federal Law Enforcement Training Center and/or ICE Academy to begin. In addition, this Handbook provides a list of objectives and tasks that Special Agent trainees can complete under the guidance of their Field Training Officer and Group Supervisor or Resident Agent in Charge. This Handbook contains instructions and guidance that will help ensure uniformity and consistency among all HSI field offices.

The Pre-Academy Program for HSI Special Agent Trainees Handbook is an internal policy of HSI. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter, nor are any limitations hereby placed on otherwise lawful enforcement prerogatives of ICE. This Handbook is For Official Use Only (FOUO) – Law Enforcement Sensitive. It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with the Department of Homeland Security policy relating to FOUO information and the ICE Directive on Safeguarding Law Enforcement Sensitive Information. This information shall not be distributed beyond the original addressees without prior authorization of the originator. If disclosure of this Handbook or any portion of it is demanded in any judicial or administrative proceeding, the HSI Records and Disclosure Unit, as well as the appropriate ICE Counsel and/or U.S. Attorney, are to be consulted so that appropriate measures can be taken to invoke privileges against disclosure. This Handbook contains information which may be exempt from disclosure to the public under the Freedom of Information Act, Title 5, United States Code, Section 552(b), and protected from disclosure pursuant to the law enforcement privilege. Any further request for disclosure of this Handbook or information contained herein should be referred to the HSI Records and Disclosure Unit.

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



Peter T. Edge
Executive Associate Director
Homeland Security Investigations

10-20-2016
Date

**PRE-ACADEMY PROGRAM
FOR HSI SPECIAL AGENT TRAINEES HANDBOOK**

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PRE-ACADEMY PROGRAM FOR HSI SPECIAL AGENT TRAINEES HANDBOOK

Chapter 1. PURPOSE AND SCOPE

The Pre-Academy Program for HSI Special Agent Trainees Handbook provides U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Pre-Academy Special Agent (SA) Trainees with an overview of the objectives and tasks they will complete while waiting to be assigned to a basic training class at the Federal Law Enforcement Training Center (FLETC). (Note: Basic training is comprised of the Criminal Investigator Training Program (CITP) and HSI Special Agent Training (HSI-SAT).) (Note: The Executive Associate Director of HSI may request a waiver of CITP for certain SA Trainees in compliance with the provisions of ICE Policy 6005.2, Waivers of Mandatory Training for Homeland Security Investigations Special Agents and Special Agent Applicants, dated August 26, 2016, or as updated.)

The Pre-Academy Program for HSI Special Agent Trainees Handbook also provides guidance to Group Supervisors (GSs), Resident Agents in Charge (RACs), Field Training Program Managers (FTPMs), and Field Training Officers (FTOs) who will provide guidance to the SA Trainees assigned to their office as they complete objectives and tasks.

The Pre-Academy Program for HSI Special Agent Trainees Handbook is not a substitute for any portion of the required formal law enforcement CITP or HSI-SAT, which must be successfully completed while attending FLETC (unless a waiver from taking CITP has been approved).

Chapter 2. INTRODUCTION

2.1 Duration of the Pre-Academy Program for SA Trainees

The Pre-Academy Program begins on SA Trainees' Enter on Duty (EOD) date at their first post of duty and ends upon their departure for FLETC to attend basic training.

2.2 Goals of the Pre-Academy Program for SA Trainees

The goals of the Pre-Academy Program for HSI Special Agent Trainees Handbook are to:

- A. Provide SA Trainees with orientation, standardized guidance, and related requirements;
- B. Ensure that SA Trainees are familiarized with a wide range of occupation-related activities;

- C. Ensure that SA Trainees receive insight into various aspects of the HSI investigative mission;
- D. Monitor the progress and potential of SA Trainees;
- E. Provide guidance that will mold SA Trainees into professional and effective representatives of HSI; and
- F. Provide oversight to ensure that SA Trainees adhere to the Pre-Academy Program requirements.

2.3 Duties that Cannot Be Performed by Pre-Academy Program SA Trainees

- A. Be issued, possess, and/or discharge a firearm in the performance of duty. (The ONLY exception will be for firearms training in a controlled environment under the direction of an ICE certified instructor.)
- B. Participate in any enforcement action whether or not it may require the use of force (e.g., arrest, search warrant, etc.).
- C. Conduct or process an administrative arrest pursuant to the Immigration and Nationality Act.
- D. Conduct an interview in a criminal, civil, or administrative investigation.



- G. Conduct or collect a sworn statement, including providing legal warnings or oaths.
- H. Issue an administrative summons or subpoena.
- I. Be the controlling or secondary agent or conduct or witness payments of information or payments of evidence to a confidential informant or source of information.
- J. Participate in seizures and/or participate in the transportation of currency and monetary instruments, or other evidence.
- K. Operate an official government vehicle in any law enforcement activities.
- L. Possess or maintain any documents outside of their approved classification level.

- M. Be the affiant on any criminal, civil, or administrative affidavits presented to the court.
- N. Participate in surveillance operations.
- O. Any other activity at the discretion of their chain of command.

Pre-Academy Program SA Trainees shall at ALL times abide by all ICE and HSI policies and procedures and any violations will be subject to discipline in accordance with the ICE Table of Offenses and Penalties.

Chapter 3. RESPONSIBILITIES

3.1 Special Agents in Charge

Special Agents in Charge (SACs) are responsible for the oversight of all training within their area of responsibility (AOR), including the implementation and management of the provisions of the Pre-Academy Program for HSI Special Agent Trainees Handbook. SACs are also responsible for appointing an FTPM who will be responsible for the coordination of all training, including the provisions of the Pre-Academy Program for HSI Special Agent Trainees Handbook within the SAC's AOR.

SACs can establish the order in which objectives are to be accomplished, recognizing that each SA Trainee will be able to complete a different number of objectives depending on the date when they will report to FLETC. SACs will also determine which, if any, additional tasks are to be added to any of the objectives provided in this Handbook and if any additional objectives should be added. SACs are responsible for ensuring that completed objectives are recorded in the Pre-Academy Program SA Trainee database maintained by the Workforce Management Division at HSI Headquarters.

3.2 Field Training Program Managers

FTPMs report directly to the SAC or his or her designee and are responsible for all training within that SAC's AOR, including the coordination and implementation of the Pre-Academy Program.

FTPMs will monitor each SA Trainee's progress with the SA Trainee's GS or RAC and FTO. FTPMs will obtain periodic status updates from the FTOs and brief the SAC or his or her designee on the progress of each Pre-Academy SA Trainee.

FTPMs are responsible for maintaining a completed file on each Pre-Academy SA Trainee, updating information as the various objectives are completed. The list of completed Pre-Academy Program Objectives will be retained in the FTPM's files with other training records.

3.3 Group Supervisors/Resident Agents in Charge

GSs or RACs will select the FTO to work with the FTPM as a collateral duty. At a minimum, the FTO should be a journeyman SA. Each FTO will be assigned one or more Pre-Academy SA Trainees, as needed. GSs or RACs will ensure that Pre-Academy SA Trainees complete as many objectives as possible before the SA Trainee must report to FLETC and/or the ICE Academy for mandatory basic training. GSs or RACs shall rotate FTOs as necessary to provide adequate guidance to the Pre-Academy SA Trainees and to ensure that each FTO maintains a reasonable caseload.

GSs and/or RACs will meet with the FTPM, FTO, and each SA Trainee on a routine basis to track the SA Trainee's progress in completing the Pre-Academy Program Objectives and review his or her progress. GSs and/or RACs are responsible for ensuring that Pre-Academy SA Trainees upload their completed objectives to the Pre-Academy Program SA Trainee database as each objective is completed.

GSs and/or RACs must communicate to each Pre-Academy SA Trainee the job duties, responsibilities, and performance expectations while assigned to his or her duty station. At a minimum, this discussion will focus on the SA Trainee's position description and on the Pre-Academy Program objectives.

3.4 Field Training Officers

FTOs have the primary responsibility of instructing and guiding the SA Trainees in completing the Objectives in the Pre-Academy Program. Throughout the program, FTOs should provide counseling to ensure that effective learning is taking place and serve as professional role models and mentors for the SA Trainees.

Upon completion of each Objective, FTOs will date and sign both the Objective itself and the Objective Completion Log (Appendix A). FTOs will then obtain the signature of each SA Trainee's supervisor on both the individual completed Objective and on the Objective Completion Log.

FTOs will observe SA Trainees' performance in completing each Objective and will apprise each SA Trainee of his or her strengths and weaknesses, keeping in mind that some SA Trainees will progress faster than others. In addition, FTOs should regularly advise the appropriate FTPM and the GS and/or RAC of each SA Trainee's progress and accomplishments.

3.5 Special Agent Trainees

The Pre-Academy Program provides SA Trainees with an opportunity to become familiar with the knowledge and skills required of a criminal investigator which will be addressed further at FLETC and the ICE Academy. Under the guidance and supervision of their GS or RAC and FTO, SA Trainees will complete as many objectives and tasks as possible prior to reporting to FLETC; this will help them gain knowledge and experience, evaluate information, operate

selected ICE computer systems (access to law enforcement systems will depend on the SA Trainee's background investigation), and perform other tasks and duties as assigned. Pre-Academy SA Trainees are required to upload their completed objectives to the Pre-Academy Program SA Trainee database.

Pre-Academy SA Trainees are reminded that they must adhere to ICE and HSI policies and procedures at all times, follow the instructions of their FTO, and ask for clarification of any directions not fully understood.

Chapter 4. OBJECTIVES

The Pre-Academy Objectives outlined below are to be completed by each SA Trainee. The SA Trainee and the FTO must each initial and date in the appropriate blocks next to each completed task of a given Objective. In order to address local law enforcement needs and priorities, a GS or RAC, FTPM, or FTO may create as many new Objectives as needed for the SA Trainee, using the blank Objective Sheet (Appendix B). Additional tasks may be added by using the blank box provided at the end of each Objective, labelled "Additional Task(s) (for Local Use)". When all tasks within an Objective have been completed, the FTO and the SA Trainee's GS or RAC must sign and date in the appropriate places at the bottom of each Objective and also on the appropriate line of the Objective Completion Log (Appendix A) to certify that the Objective has been met.

Since the SA Trainee has not completed FLETC and/or the ICE Academy, with the exception of Objective 1, all other Objectives (Objectives 2 – 25) will be used only to familiarize the Pre-Academy SA Trainee with the related subject matter.

(Note: Acronyms are added wherever possible (even if they appear only once) in order to familiarize SA Trainees with their use.)

PRE-ACADEMY PROGRAM
Objective 1: POSITION ORIENTATION

SA Trainee's Name:

SAC Office:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee:			
1. Is introduced to coworkers, supervisors, and managers.			
2. Is issued a Personal Identification Verification (PIV) card and is granted access to (b) (7)(E)			
3. Reviews and understands the provisions of the Freedom of Information Act (FOIA) and the Privacy Act.			
4. Receives, reads, and understands a copy of the ICE Table of Offenses and Penalties. Reads and explains standards of conduct and ethics guidelines.			
5. Receives and reviews his or her Position Description.			
6. Completes personnel documents.			
7. Receives a copy of the Pre-Academy Program for HSI Special Agent Trainees Handbook.			
8. Understands the proper use of U.S. Government-owned vehicles (GOV) and the statutory requirements of a 30-day suspension for use of a GOV for other than official purposes.			
9. Understands leave policies pertaining to annual, sick, and administrative leave.			
10. Understands pay administration requirements:			
a. Pay days			
b. Annual rates and steps			
c. Deductions from pay			

PRE-ACADEMY PROGRAM
Objective 1: POSITION ORIENTATION (cont'd)

SA Trainee's Name: _____ SAC Office: _____
 Duty Location: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date
d. Payroll savings			
e. Savings bonds			
f. Thrift Savings Plan			
11. 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, including the Employees' Compensation Operations and Management Portal (ECOMP).			
12. Understands the procedure to file a travel authorization and a travel voucher and is able to log on to and use (b) (7)(E)			
13. Understands common acronyms frequently encountered by ICE personnel. (See Appendix C and other sources.)			
14. Completes required and, as time permits, optional training courses (b) (7)(E)			
15. Reviews the (b) (7)(E) introductory video, as well as other videos found on the (b) (7)(E)			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF THE SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 2: FAMILIARIZATION WITH SURVEILLANCE EQUIPMENT

SA Trainee's Name:

SAC Office:
Duty Location:

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:			
(b) (7)(E)			
2. Demonstrates knowledge of accountability for checking out and maintaining logbooks for sensitive electronic and/or recording equipment.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF THE SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 3: ENFORCEMENT SUPPORT FAMILIARIZATION

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with the tasks of the duty agent.			
2. Demonstrate familiarity with the usage and maintenance of (b) (7)(E)			
3. Become familiar with:			
a. Maintaining activity logs.			
b. Intelligence functions for participating field units.			
4. Demonstrate familiarity with the services provided by the:			
a. U.S. Customs and Border Protection (CBP)'s National Law Enforcement Communications Center (NLECC).			
b. ICE Enforcement and Removal Operations (ERO)'s Law Enforcement Support Center (LESC).			
c. HSI Forensic Laboratory (HSI-FL).			
d. CBP Laboratories.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 4: EQUIPMENT AND SUPPLIES FAMILIARIZATION

SA Trainee's Name:

SAC Office:
Duty Location:

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 proper maintenance of assigned equipment.			
5. Become familiar with reporting requirements.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 5: INTELLIGENCE GATHERING AND DEVELOPMENT

SA Trainee's Name:

SAC Office:
Duty Location:

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:			
a. (b) (7)(E)			
b. The ability to evaluate referrals received.			
c. Familiarization with (b) (7)(E)			
2. Become familiar with "open source" (b) (7)(E)			
3. Demonstrate the ability to obtain data from open sources.			
4. Demonstrate knowledge of ways in which (b) (7)(E)			
(b) (7)(E)			
5. If available, obtain account access to the ICE public records contract provider (b) (7)(E)			
6. Understand the role of the Intelligence Research Specialist (IRS) in investigations.			

**PRE-ACADEMY PROGRAM
OBJECTIVE 5: INTELLIGENCE GATHERING AND DEVELOPMENT (cont'd)**

SA Trainee's Name:

SAC Office:
Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 6: INVESTIGATIVE REPORT WRITING (LIMITED)

SA Trainee's Name:

SAC Office:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should demonstrate the ability to use Microsoft Word to write Reports of Investigation (ROIs) and other official correspondence.			
1. Prepare a written memorandum to an ICE official in the appropriate format.			
2. Prepare a written letter to other officials in the appropriate format.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 7: FAMILIARIZATION WITH SEIZING AND HANDLING
EVIDENCE AND FORFEITABLE PROPERTY

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with the roles and responsibilities of the CBP Fines, Penalties, and Forfeiture Officers (FPFOs) and of ICE and CBP Seized Property Specialists (SPSs).			
2. Become familiar with the procedures for accounting for seized or detained property in the custody of HSI.			
3. Demonstrate the ability to properly prepare CBP Form 58, "Vehicle/Vessel/Aircraft Inventory and Receipt," as well as the four Department of Homeland Security (DHS) Forms 6051: a. DHS Form 6051D, Detention Notice and Custody Receipt for Detained Property; b. DHS Form 6051R, Receipt for Property; c. DHS Form 6051S, Custody Receipt for Seized Property and Evidence; and d. DHS Form 6051A, Custody Receipt for Detained or Seized Property (continuation sheet).			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 8: FAMILIARIZATION WITH PROSECUTION ACTIVITIES

SA Trainee's Name:

SAC Office:
 Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should become familiar with case presentations and judicial and administrative proceedings including, but not limited to:			
1. Attending an HSI-related hearing before a U.S. magistrate, accompanying the FTO to the U.S. Attorney's Office (USAO) and meeting with the Assistant U.S. Attorney (AUSA).			
2. Attending an HSI-related hearing before an Immigration Judge, accompanying the FTO, and meeting with the ICE Office of Chief Counsel (OCC) Trial Attorney.			
3. Attending HSI-related trials in the U.S. District Court and state court, and assisting with trial preparation, if applicable.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 9: BORDER SEARCH AUTHORITY AND CBP AWARENESS

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with the basic search and seizure functions performed by CBP and HSI pursuant to border search authority as authorized in the U.S. Code, including, but not limited to, Title 8 and Title 19, as well as maintain an awareness of primary and secondary processing performed by CBP Officers.			
2. Obtain access or knowledge on how to access local ports of entry (POEs) and identify primary, secondary, and detention areas.			
3. Understand the CBP hierarchical structure and chain of command at the local POEs.			
4. Observe CBP Officers operating in the primary passenger environment and become familiar with the process used by CBP Officers to release or refer travelers entering the United States.			
5. Observe CBP Officers conduct a secondary interview/ inspection of a person based on border search authority.			
6. Understand the roles of the following tools utilized by CBP Officers:			
a. Canines (narcotics/currency/firearms/human)			
b. Non-intrusive Inspection Tools (Vehicle and Cargo Inspection System (VACIS), Radiation Detection Radioisotope Identification Devices (RIIDs), etc.)			
7. Understand the local policies and procedures used by CBP to contact the HSI duty agent.			
8. Understand local policy on how to contact CBP for assistance with outbound enforcement.			
9. Observe a joint CBP/HSI outbound inspection.			

PRE-ACADEMY PROGRAM
Objective 9: BORDER SEARCH AUTHORITY AND CBP AWARENESS
(cont'd)

SA Trainee's Name:	SAC Office: Duty Location:
<u>Additional Task(s) (for Local Use)</u>	

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 10: GENERAL INVESTIGATIONS

SAC Office:

SA Trainee's Name:

Duty Location:

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:			
1. Understand the protocol for interacting with foreign entities and with ICE Attachés.			
2. Become familiar with procedures to obtain (b) (7)(E) and translation services.			
3. Become familiar with policies and procedures governing the asset sharing program (Treasury Executive Office for Asset Forfeiture (TEOAF) and the Equitable Sharing Request Form (Deputy Attorney General (DAG) 71) for the U.S. Department of Justice (DOJ) Forfeiture Program) and be able to articulate the program in a satisfactory manner.			
4. Become familiar with Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs) with certain law enforcement agencies (Drug Enforcement Administration (DEA); CBP Office of Border Patrol (OBP); CBP Office of Field Operations (OFO); Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); Bureau of Industry and Security (BIS), etc.).			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 11: PROCESSING AN ALIEN FOR REMOVAL

SA Trainee's Name:

SAC Office:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with the DHS Civil Immigration Enforcement Priorities.			
2. Understand the policy regarding processing an alien for removal, including fingerprints and photographs.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 12: COMMERCIAL TRADE FRAUD INVESTIGATIONS

SA Trainee's Name:

SAC Office:
Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with various basic aspects of Commercial Trade Fraud Investigations and Intellectual Property Rights Investigations concerning a scheme, a 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 be able to demonstrate, describe, or articulate various other factors of the Commercial Trade Fraud Investigations Program.			
2. Become familiar with the role and assistance provided by the National Intellectual Property Rights Coordination Center (IPR Center).			
3. Be assigned to designated officials to observe and assist in their regular duties, as indicated below:			
a. Trade Enforcement Specialists/Commodity Team Leaders.			
b. Trade Enforcement Specialists assigned to Special Enforcement Teams.			
c. Entry Section Personnel.			
d. Enforcement Evaluation Team.			
4. Become familiar with the various positions and functions in commercial operations and the information that can be obtained from employees in those positions, including Trade Enforcement Specialists, Entry Specialists, Import Specialists, CBP Officers, and Regulatory Auditors.			
5. Become familiar with the Trade Secrets Act, 18 U.S.C. § 1905, which imposes <u>personal liability</u> for certain disclosures.			

PRE-ACADEMY PROGRAM
Objective 12: COMMERCIAL TRADE FRAUD INVESTIGATIONS
(cont'd)

SA Trainee's Name:	SAC Office:				
<u>Additional Task(s) (for Local Use)</u>	Duty Location:				
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COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 13: COUNTER PROLIFERATION INVESTIGATIONS

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should become familiar with:			
1. HSI's Counter Proliferation Investigations mission and the U.S. laws involving the illegal export of military hardware, firearms, and controlled dual-use technology and materials used to manufacture weapons of mass destruction. Specifically the:			
a. Arms Export Control Act (AECA)			
b. Export Administration Act (EAA)			
c. International Emergency Economic Powers Act (IEEPA)			
d. Sanctions and embargoes administered by the Department of the Treasury's Office of Foreign Assets Control (OFAC).			
2. The role and services of the ICE Export Enforcement Coordination Center (E2C2).			
3. The objectives and general purpose of Project Shield America.			
4. The proper methods of identifying items that have potential military or strategic importance.			
5. The DHS detention process and Exodus case review procedures.			
6. The various definitions specified in laws and regulations, particularly relating to persons, merchandise, goods, technology, and export.			
7. The (b) (7)(E)			
8. The Commerce Control List (CCL) and U.S. Munitions List (USML).			

PRE-ACADEMY PROGRAM
Objective 13: COUNTER PROLIFERATION INVESTIGATIONS
(cont'd)

SA Trainee's Name:	SAC Office: Duty Location:		
TASKS	SA Trainee's Initials	FTO's Initials	Date
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 14: FINANCIAL INVESTIGATIONS

SA Trainee's Name: _____ SAC Office: _____
 Duty Location: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date
<p>The SA Trainee should become familiar with specific aspects of financial investigative policies and procedures, including the role of financial investigations.</p> <p>The SA Trainee should become familiar with:</p>			
<p>1. The guidelines of the Bank Secrecy Act (BSA) and how to utilize it to obtain information and ensure appropriate dissemination.</p>			
<p>2. The Currency/Monetary Instrument Seizure Inventory (DHS Form 4605) and the Report of International Transportation of Currency or Monetary Instruments (CMIR) (Financial Crimes Enforcement Network (FinCEN) Form 105).</p>			
<p>3. The Right to Financial Privacy Act (RFPA) of 1978 (Title 12, United States Code (U.S.C.), Sections 3401-3422) and when financial institutions may or may not give out information regarding their customers, or may notify their customers of such disclosure.</p>			
<p>4. Currency and Foreign Transactions Reporting Act, as amended (31 U.S.C. §§ 5301-5326).</p>			
<p>5. The criminal and civil statutes and regulations that require the reporting of large amounts of funds, including those found in the BSA (31 U.S.C. § 5311 <i>et seq.</i>).</p>			
<p>6. Case development and the essential requirements to prove the existence of a felony currency violation.</p>			
<p>7. The functions of the Asset Identification and Removal Groups (AIRGs).</p>			
<p>8. Identifying monetary instruments and understanding the various forms of endorsements (such as endorsement without restriction, checks made out to a fictitious payee, and incomplete instruments).</p>			
<p>9. FinCEN and its various roles.</p>			

PRE-ACADEMY PROGRAM
Objective 14: FINANCIAL INVESTIGATIONS
(cont'd)

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
10. The purpose of the enactment by Congress of the money laundering statutes contained in 18 U.S.C. §§ 1956, 1957, 1960, and 2314 and the companion forfeiture statutes, 18 U.S.C. §§ 981, 982, and 984 (copies of which may be found in the Customs Law Handbook. Supplemental information can be found in the money laundering section of the "Law Course for Customs and Border Protection Officers.")			
11. The objectives and general purpose of the Cornerstone Outreach Initiative.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 15: NARCOTICS SMUGGLING INVESTIGATIONS

SA Trainee's Name: _____ SAC Office: _____
 Duty Location: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should become familiar with the various aspects of narcotics smuggling investigations and with:			
1. HSI's role in narcotics smuggling investigations, as well as the responsibility of Border Enforcement Security Task Forces (BESTs).			
2. The Interagency Cooperation Agreement (ICA) between DEA and ICE and related Title 21 agreements and guidelines.			
3. The provisions of the Controlled Substances Act (CSA) and the Controlled Substances Import/Export Act.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 16: WORKSITE ENFORCEMENT

SA Trainee's Name: _____ SAC Office: _____
 Duty Location: _____

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:			
1. Becoming familiar with statutes relating to worksite enforcement actions.			
2. Understanding the role of I-9 Inspections and Worksite Enforcement Auditors.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 17: IDENTITY AND BENEFIT FRAUD INVESTIGATIONS

SA Trainee's Name:		SAC Office:	
		Duty Location:	
TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with the various types of immigration-related benefit fraud (e.g., 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).			
2. Be able to identify the appropriate approach that should be taken in this type of investigation, including liaison with the appropriate entities involved with the issuance of visas (e.g., U.S. Citizenship and Immigration Services (USCIS) (both District and Service Center locations), Department of State (DOS), etc.).			
3. Become familiar with the Document and Benefit Fraud Task Forces (DBFTFs) and their critical role in conducting immigration benefit fraud investigations through a multiagency task force approach.			
4. Become familiar with internationally accepted travel documents that establish identity, immigration status or employment authorization, i.e., passport, visa, I-551, I-765, and the difference between immigrant and nonimmigrant visas.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 18: HUMAN SMUGGLING AND TRAFFICKING INVESTIGATIONS

SA Trainee's Name: _____ SAC Office: _____
Duty Location: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should become familiar with the following aspects of human smuggling and trafficking investigations:			
1. (b) (7)(E)			
2. Policies and procedures for transporting the smuggled aliens to an HSI office.			
3. Policies and procedures relating to alien smuggling controlled deliveries.			
4. How to process the material witnesses and other smuggled aliens using the (b) (7)(E)			
5. Preparing affidavits and court orders for (b) (7)(E) (b) (7)(E) in Human Smuggling and Human Trafficking hostage rescue situations.			
6. Human smuggling statute: 8 U.S.C. § 1324.			
7. Extraterritorial Criminal Travel (ECT) investigations and how one is identified.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 19: VICTIMS OF TRAFFICKING AND VIOLENCE PROTECTION ACT
ENFORCEMENT

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should become familiar with the enforcement of the Victims of Trafficking and Violence Protection Act (VTVPA) of 2000 by:			
1. Becoming familiar with identifying who is a victim of trafficking as outlined in the VTVPA of 2000 (Public Law 106-386).			
2. Becoming familiar with victims' rights as outlined in the "Attorney General Guidelines for Victim Witness Assistance" Manual. (42 U.S.C. § 10606(b))			
3. Becoming familiar with fulfilling the agent or responsible official's obligations by informing the victim of:			
a. His or her 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.			

PRE-ACADEMY PROGRAM
Objective 19: VICTIMS OF TRAFFICKING AND VIOLENCE PROTECTION ACT
ENFORCEMENT (cont'd)

SAC Office:

SA Trainee's Name:

Duty Location:

g. Information about payment for testing and counseling in cases of sexual assaults. (42 U.S.C. § 10607(c)(7))			
4. Becoming familiar with the visas, employment authorization, and other benefits for which victims may be eligible.			
5. Becoming familiar with the necessary paperwork to provide available services and benefits for the victims.			
6. Becoming familiar with the criminal statutes typically used in human trafficking prosecution:			
a. 18 U.S.C. § 1589			
b. 18 U.S.C. § 1590			
c. 18 U.S.C. § 1591			
d. 18 U.S.C. § 1592			
e. 18 U.S.C. § 1593			
f. 18 U.S.C. § 1596			
7. Identifying the Victim/Witness Coordinator for the SAC office and know the procedure to contact him or her.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 20: STREET GANG INVESTIGATIONS

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Become familiar with the role and responsibilities of street gang investigations conducted by HSI. (Operation Community Shield).			
2. Become familiar with strategies to investigate street gangs.			
3. Understand the importance of interagency cooperation as it relates to street gang investigations.			
4. Become familiar with the legal definition of a gang member.			
5. Become familiar with street gang identifiers.			
a. Tattoos			
b. Monikers			
c. Graffiti			
d. Colors			
6. Become familiar with common criminal charges used against street gangs and/or gang members. (Titles 8, 18 (Racketeer Influenced Corrupt Organization (RICO), etc.), 21, etc.)			
7. Understand the inherent dangers of conducting street gang investigations and the importance of taking appropriate precautionary measures.			

PRE-ACADEMY PROGRAM
Objective 20: STREET GANG INVESTIGATIONS (cont'd)

SA Trainee's Name:	SAC Office: Duty Location:		
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM

Objective 21: COUNTERTERRORISM AND CRIMINAL EXPLOITATION INVESTIGATIONS

SA Trainee's Name:	SAC Office:		
	Duty Location:		
TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should become familiar with:			
1. (b) (7)(E)			
a. System objectives			
b. Data awareness			
c. Data utilization			
2. The difference between Priority 1, 2, and 3 Collateral Requests from the Counterterrorism and Criminal Exploitation Unit (CTCEU).			
3. 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.			
4. The ability to access (b) (7)(E) to locate CTCEU National Program Managers' contact information, as well as related policy guidance.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 22: MARINE OPERATIONS

SA Trainee's Name:

SAC Office:

Duty Location:

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 via the CBP Office of Air and Marine Operations (AMO).			
2. The procedures for obtaining marine support from the CBP AMO.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

**PRE-ACADEMY PROGRAM
Objective 23: AIR OPERATIONS**

SA Trainee's Name:

SAC Office:

Duty Location:

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:			
1. The Federal Aviation Administration (FAA) and the type of assistance it can provide.			
2. CBP regulations pertaining to aviation smuggling.			
3. The procedures for obtaining air support from CBP AMO.			
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM

Objective 24: HUMAN RIGHTS VIOLATORS AND WAR CRIMES INVESTIGATIONS

SA Trainee's Name: _____ SAC Office: _____
 Duty Location: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA Trainee should:			
1. Understand the history of modern human rights violations and war crimes investigations.			
2. Become familiar with the mission of the Human Rights Violators and War Crimes Investigations Unit and its critical role in conducting investigations through a multiagency task force approach.			
3. Become familiar with the role of Regional Support Teams and preventive mission of Human Rights Target Tracking Team (HRT-3).			
4. Become familiar with criminal immigration statutes typically used in human rights violators and war crimes:			
a. 18 U.S.C. § 1001			
b. 18 U.S.C. § 1425			
c. 18 U.S.C. § 1546			
5. Become familiar with substantive human rights violators and war crimes criminal statutes:			
a. 18 U.S.C. § 1091			
b. 18 U.S.C. §§ 2340-2340A			
c. 18 U.S.C. § 2441			
d. 18 U.S.C. § 2442			
6. Identify specific assignments and training to develop the investigations program.			

PRE-ACADEMY PROGRAM
Objective 24: HUMAN RIGHTS VIOLATORS AND WAR CRIMES INVESTIGATIONS
(cont'd)

SA Trainee's Name:	SAC Office: Duty Location:
<u>Additional Task(s) (for Local Use)</u>	

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

PRE-ACADEMY PROGRAM
Objective 25: HSI SPECIAL AGENTS AND THE JOINT TERRORISM TASK FORCE

SAC Office:

SA Trainee's Name:

Duty Location:

TASKS	SA Trainee's Initials	FTO's Initials	Date
The SA trainee should:			
1. Understand the partnership between HSI and the Federal Bureau of Investigation (FBI) on Joint Terrorism Task Forces (JTTFs) nationwide.			
2. Recognize the capability of HSI SAs to leverage investigative skills and statutory authority in counterterrorism investigations on every JTTF.			
3. Have knowledge of the National Security Investigations Division/National Security Unit/Counterterrorism Section/International Terrorism Operations Section (ITOS) and the support and capabilities ITOS is prepared to provide to HSI SAs assigned to JTTFs.			
4. Become familiar with criminal immigration statutes typically used in counterterrorism investigations:			
a. 18 U.S.C. § 371			
b. 18 U.S.C. § 1001			
c. 18 U.S.C. § 1015			
d. 18 U.S.C. § 1425			
e. 18 U.S.C. § 1546			
e. 18 U.S.C. § 2339			
f. INA 212 (a)(3)(B) and INA 237(a)(4)(B)			
5. Identify specific assignments and trainings to develop the investigations program.			

PRE-ACADEMY PROGRAM

**Objective 25: HSI SPECIAL AGENTS AND THE JOINT TERRORISM TASK FORCE (JTTF)
(cont'd)**

SA Trainee's Name:	SAC Office:		
	Duty Location:		
<u>Additional Task(s) (for Local Use)</u>			

COMMENTS:

DATE OBJECTIVE SATISFIED:

SIGNATURE OF SA TRAINEE:

SIGNATURE OF FTO:

SIGNATURE OF SUPERVISOR:

**PRE-ACADEMY PROGRAM OBJECTIVES
FOR HSI SA TRAINEES**

OBJECTIVE COMPLETION LOG

It is the responsibility of the employee’s immediate supervisor and Field Training Officer (FTO) to sign and date this Log as each objective is accomplished. (Note: If additional Objectives are added, the blank lines below Objective 25 should be used to record their completion.)

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

OBJECTIVES

TITLE	DATE COMPLETED	FTO’s NAME/SIGNATURE	SUPERVISOR’S NAME/SIGNATURE
1. Position Orientation			
2. Familiarization with Surveillance Equipment			
3. Enforcement Support Familiarization			
4. Equipment and Supplies Familiarization			
5. Intelligence Gathering and Development			
6. Investigative Report Writing (Limited)			
7. Familiarization with Seizing and Handling Evidence and Forfeitable Property			
8. Familiarization with Prosecution Activities			
9. Border Search Authority and CBP Awareness			

TITLE	DATE COMPLETED	FTO'S NAME/SIGNATURE	SUPERVISOR'S NAME/SIGNATURE
10. General Investigations			
11. Processing an Alien for Removal			
12. Commercial Trade Fraud Investigations			
13. Counter Proliferation Investigations			
14. Financial Investigations			
15. Narcotics Smuggling Investigations			
16. Worksite Enforcement			
17. Identity and Benefit Fraud Investigations			
18. Human Smuggling and Trafficking Investigations			
19. Victims of Trafficking and Violence Protection Act Enforcement			
20. Street Gang Investigations			
21. Counterterrorism and Criminal Exploitation Investigations			
22. Marine Operations			
23. Air Operations			
24. Human Rights Violators and War Crimes Investigations			
25. HSI Special Agents and the Joint Terrorism Task Force			

PRE-ACADEMY PROGRAM

[NEW OBJECTIVE]

(Blank sheet)

Management may recognize additional “Objectives” pertaining to particular work assignments of a given office that are not included in the Pre-Academy Program Objectives. The blank “Pre-Academy Program Objective” on the next page is intended to be reproduced as needed to provide documentation of additional familiarization as deemed appropriate by management and training personnel.

PRE-ACADEMY PROGRAM
Objective [number]: [Name of the new Objective]

SA Trainee's Name: _____

SAC Office: _____

Duty Location: _____

TASKS	SA Trainee's Initials	FTO's Initials	Date

COMMENTS:

DATE OBJECTIVE SATISFIED: _____

NAME OF SA TRAINEE: _____

SIGNATURE OF FTO: _____

SIGNATURE OF SUPERVISOR: _____

RECOMMENDED READING LIST

Policy documents are written communications of guidance that employees are required to know (policy) and follow (procedures); they direct the decisions and actions of ICE and HSI staff. To accomplish its mission, ICE and HSI publish various types of policy documents to provide operational and administrative direction for Headquarters and field activities. These may be in the form of a memorandum, a directive, a handbook, or a delegation order.

HSI policy documents are available on (b) (7)(E) at (b) (7)(E) [REDACTED]
(Note: HSI policy documents, including HSI policy memoranda, directives, delegation orders, Special Agent Handbooks, and other documents are posted on (b) (7)(E) under “Policy.”) ICE policy documents contained in the ICE Policy Manual are available on the (b) (7)(E) at (b) (7)(E) [REDACTED]

To better assist new employees in accomplishing their roles and responsibilities within HSI, ***it is strongly recommended that they read the following policy documents as soon as possible after their arrival*** (Note: All the documents listed below are current as of the date of issuance of this Handbook. They may be updated as needed. Employees are responsible for ensuring that they review the latest versions.):

1. DHS Strategic Plan
2. ICE Strategic Plan
3. HSI Strategic Plan
4. Employee Code of Conduct (ICE Directive 1033.1), dated August 7, 2012
5. Standards of Ethical Conduct for Employees of the Executive Branch, dated October 2002
6. Statement of Policy and Intent Regarding Employee Integrity (Policy #: 1032.1), dated May 24, 2012
7. Standards of Appearance (memorandum signed by the AD of Mission Support, HSI, dated August 8, 2011)
8. Basic Workweek Within Homeland Security Investigations (memorandum signed by the AD of Mission Support, HSI), dated February 26, 2013
9. Safeguarding Sensitive but Unclassified Information (ICE Directive 4003.2), dated May 20, 2014

10. Table of Offenses and Penalties (ICE Directive 1022.1 (former #: 1-15.0)) and accompanying Guidelines, dated December 8, 2006
11. Reporting Arrest/Misconduct of Law Enforcement Employees (ICE Directive 17007.1 (former #: 6-3.0)), dated February 3, 2005
12. Guidance on Reporting Employee Misconduct (ICE/U.S. Customs and Border Protection Policy), dated July 2, 2004
13. Reporting Lost or Stolen Sensitive Property and Other Accountability Processes (ICE Policy 19003.1), dated July 21, 2009
14. Sexual Abuse and Assault Prevention and Intervention (ICE Directive 11062.2, dated May 22, 2014
15. Prevention of Sexual Harassment in the Workplace (ICE Policy # 8001.2), dated March 23, 2006
16. Equal Employment Opportunity Complaints Processing (ICE Directive 8002.1 (former #: 4-1.0), dated April 11, 2006
17. Anti-Harassment Policy (ICE Policy # 8003.1), dated July 6, 2010
18. Equal Employment Opportunity Alternative Dispute Resolution Program (ICE Policy # 8004.1), dated April 25, 2006
19. Equal Employment Opportunity and Diversity Policy (ICE Policy # 8005.1), dated April 25, 2006
20. Domestic Violence: Lautenberg Amendment Compliance Policy (ICE Directive 1005.2), dated November 23, 2012
21. ICE Badge and Credential Program (ICE Directive 3002.1), dated January 12, 2010
22. Safeguarding Personally Identifiable Information HB (DHS Handbook (HB), dated March 2012
23. Case Management HB (OI HB 08-02), dated February 1, 2008 (Note: This HB is being updated to reflect the move from TECS to the Investigative Case Management (ICM))
24. Arrest Procedures HB (HSI HB 15-03), dated July 21, 2015

25. The Department of Homeland Security's Commitment to Nondiscriminatory Law Enforcement and Screening Activities (DHS Policy Memorandum), dated April 26, 2013.
26. Guidance for Federal Law Enforcement Agencies Regarding the Use of Race, Ethnicity, Gender, National Origin, Religion, Sexual Orientation, or Gender Identity (Department of Justice Policy), dated December 2014.
27. Interim ICE Firearms Policy, dated July 7, 2004
28. Interim ICE Use of Force Policy, dated July 7, 2004
29. ICE Body Armor Policy (ICE Directive 19001.1 (former #: 5-1.0), dated February 4, 2005
30. Safeguarding ICE Body Armor (ICE Policy 19004.1), dated December 26, 2007
31. Criminal Investigator Hiring and Career Progression (ICE Directive 1002.2), dated December 7, 2010
32. Occupant Emergency Plan
33. Employee Assistance Program (DHS MD 254-02), dated May 31, 2007
34. Voluntary Physical Fitness Program (memorandum signed by the EAD of HSI), dated August 25, 2011)
35. Foreign Language Proficiency Awards for Non-Bargaining ICE Law Enforcement Officers (ICE Directive 1007.1 (former #: 1-9.0)), dated July 25, 2007
36. Tuition Assistance Program (ICE Directive 2011.1 (former #: 2-1.0)), dated June 7, 2006
37. Minimum Tour of Duty in the First Homeland Security Investigations (HSI) Duty Station After Being Appointed as an HSI Criminal Investigator (memorandum signed by the EAD of HSI), dated September 15, 2014

ACRONYMS

(b) (7)(E)	[REDACTED]
AECA	Arms Export Control Act
AIRG	Asset Identification and Removal Group
AMO	Office of Air and Marine Operations (CBP)
AOR	Area of Responsibility
ATF	Bureau of Alcohol, Tobacco, Firearms and Explosives
AUSA	Assistant U.S. Attorney
BEST	Border Enforcement Security Task Force
BIS	Bureau of Industry and Security
BSA	Bank Secrecy Act
CBP	U.S. Customs and Border Protection
CCL	Commerce Control List
CITP	Criminal Investigator Training Program
(b) (7)(E)	[REDACTED]
(b) (7)(E)	[REDACTED]
CMIR	Report of International Transportation of Currency or Monetary Instruments
CSA	Controlled Substances Act
CTCEU	Counterterrorism and Criminal Exploitation Unit
DBFTF	Document and Benefit Fraud Task Force
DEA	Drug Enforcement Administration
DHS	Department of Homeland Security
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
E2C2	Export Enforcement Coordination Center
EAA	Export Administration Act
(b) (7)(E)	[REDACTED]
(b) (7)(E)	[REDACTED]
ECOMP	Employees' Compensation Operations and Management Portal
ECT	Extraterritorial Criminal Travel
EOD	Enter on Duty
ERO	Enforcement and Removal Operations
FAA	Federal Aviation Administration
(b) (7)(E)	[REDACTED]
FBI	Federal Bureau of Investigation
FinCEN	Financial Crimes Enforcement Network
FLETC	Federal Law Enforcement Training Center
FOIA	Freedom of Information Act
FOUO	For Official Use Only

FPFO	Fines, Penalties and Forfeiture Officer
FTO	Field Training Officer
FTPM	Field Training Program Manager
GOV	Government-Owned Vehicle
GS	Group Supervisor
HRT-3	Human Rights Target Tracking Team
HSI	Homeland Security Investigations
HSI-FL	Homeland Security Investigations Forensic Laboratory
HSI-SAT	HSI Special Agent Training
ICA	Interagency Cooperation Agreement
ICAT	Intelligence Collection Analysis Team
ICE	U.S. Immigration and Customs Enforcement
(b) (7)(E)	
IEEPA	International Emergency Economic Powers Act
IPR Center	National Intellectual Property Rights Coordination Center
IRS	Intelligence Research Specialist
ITOS	International Terrorism Operations Section
JTTF	Joint Terrorism Task Force
LES	Law Enforcement Sensitive
LESC	Law Enforcement Support Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCIC	National Crime Information Center
NLECC	National Law Enforcement Communications Center
OBP	Office of Border Patrol
OCC	Office of Chief Counsel
OFAC	Office of Foreign Assets Control
OFO	Office of Field Operations
PIV	Personal Identification Verification
POE	Port of Entry
RAC	Resident Agent in Charge
RFPA	Right to Financial Privacy Act
RICO	Racketeer Influenced Corrupt Organization
RIID	Radiation Detection Radioisotope Identification Device
ROI	Report of Investigation
SA	Special Agent
SAC	Special Agent in Charge

(b) (7)(E)

TEOAF	Treasury Executive Office for Asset Forfeiture
USAO	U.S. Attorney's Office
U.S.C.	United States Code
USCIS	U.S. Citizenship and Immigration Services

USML

(b) (7)(E)

VACIS

VTVPA

U.S. Munitions List

[REDACTED]

Vehicle and Cargo Inspection System

Victims of Trafficking and Violence Protection Act