


Office of Investigations

U.S. Department of Homeland Security  
425 I Street NW  
Washington, DC 20536

## U.S. Immigration and Customs Enforcement

FEB - 9 2004

### MEMORANDUM FOR ALL SPECIAL AGENTS IN CHARGE ALL DEPUTY ASSISTANT DIRECTORS

**FROM:** John P. Clark   
Director Office of Investigations

**SUBJECT:** Implementation of the Significant Enforcement Network (SEN)  
Application on February 10, 2004

The purpose of this memorandum is to advise that effective 8:30 a.m. Eastern Standard Time (EST) on Tuesday, February 10, 2004, all ICE Investigations personnel in domestic field offices are to begin using the new Intranet Web-based Significant Enforcement Network (SEN) Application to submit Significant Incident Reports (SIRS) and Significant Prospective Enforcement Activity Reports (SPEARS) to the Headquarters Reporting Center (HRC). As you have been previously advised, the SEN Application is available on the Intranet at (b)(6) (7)(C). The Help feature of the application includes an excellent SEN Users Guide.

### SOME IMPORTANT NOTES

The requirements for and the importance of timely submission of SIRS and SPEARS have not changed. Requirements for SIRS were set out in the then Acting Assistant Secretary's memorandum of March 11, 2003. Requirements for SPEARS were set out in my memorandum to all Interim Special Agents in Charge dated June 18, 2003.

Emergency Forms: Every effort has been made to ensure the reliability of the new system. However, if problems should on occasion prevent intranet submissions via SEN, forms for SIR and SPEAR submissions to the HRC via FAX (202-305 (b)(7)(E)) are available on the OI Proprietary (b)(6) (7)(C) (b)(6) (7)(C) Intranet websites. What is of primary importance is that SIRS and SPEARS reach the HRC on a timely basis, regardless of methodology. The HRC staff is available at (202) 616- (b)(6) (7)(C).

Effective 8:30 a.m. (EST) on Tuesday, February 10, 2004, Investigations domestic field office personnel should begin using SEN and discontinue use of the legacy Customs "Sitroom" report, the legacy INS Microsoft Access based SIR application, the Word/e-mail SPEAR format set out in my memorandum of June 18, 2003, and the Snapshot/E-Mail SIR and SPEAR test forms implemented on a trial basis in the Chicago, Miami, and Newark SAC offices in September 2003. In addition, previous SIR/SPEAR applications should be removed from users' workstations.

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The results of the past week's familiarization/testing process were excellent. Participation was quite high with very few problems. There were suggestions for improvements to the application that, due to the flexibility of the Intranet, should be easier to introduce than would have been the case with older technologies. The process of expanding the use of SEN to the other components of ICE is ongoing.

New users can still be added to SEN using previously issued procedures. Users experiencing problems should contact their SCOs. SCOs can direct general questions regarding the new SEN application to (b)(6) (7)(C) at (703) 921 (b)(6) (7)(C) or (b)(6) (7)(C) at (703) 921 (b)(6) (7)(C). Technical inquiries concerning the application can be directed to (b)(6) (7)(C) of the Orion Technical Staff at (202) 514 (b)(6) (7)(C).

cc: Assistant Director, International Affairs