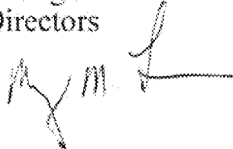




U.S. Immigration
and Customs
Enforcement

MAY 14 2008

MEMORANDUM TO: Assistant Directors
Special Agents in Charge
Deputy Assistant Directors

FROM: Marcy M. Forman 
Director

SUBJECT: OI Participation at Public Forum Events

Special Agents in Charge (SACs) and Deputy Assistant Directors (DADs) are reminded of the importance of attendance and participation at invited outreach, liaison, and/or public forum events within your areas of responsibilities. Liaison and outreach activities are key components in furthering the immigration and customs investigative missions of the ICE Office of Investigations (OI). OI Field Office and Headquarters (HQ) components are routinely invited to attend public forum events related to a diverse range of ICE programmatic areas. Representation at such events fosters the development of relationships with law enforcement, Congress and other governmental entities, non-governmental organizations and private industry. Moreover, it often enables OI to effectively communicate to the media and increase public awareness about ICE's strategic efforts and success' in enhancing public safety and protecting the homeland.

It is vital that SACs and DADs be responsive to invitations and opportunities to attend these types of events and ensure OI's vested equities are adequately represented. If circumstances develop where an OI Field Office has concerns about a particular event or is simply unable to support a request, the matter should be referred to the appropriate Assistant Director for assistance. Similarly, HQ Divisions should confer with respective DADs if questions arise. It is the responsibility of both the affected OI Field Office and the OI HQ Division to coordinate and ensure an OI component attends the function as appropriate. Moreover, these matters should not be deferred to entities outside of OI if there are any OI equities involved.

Please ensure this message is distributed to all Managers and Supervisors within your AOR.