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Documents in response
to question 1.

REFUGEE ADJUDICATION STANDARD OPERATING PROCEDURES
INVOLVING NATIONAL SECURITY CONCERNS

I. RELEVANT FORMS/DOCUMENTATION

- *Policy for Vetting and Adjudicating Cases With Material Support Exemptions*, Jonathan Scharfen, Deputy Director, USCIS, dated May 24, 2007
- Form I-590, Registration for Classification as Refugee
- Refugee Application Assessment
- Refugee Adjudication Standard Operating Procedure - Application Assessment
- Refugee Adjudication Standard Operating Procedure - Exemption Second-Line Review
- Form G-646, Sworn Statement of Refugee Applying for Admission into the United States
- *Processing the Discretionary Exemption to the Inadmissibility Ground for Providing Material Support to Certain Terrorist Organizations*, Jonathan Scharfen Deputy Director USCIS, dated May 24, 2007
- USCIS Adjudicator's Field Guide to Adjudications Involving the Material Support Provision and Other Terrorist-Related Grounds of Inadmissibility
- *Processing of Refugee Applications Involving Material Support/Instructions for Processing Refugee Applications (I-590s) Involving Material Support: Completing the Material Support Exemption Worksheet and Refugee Application Assessment*, August 6, 2007
- Material Support Exemption Worksheet
- *Authority to Apply Material Support Exemption to Certain Spouses and Children*, November 8, 2007
- Office of Chief Counsel Memorandum, *Collecting Funds from Others to Pay Ransom to a Terrorist Organization*, dated February 6, 2008.
- *Withholding Adjudication and Review of Prior Denials of Certain Categories of Cases Involving Association with, or Provision of Material Support to, Certain Terrorist Organizations or Other Groups*, Jonathan Scharfen, Deputy Director USCIS, dated March 26, 2008.
- Department of Homeland Security Memorandum, *Guidelines for the Use of Classified Information Immigration Proceedings*, dated October 4, 2004, also referred to as the "Ridge Memo".
- Affidavit of Relationship (AOR)
- National Security Record (NSR)
- Background Check and Adjudicative Assessment (BCAA) and Instructions
- Refugee Officer Basic Training (ROTC) Lesson Plans
 - Inadmissibility
 - Material Support, Duress Exemption, Inapplicability Authority

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- Security Checks: CLASS and SAO
- Worldwide Refugee Admissions Processing System (WRAPS):
 - CLASS/SAO
 - Name Check Result Report

APPENDICES

- Appendix 1: *Policy for Vetting and Adjudicating Cases With National Security Concerns*, Jonathan Scharfen, Deputy Director, USCIS, dated April 11, 2008
- Appendix 2: Guidance for Identifying National Security Concerns (“Attachment A”)
- Appendix 3: Background Check and Adjudicative Assessment (BCAA) and Instructions

II PURPOSE

This section of the Refugee Adjudication SOP has been created for the purpose of standardizing operational policies and procedures for all adjudicators worldwide¹ in dealing with refugee cases where national security (NS) indicators become known to an officer at any point during the refugee adjudication process. This is the Refugee Affairs Division (RAD) component operational guidance which is referenced in the Policy for Vetting and Adjudicating Cases with National Security Concerns memo signed by USCIS Deputy Director, Jonathan Scharfen on April 11, 2008 and applies to the adjudication of Form I-590, Registration for Classification as Refugee.

The memo requires that applications containing national security concerns must be adjudicated by officers who have received appropriate national security training. For the purposes of refugee adjudications, all Refugee Officers (ROs) and other Immigration Officers (IO) who conduct refugee interviews and adjudications shall receive such training. This training will be based on USCIS national security vetting and adjudicating policy and following SOP.

The guidance contained in this SOP instructs adjudicators how to proceed through the following steps of refugee adjudication when national security indicators must be considered.

Identifying National Security Concerns
Eligibility Assessment / Internal Vetting
External Vetting
Adjudication
Supervisory Review
Documentation of Vetting and Eligibility Assessment

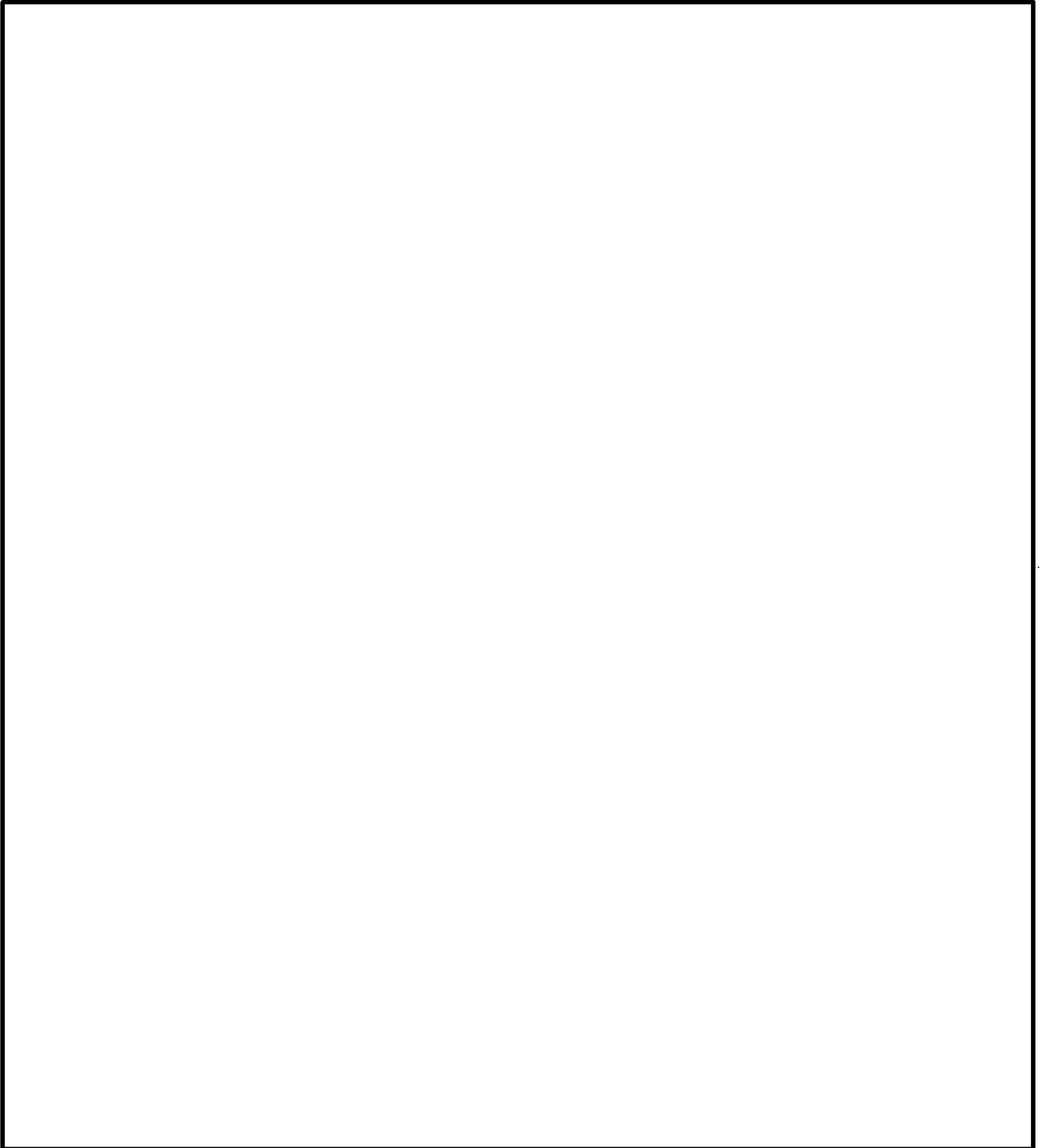
¹ These procedures may require adaptation to comport with logistical and security requirements of the USCIS field office in Havana, Cuba.

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III IDENTIFYING NATIONAL SECURITY CONCERNS



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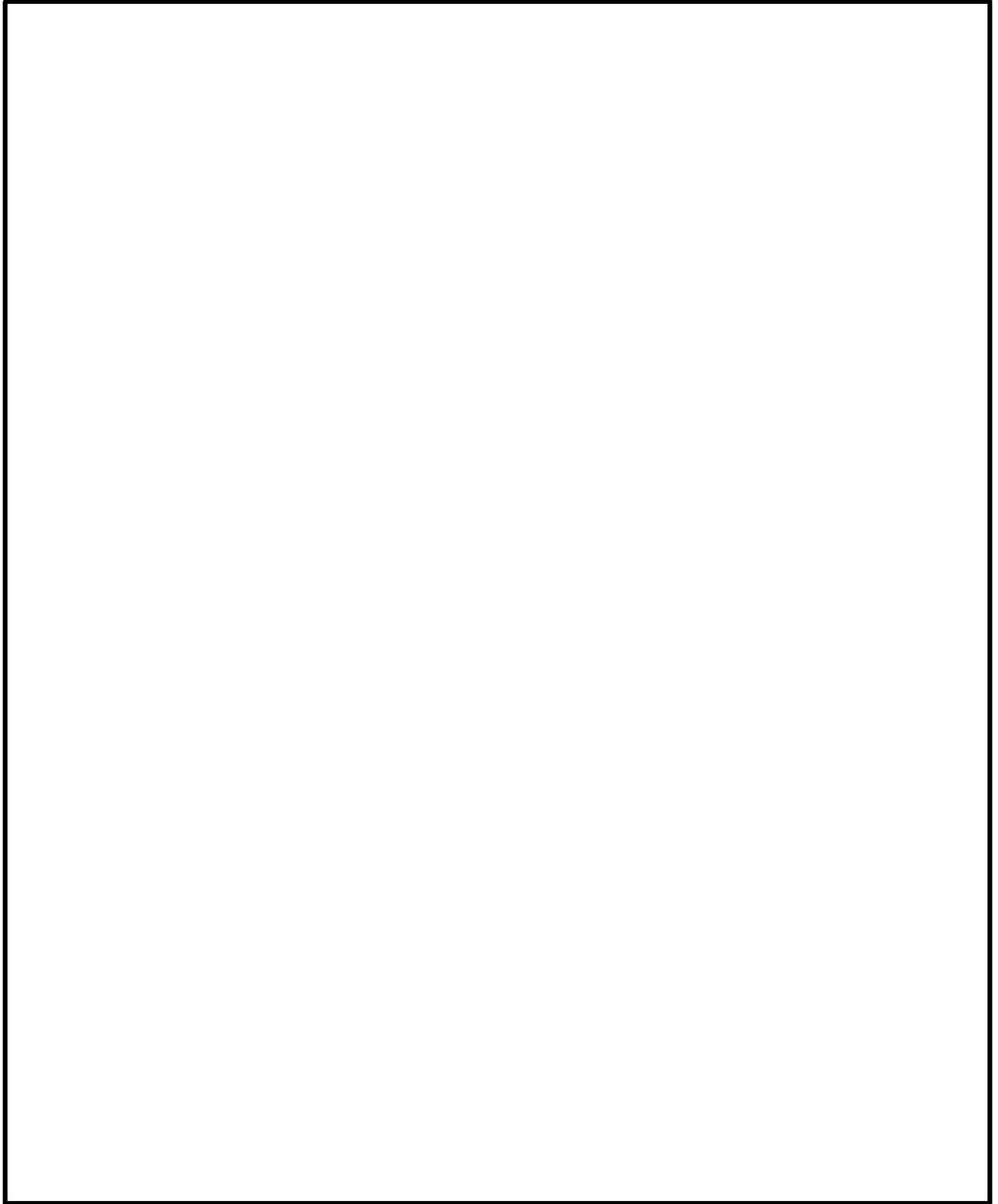
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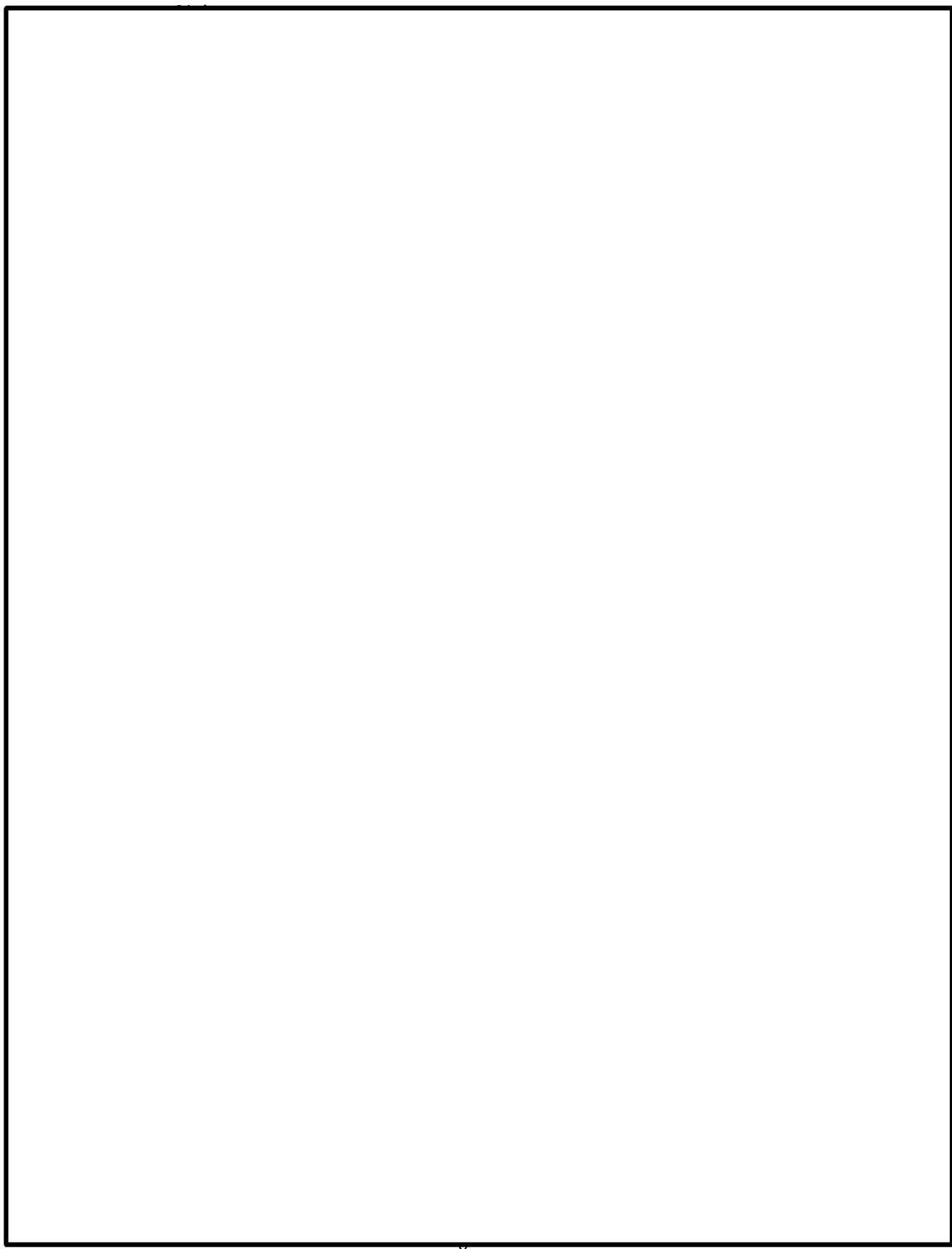
IV ELIGIBILITY ASSESSMENT AND INTERNAL VETTING

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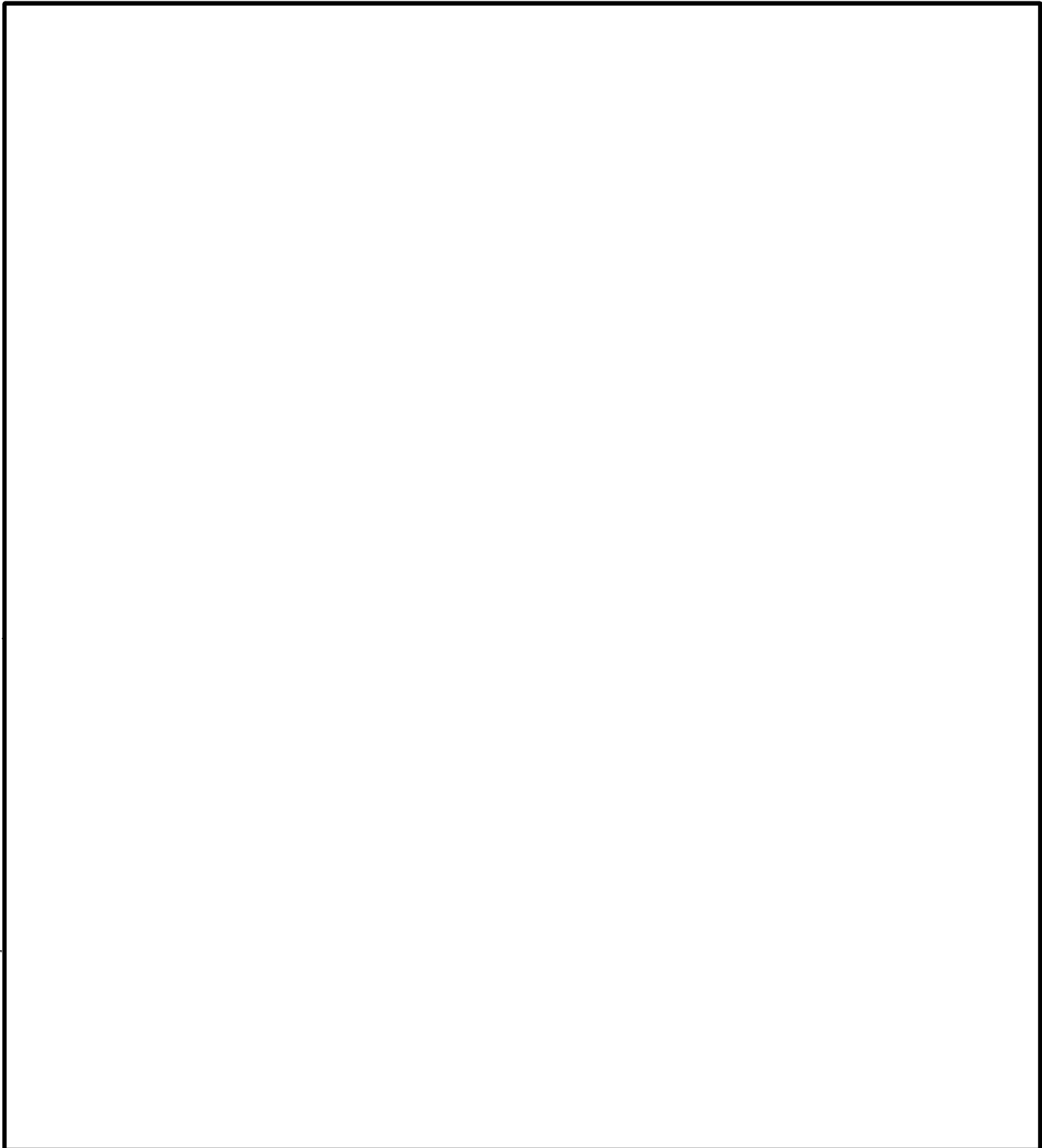


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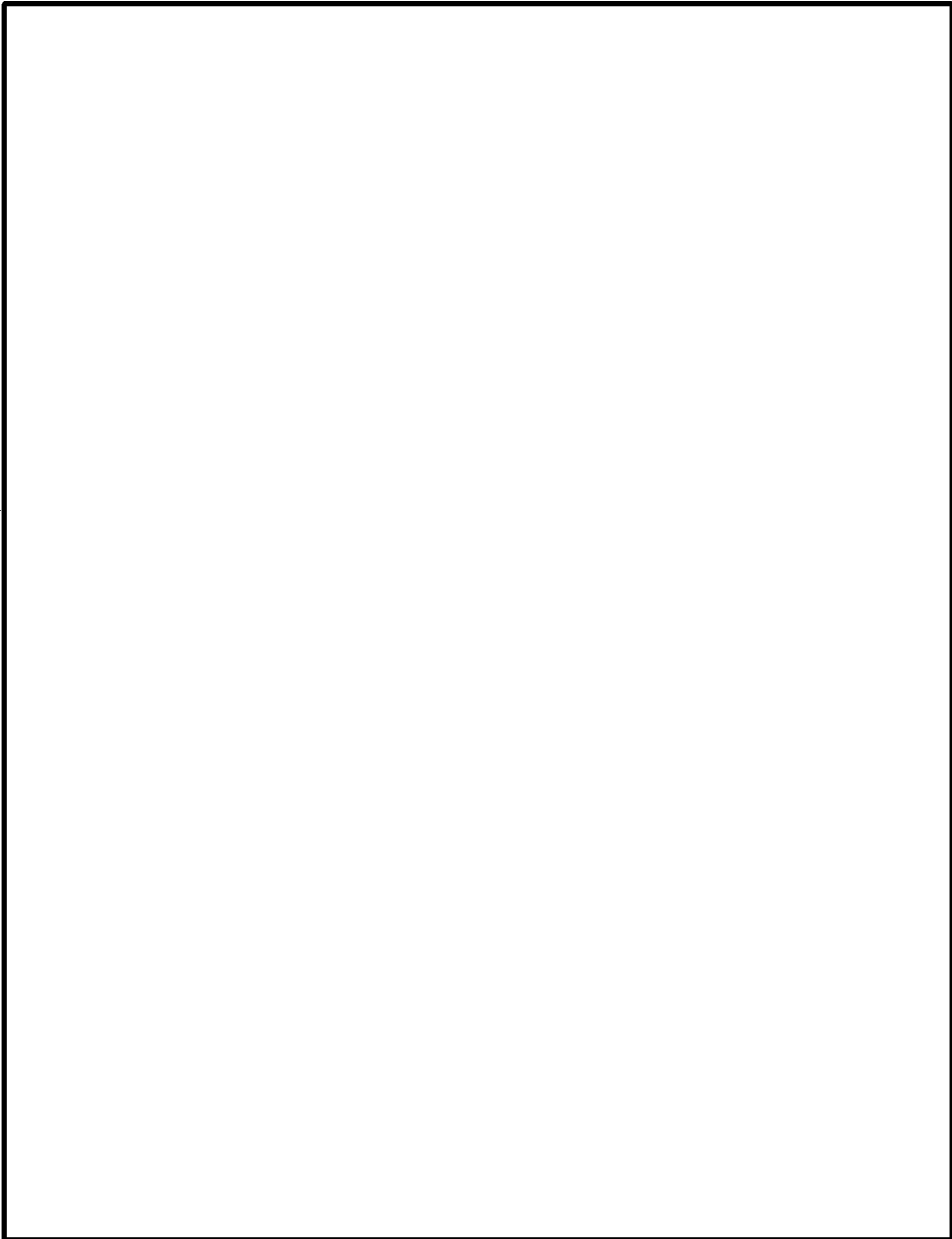


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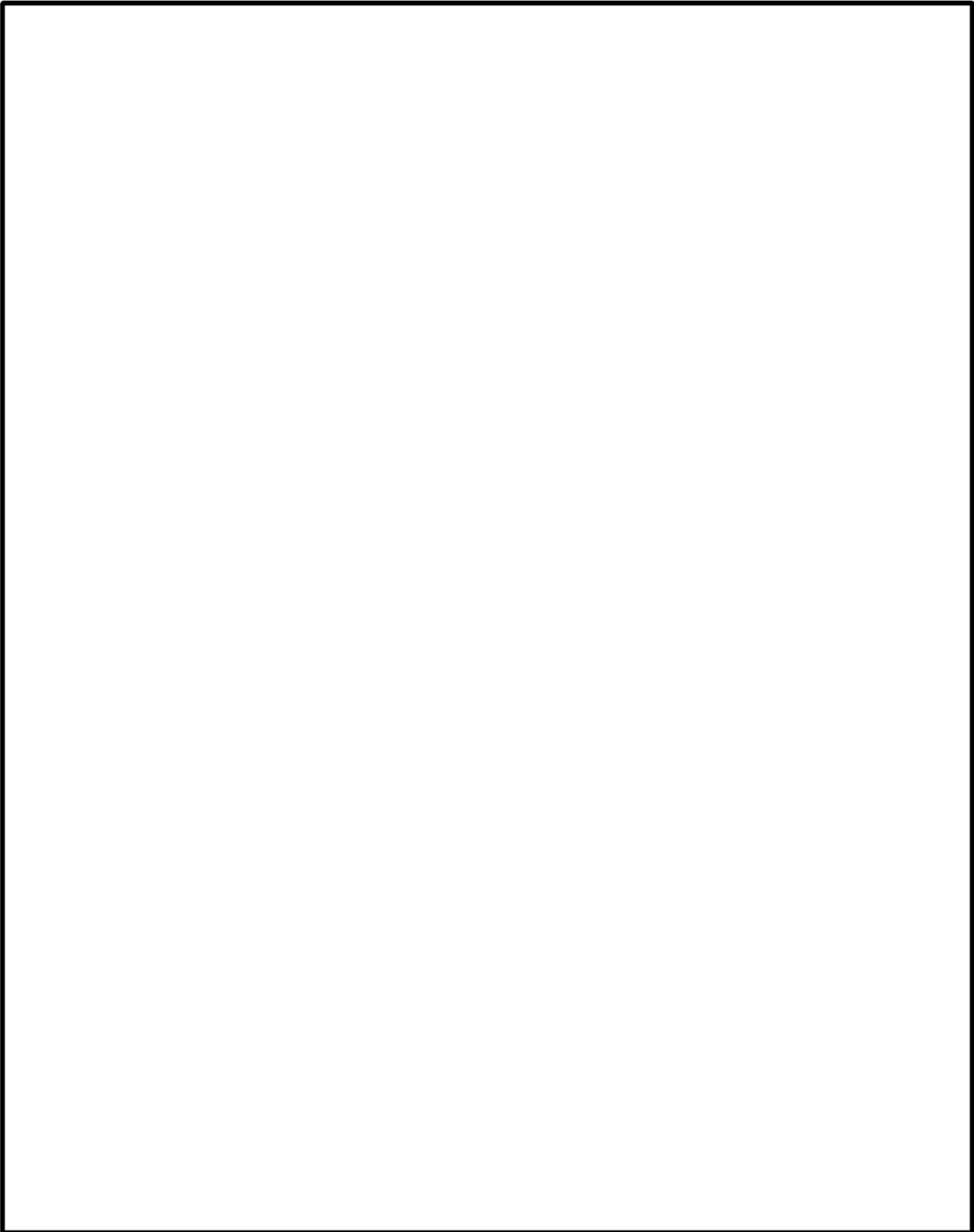


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VI ADJUDICATION

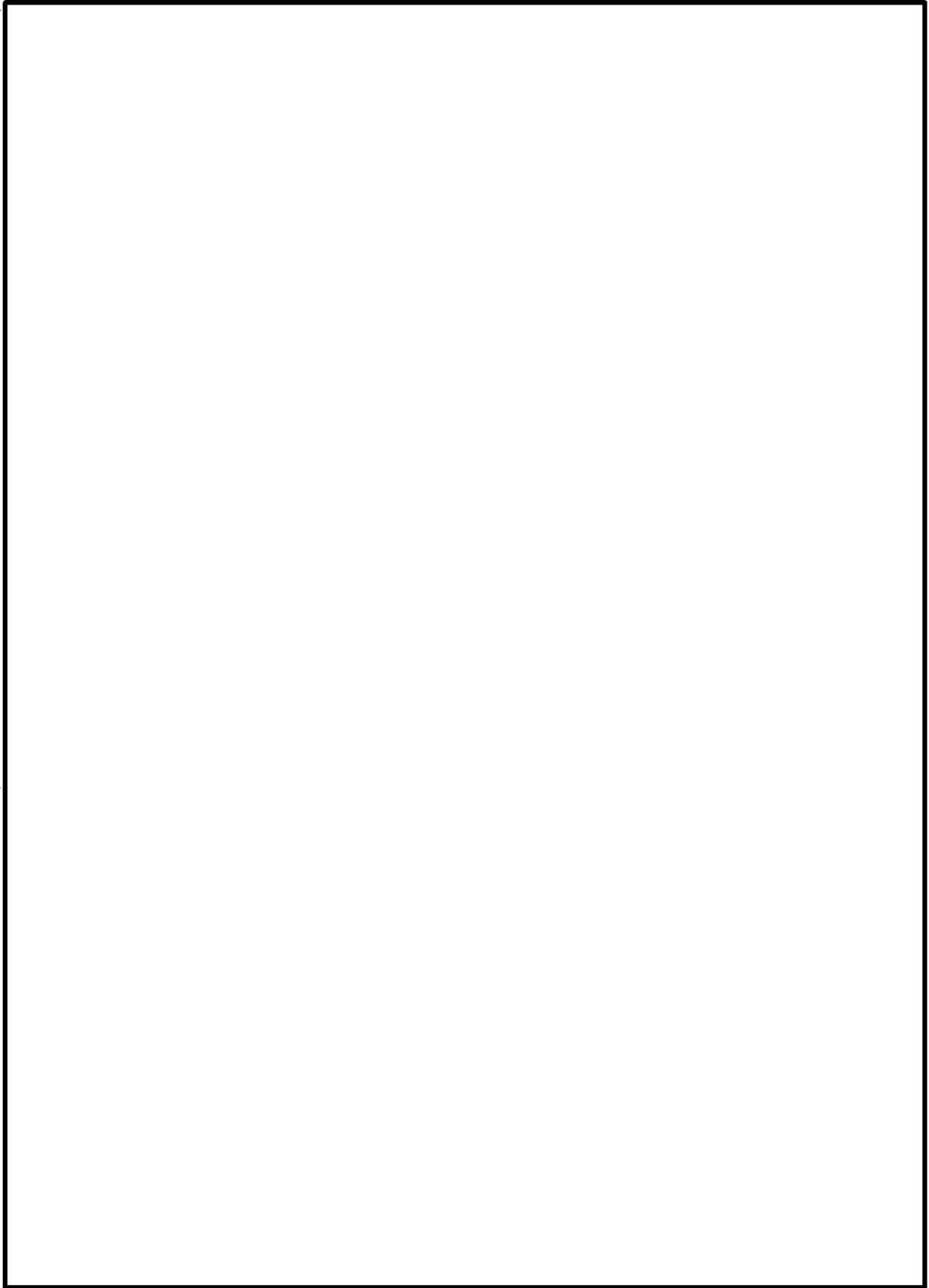


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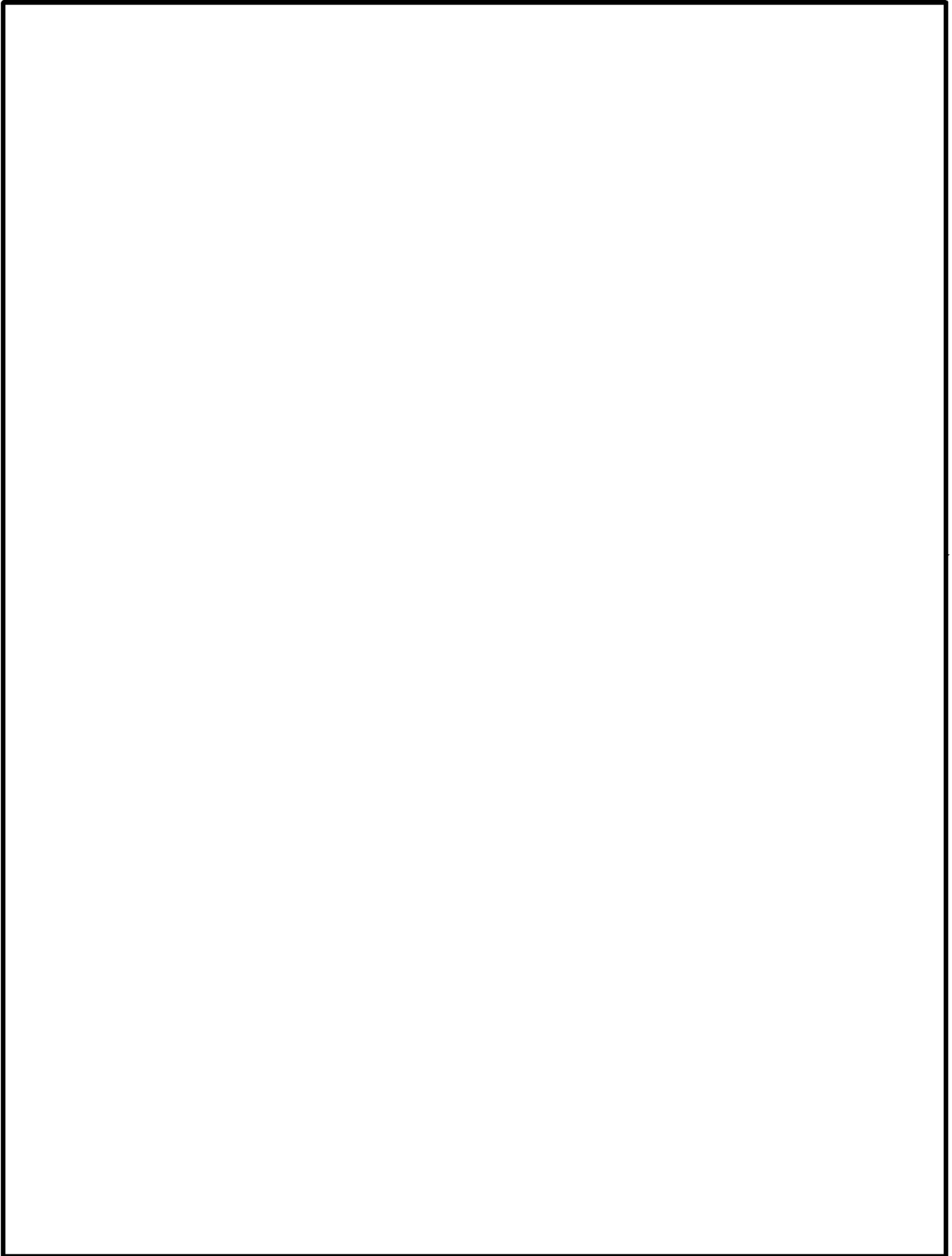


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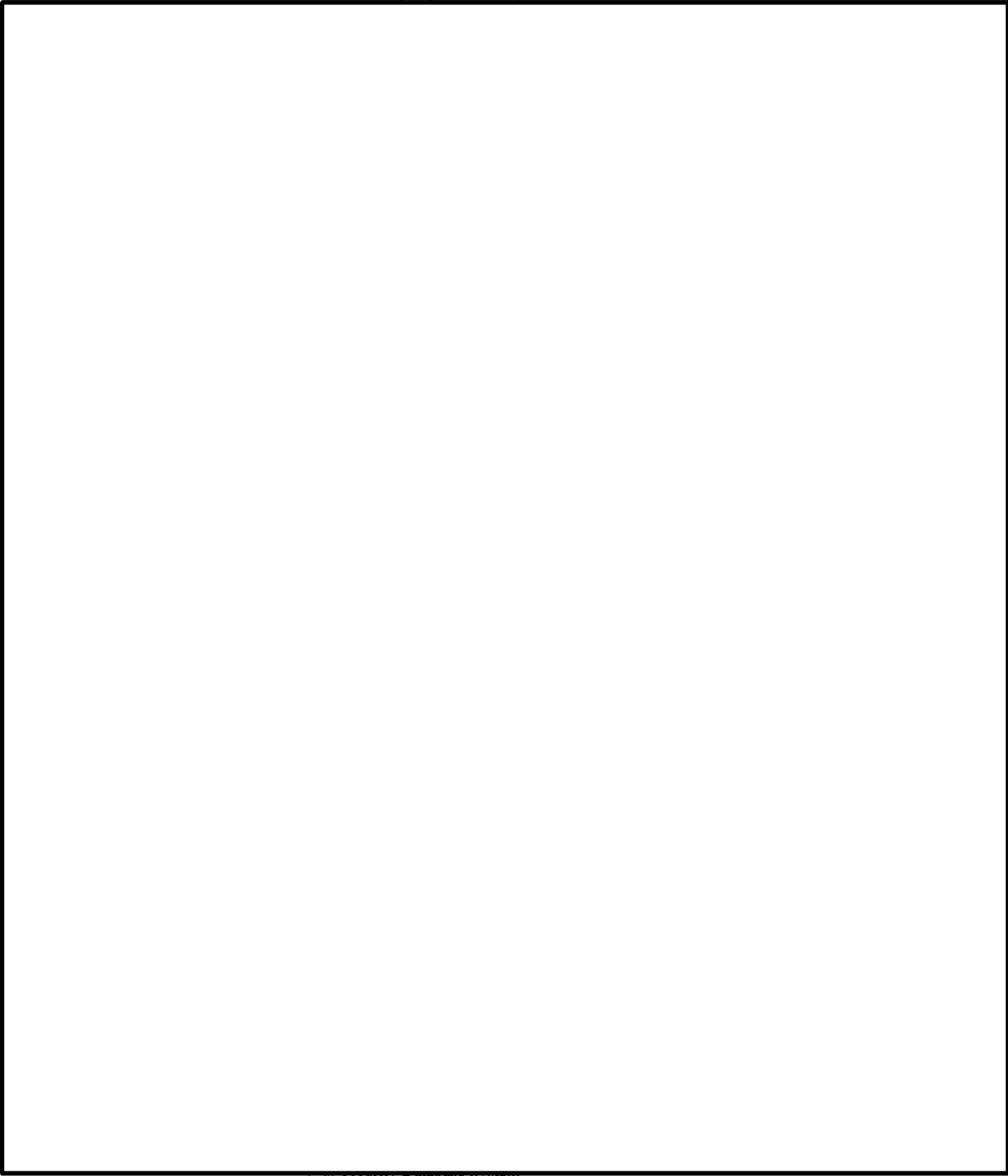


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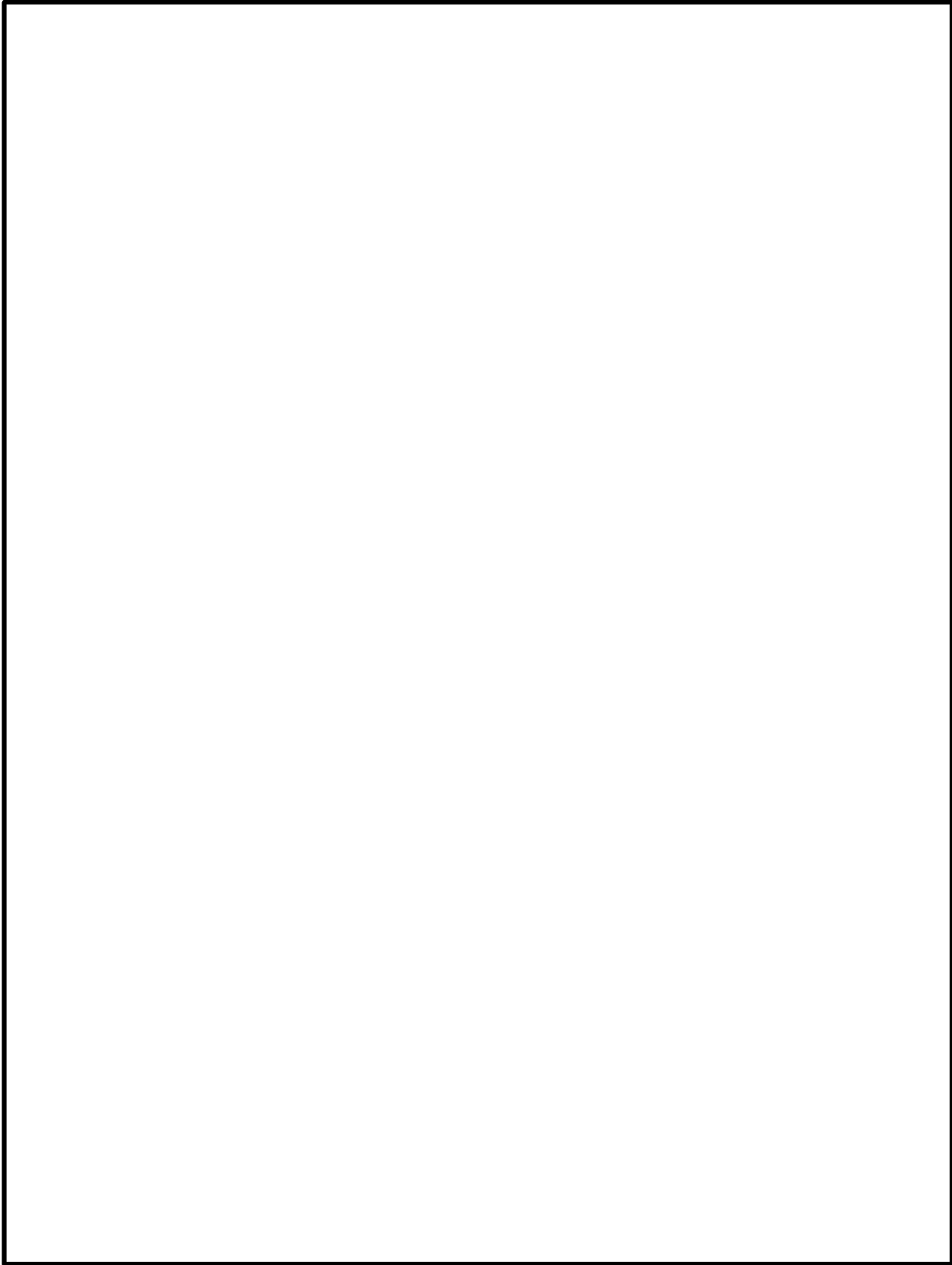


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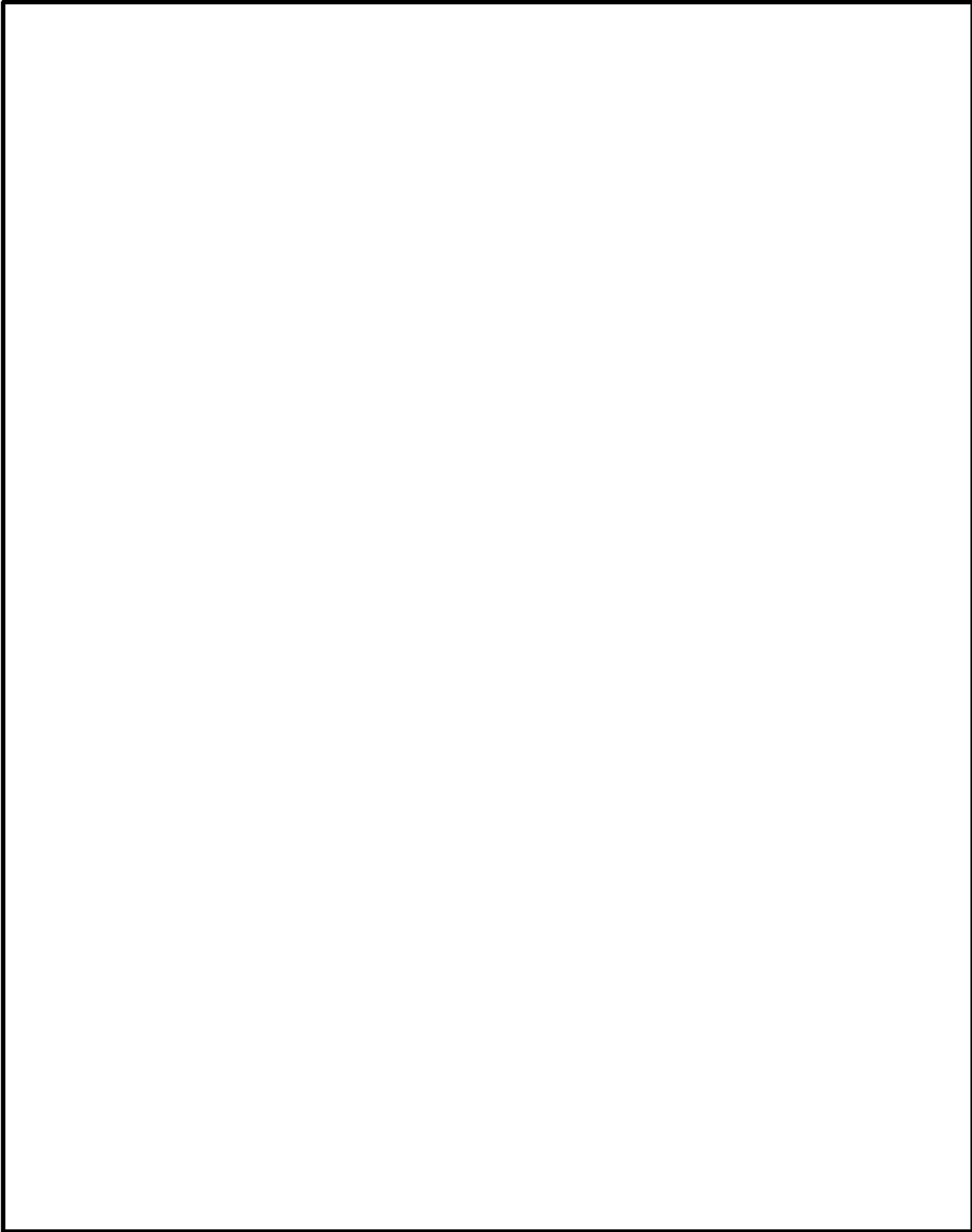
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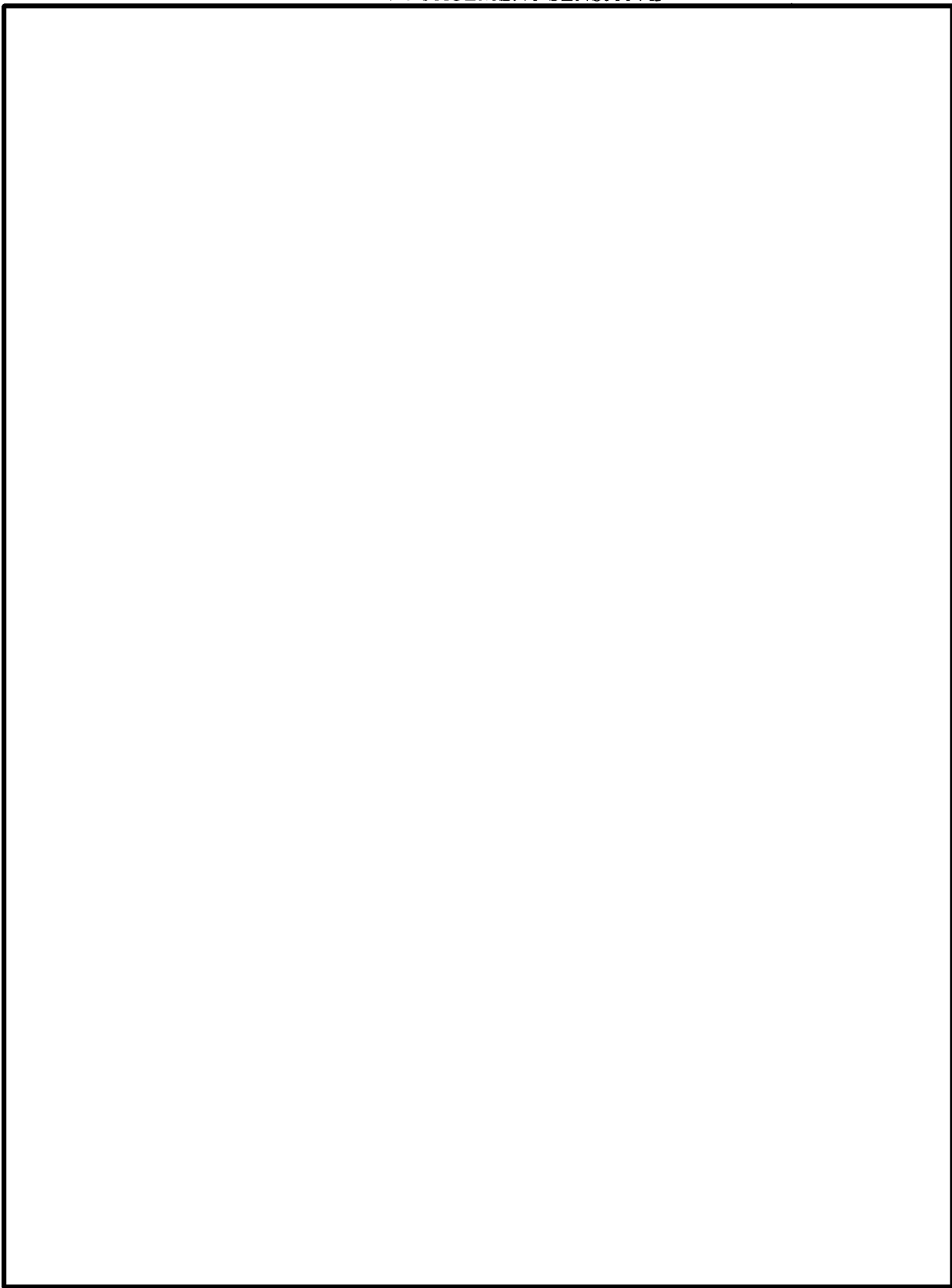
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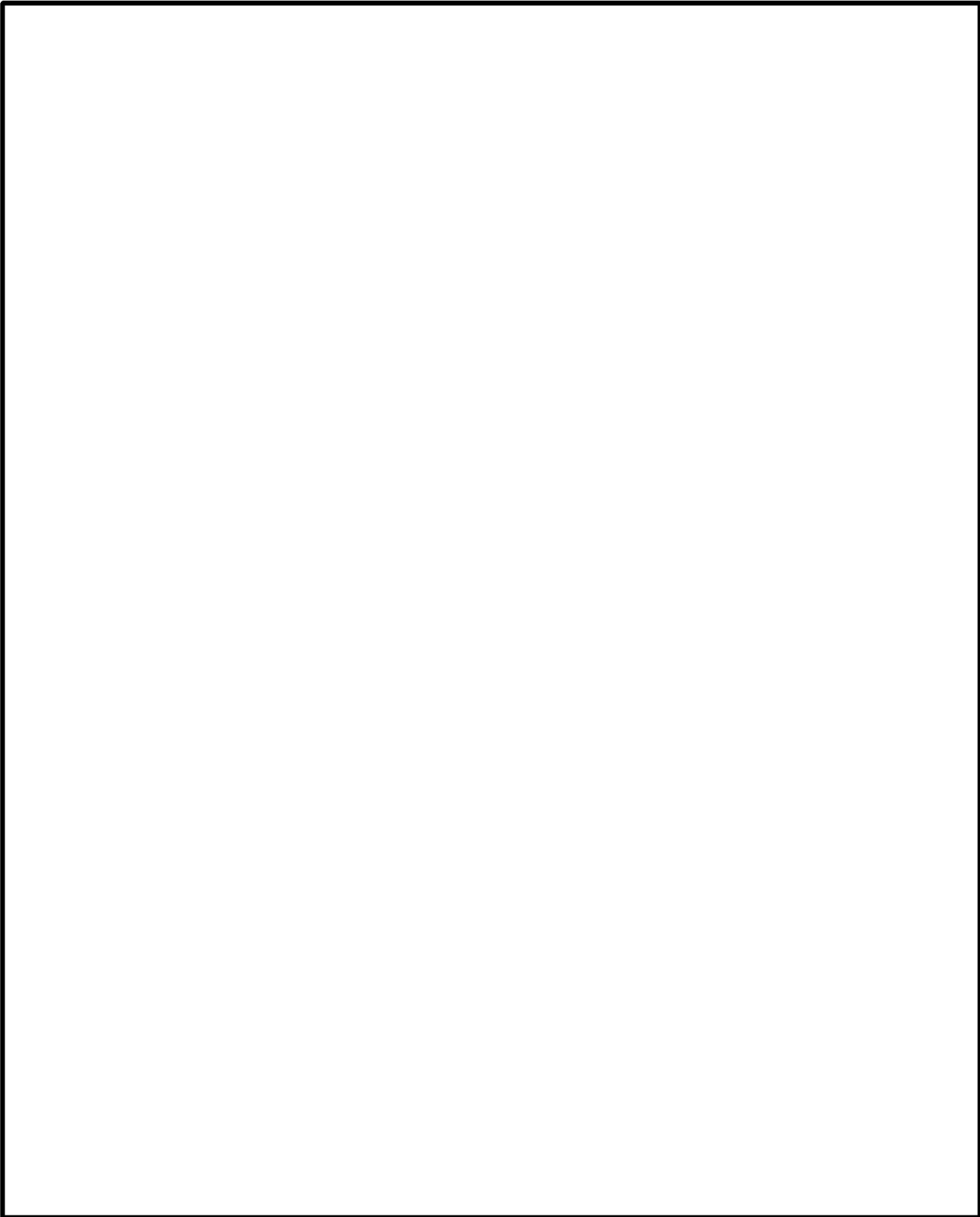
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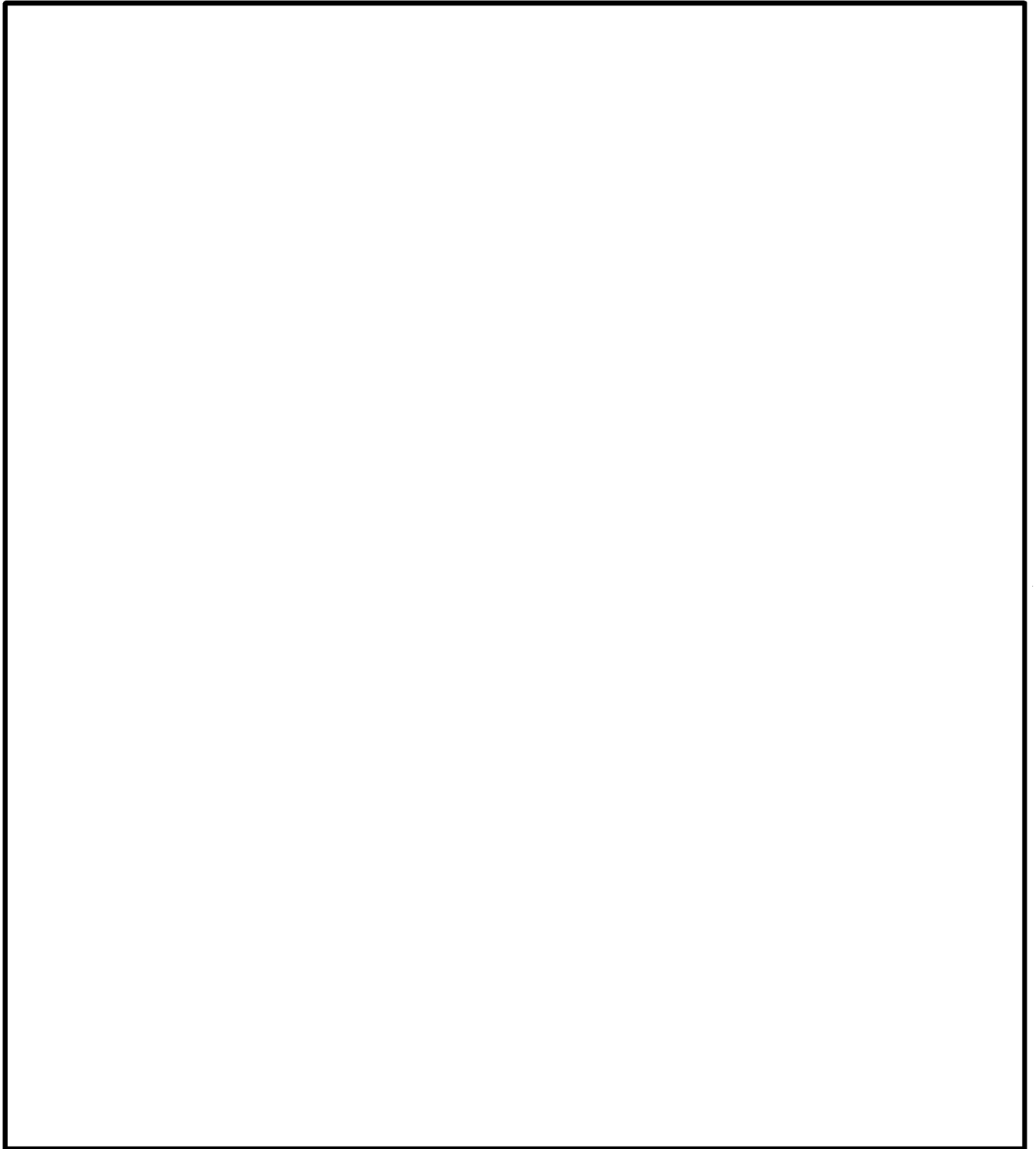
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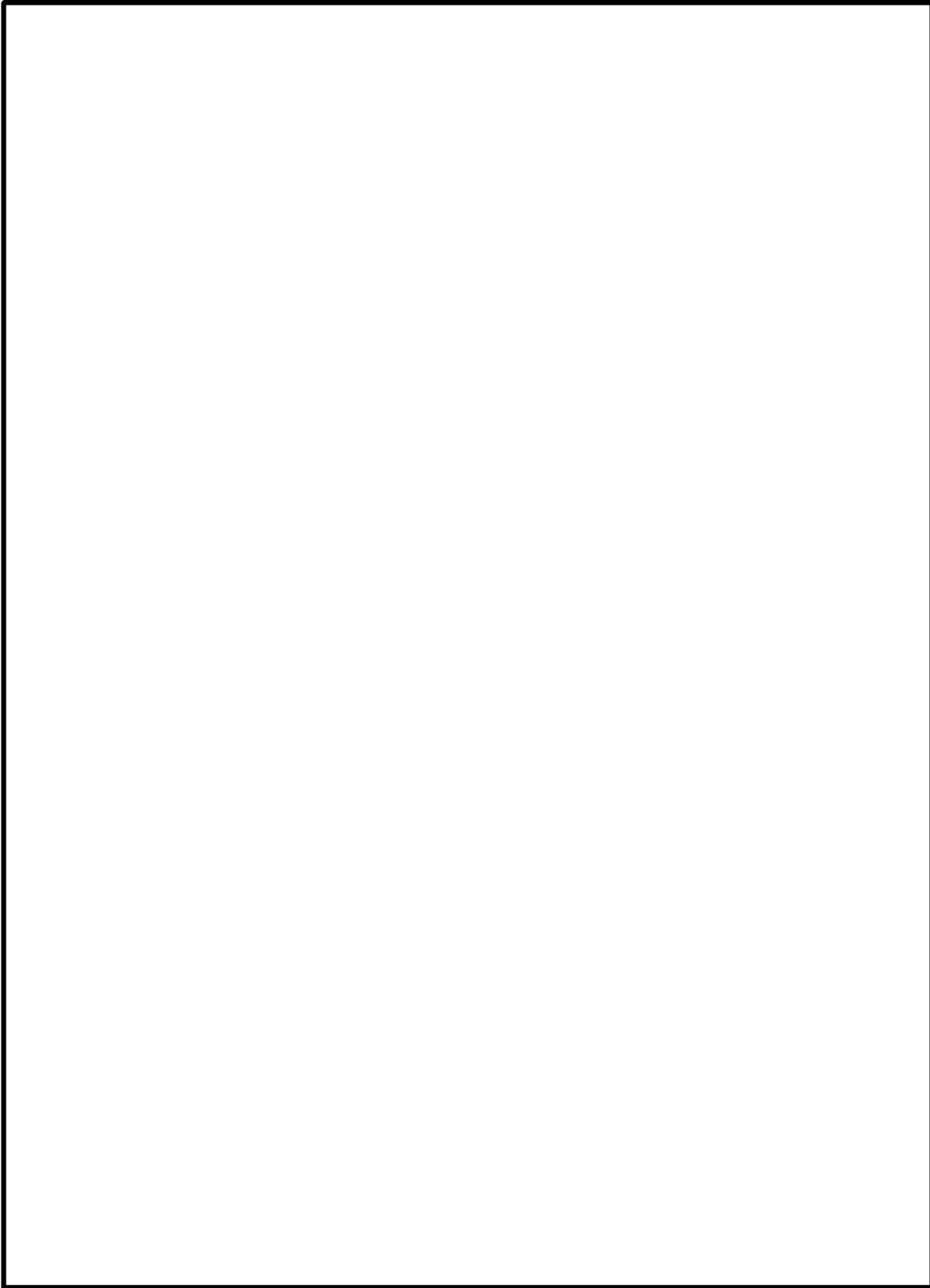
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²³ If such a determination is made in the field, it must have concurrence from HQRAD Integrity Unit.

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