



U.S. Citizenship  
and Immigration  
Services

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HQ 70/42

## Memorandum

TO: Field Distribution

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SUBJECT: Uniform Instruction for Standardized CARRP File Identification and Movement of CARRP Cases within USCIS

### I. Purpose

The purpose of this memorandum is to outline the steps to be taken to standardize Controlled Application Review and Resolution Program (CARRP) file identification and the movement of National Security (NS) cases within USCIS.

### II. Background

The April 11, 2008 USCIS memorandum "Policy for Vetting and Adjudicating Cases with National Security Concerns" has defined procedures for handling all applications and petitions that convey an immigrant or non-immigrant status where an officer identifies a NS concern. This memorandum establishes a uniform instruction for the transfer and identification of such cases.

### III. Policy Guidance

#### A. Domestic Operations Field & Regional Office Administrative Preparation for Receipt of CARRP Cases.

Field Offices will implement the following procedures for receipt of CARRP cases:

1. For transfer of CARRP files.

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- a. Each Field Office and the NBC shall create an email box to receive notifications of CARRP file transfers using the following naming convention: the 3-letter code for the file control office followed by a hyphen (-) and the letters "CARRP," i.e.: "WAS-CARRP" = Washington Field Office.
  - b. The Field Office CARRP email box shall be used exclusively to notify the Field Office that CARRP files are being physically transferred to that office. **DO NOT** send general CARRP and/or NS inquiries regarding pending cases to the CARRP email boxes.
2. For general CARRP inquiries:
- a. Send general CARRP and/or NS inquiries regarding pending cases at a Field Office to the appropriate Regional Office email box. Regional Offices will create specific email boxes for this purpose, using the naming convention: "NER-NS," "SER-NS," "CRO-NS," and "WRO-NS."
  - b. As appropriate, the Regional Office will forward inquiries to the OFO email box: "OFO-NS".
  - c. Send any inquiries regarding CARRP cases at a Service Center to the SCOPS email box: "SCO-NS".
  - d. If a Field Office already has a NS email box created using the format of the 3-letter code for the file control office followed by a hyphen (-) and the letters "NS" (i.e.: "LOS-NS"), this will be the email box to which the Regional Office will forward any CARRP and/or NS general inquiries for that office.
  - e. Any Field Office that does not already have a NS email box (i.e. "LOS-NS") shall create one using the prescribed format given above for receipt of CARRP and/or NS inquiries other than notifications of case transfers.
3. Each Field Office Director (FOD) will designate a Supervisory Immigration Services Officer (SISO) to oversee the assignment of CARRP cases.
- a. Any SISO assigned to work with CARRP cases should receive CARRP training and have access to the FDNS Data System (FDNS-DS).
4. Each office will designate personnel to access the CARRP file transfer email box. Designated personnel will review the email box daily and notify the SISO responsible for the assignment of CARRP cases that CARRP files are en route to the Field Office.
5. Each office will train mail room personnel to recognize CARRP cases upon receipt and to ensure that the files are assigned to the FOD.

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6. Each office will train Field Office personnel to forward cases that may have an NS concern to the FOD. (See “Attachment A” of the Operational Guidance for information on National Security Concern indicators.)
  - a. The FOD will then forward the NS case to the FDNS-Supervisory Immigration Officer (FDNS-SIO), if one is located in the Field Office, for assignment to the FDNS-IO for an evaluation of the NS concern. If no FDNS-SIO is available, the FOD will forward the NS case to the FDNS-IO per local procedures.
  - b. If the NS concern is confirmed and upon completion of the relevant CARRP Operational Guidance, the FDNS-IO, or FDNS-SIO depending upon local procedure, will forward the NS case to the SISO designated to oversee the CARRP process.
  - c. The designated SISO will assign the case to the CARRP-trained-ISO for adjudication.
7. Field offices receiving any case with a “Pending Adjustment Case/Terrorist-Related Inadmissibility Ground Issue” coversheet (See Attachment B for sample) will consider said case to be a CARRP case and will process as such.

**B. File Identification.**

1. At any time a case is determined to need processing under CARRP policy, attach a salmon-colored **CARRP Routing Sheet** to the outside cover of the A-file folder for easy identification. Page two of the routing sheet is to be ACCO-fastened on the inside of the file’s top right hand side; all other documentation is to be interfiled underneath this sheet. CARRP Routing Sheets will remain until the NS concern has been resolved. (See Attachment A for CARRP Routing Sheet template. Salmon-colored paper is available in the federal government 2008 office supply catalog, reference #HAM-10311-9.)
2. When a CARRP case is being transferred, annotate the CARRP Routing Sheet with the appropriate location codes as follows:
  - a. To a Field Office, annotate the CARRP Routing Sheet with the 3-letter office code with a hyphen and the acronym “FOD”, i.e. “NYC-FOD” as appropriate.
  - b. To a Service Center, annotate the CARRP Routing Sheet with “VSC-BCU”, “TSC-BCU”, “NSC-BCU” or “CSC-BCU” as appropriate.

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- c. To an Asylum Office, annotate the CARRP Routing Sheet with “ZNY”, “ZNK”, “ZAR”, “ZMI”, “ZCH”, “ZHN”, “ZSF” or “ZLA” as appropriate.
  - d. To the National Benefits Center, annotate the CARRP Routing Sheet with “NBC-BCU.”
  - e. To the Headquarters Office of Fraud Detection and National Security, annotate the CARRP Routing Sheet “HQFDNS.”
3. If the case is a “Mandamus,” circle “yes” on the CARRP Routing Sheet and include the court date in the space provided.
  4. When a case is deemed to no longer have a pending NS concern, remove the CARRP Routing Sheet from the outside and inside of the file, and update FDNS-DS accordingly.
- C. Notification of File Movement between HQFDNS, SCOPS, Regional Offices and/or Field Offices.**

1. When sending a CARRP case to a Field Office or the NBC:
  - a. When a CARRP case is being sent to a Field Office or the NBC, send an email message to the NBC or receiving Field Office CARRP email box with the following:
    - Email subject line: Type in “**CARRP Case Transfer**”
    - Email body should include:
      - The FDNS-DS number
      - The A-number for A-files or Receipt number for receipt files
      - Write the A-number and/or Receipt number using the FDNS-DS naming conventions to make it easier to find the CARRP subject’s case in FDNS-DS:
        - Type A and 9 digits without spaces. **NOTE:** You must add in a zero (“0”) after the letter “A” for A-numbers with only 8 digits.
        - Receipt number:
          - Service Center receipts: Type the receipt number without any spaces or punctuation (e.g. “MSC0425210838”).
          - Field Office receipts: Type the 3-letter filing office code (e.g. “DAL” for the Dallas Field Office), followed by the cash register receipt number without any spaces or punctuation (e.g. “DAL093652782”).

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- Asylum Office receipts: Type the 3-letter Asylum Office code (e.g. "ZAR" for the Arlington Asylum Office), followed by the 9-digit A-number **without** the letter "A." (e.g. type "A095712741" received at the New York Asylum Office as "ZNY095712741.")
    - The type of application, e.g., "I-485," "N-400"
  - b. One message may be sent for multiple files as long as all the necessary information is provided for each file being sent.
  - c. All CARRP files should be forwarded to the FOD in compliance with file identification and movement procedures (See sections B & C of this memorandum.).
  - d. All classified materials must be sent in compliance with regulations for handling classified materials. (For detailed instructions go to the Office of Security and Integrity intranet website under "Administrative Security" and "Guidance".)
2. When requesting a CARRP file:
- a. Follow normal procedures for requesting a file in NFTS and CIS. **DO NOT** enter "NS" or "**CARRP**" or **ANY** other designator for National Security in any field in NFTS or CIS. A designation would then become a permanent part of the file's record.
  - b. The Field Office receiving a CARRP case will identify it by the CARRP Routing Sheet attached to the outside cover of the file folder.

**D. Important Information on CARRP Cases Processed at the National Benefit Center (NBC).**

1. If a NS indicator is found in a case at the NBC, or if a previously-identified CARRP case is processed at the NBC, the NBC-FDU-Operations (Fraud Detection Unit) will forward files to the Field when:
  - a. **For I-485s Only:** The application appears to be otherwise approvable.
  - b. An interview is mandatory.
  - c. An interview is requested by Record Owner during deconfliction.
  - d. Information is found during the vetting process that warrants an interview.

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2. Field Offices will follow the established file request procedures when requesting files from the NBC. Field Offices generally request cases on account of:
  - a. Pending legal action.
  - b. An expedite request from a third party.
  - c. An expedite request to maintain workload.
3. A Field Office expedite request **OVERRIDES** NBC's normal processing of CARRP cases. The Field may receive CARRP cases where initial vetting, deconfliction, initial eligibility assessments are not complete.
4. Each of the cases at the NBC undergoing CARRP processing are identifiable by its NFTS code in the range from **TF0001** to **TF0199**.
5. The FOD will have discretion on whether or not descheduled cases should be requested from the NBC immediately or allow the NBC to complete their CARRP processing of the case before it is sent out to the Field.

**E. Important Information on CARRP Cases Involving Applications Based on Asylum or Refugee Status**

Per the instructions outlined in the December 3, 2008 memorandum signed by Donald Neufeld and Lori Scialabba, titled "*Reviewing Terrorist-Related Inadmissibility Grounds in Adjudicating Adjustment of Status Applications Based on Asylum or Refugee Status*," Service Centers, Asylum Offices and RAIO HQ will be utilizing a "Pending Adjustment Case/Terrorist-Related Inadmissibility Ground Issue" (TRIG) coversheet (See Attachment B for sample.) when transferring said cases between Service Centers, Asylum Offices and RAIO HQ.

As previously stated in this memorandum, should Field Offices receive any cases with a "Pending Adjustment Case/Terrorist-Related Inadmissibility Ground Issue" coversheet, those cases are considered to be CARRP cases and processed as such.

**IV. Contact Information**

Questions regarding this memorandum may be directed through official channels to HQ, Office of Field Operations.

Attachments: A - CARRP Routing Sheet  
B - "Pending Adjustment/Natz Case/T.R.I.G. Issue Routing Slip"

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Distribution: Regional Directors  
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National Benefits Center Director

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## USCIS CARRP ROUTING SHEET

**DATE:**

**TO:**

**LOCATION:**

**COURT DATE:**

**MANDAMUS: YES            NO**

**ACTIONS TAKEN:**

**REMARKS:**

**FROM:**

**LOCATION:**



C

A

R

R

P

PENDING ADJUSTMENT CASE / TERRORIST-RELATED  
INADMISSIBILITY GROUND ISSUE

Routing Slip

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Principal A#: \_\_\_\_\_

Related files A#: \_\_\_\_\_

This case has a pending adjustment application based on a grant of Asylum / Refugee status. The status was granted by \_\_\_\_\_ (Asylum office / Imm. Court designation / RAD) on \_\_\_\_\_ (date granted).

This case appears to be subject to the terrorist-related inadmissibility grounds enumerated in INA §212(a)(3)(B).

To be completed by Service Center (attach extra pages as needed):  
The basis of the concern is:

To be completed by RAIO/Asylum Office (attach extra pages as needed) :  
Determination:

Determination:

Termination     TRIG does not apply     TRIG applies/exemption granted  
(see attached worksheet)  
 TRIG applies / HQASM does not recommend termination (attached memo with reasons termination is not recommended)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Date returned to Service Center: \_\_\_\_\_