

## Chile

### Group (1)

All fields listed in part I.

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2I. Dentistry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Child Psychology, Psychometrics and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences,

and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8I. Construction-Project Management

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Development, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **People's Republic of China**

Please note that the skills list for the People's Republic of China does not apply to the citizens of Taiwan.

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Colombia**

### Group (1)

1A. Public Administration (including but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1O. Labor Union Administration

Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)



4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: marine and flight engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K . Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8I. Construction-Project Management

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Development, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Costa Rica**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

6A. Sociology (except Economics and including Criminology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6O. Theology

6P. Cultural Diversity (including, but not limited to Women's, Minority, Ethnic and Area Studies)

6Q. Fashion and Textile Design

6R. Graphic Design

6S. Geography

6T. Home Economics

6U. Language Studies

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

7Q. Camp Counselor

7R. Educational Technology (Instructional Systems Technology)

7S. Educational Psychology

7T. Curriculum Planning

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

8L. Telecommunications

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)



**Cote d'Ivoire** (formerly Ivory Coast)

Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Croatia**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.



## **Cyprus**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to, Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Dominican Republic**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6O. Religion and Theology (including, but not limited to Ministry)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Ecuador**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

### Group (2)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2H. Medical Instruments and Technology

2J. Dental Technology

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering



4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, Plastics, Wood, Paper and Metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: Systems, safety, and production engineers, and including Automatic Data Processing)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

#### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology  
(except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and  
Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Development, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **El Salvador**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography



6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

- 8B. Communication Media (including Television and Film)
- 8E. Airplane Piloting (including, but not limited to Airline Piloting)
- 8F. Merchant Marine
- 8I. Construction-Project Management

Group (9)

- 9B. International Business and Commerce
- 9C. Industrial Organization
- 9D. Labor and Industrial Relations
- 9E. Economic Development and Planning (including Rural Development)
- 9F. Economic Information Analysis (including, but not limited to Management Studies)
- 9G. Accounting
- 9H. Cybernetic Technology
- 9L. Financial Planning
- 9M. Operations Research
- 9O. Farm Management and Administration
- 9P. Hotel and Motel Management

## **Equatorial Guinea**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2 )

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: Physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including textbook writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Ethiopia**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.



Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Fiji**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

1O. Labor Union Administration

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology,

Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2L. Chiropractic and Osteopathy (not including Osteopathic Physicians who also practice medicine)

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

All fields listed in part 1.

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

- 8B. Communication Media (including Television and Film)
- 8C. Electrical Communication Technology
- 8D. Radio Operation
- 8E. Airplane Piloting (including, but not limited to Airline Piloting)
- 8F. Merchant Marine
- 8G. Architecture (including Marine Architecture)
- 8I. Construction-Project Management
- 8J. Drafting

Group (9)

- 9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)
- 9B. International Business and Commerce
- 9C. Industrial Organization
- 9D. Labor and Industrial Relations
- 9E. Economic Development and Planning (including Rural Development)
- 9F. Economic Information Analysis (including, but not limited to Management Studies)
- 9G. Accounting
- 9H. Cybernetic Technology
- 9I. Statistics
- 9J. Insurance (including Actuaries)
- 9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)
- 9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Gabon**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)



All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

- 8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)
- 8B. Communication Media (including Television and Film)
- 8C. Electrical Communication Technology
- 8D. Radio Operation
- 8F. Merchant Marine
- 8G. Architecture (including Marine Architecture)
- 8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)
- 8I. Construction-Project Management
- 8J. Drafting
- 8K. Skilled Operation of Construction Machines

Group (9)

- 9A. Industrial and Business Administration and Management (including, but not limited to programmers and Project Evaluation, Business, Total Quality Management)
- 9B. International Business and Commerce
- 9C. Industrial Organization
- 9D. Labor and Industrial Relations
- 9E. Economic Development and Planning (including Rural Development)
- 9F. Economic Information Analysis (including, but not limited to Management Studies)
- 9G. Accounting
- 9H. Cybernetic Technology
- 9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Gambia**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)



## **Ghana**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited To: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Guatemala**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1O. Labor Union Administration

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to Programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology



9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Guinea**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g., Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics , Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

- 8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)
- 8B. Communication Media (including Television and Film)
- 8C. Electrical Communication Technology
- 8D. Radio Operation
- 8F. Merchant Marine
- 8G. Architecture (including Marine Architecture)
- 8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)
- 8I. Construction-Project Management
- 8J. Drafting
- 8K. Skilled Operation of Construction Machines

Group (9)

- 9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)
- 9B. International Business and Commerce
- 9C. Industrial Organization
- 9D. Labor and Industrial Relations
- 9E. Economic Development and Planning (including Rural Development)
- 9F. Economic Information Analysis (including, but not limited to Management Studies)
- 9G. Accounting
- 9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Guinea-Bissau**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

Group (3)

All fields listed in part I.

Group (4)

4B. Cartography

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical



Engineering)

5B. Life Sciences (including, but not limited to: pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6J. Instructional Media and Technology

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

6O. Religion and Theology (including, but not limited to Ministry)

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

8L. Telecommunications

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9I. Statistics

9J. Insurance (including Actuaries)

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

**Guyana**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Haiti**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

**Honduras**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.



Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Hungary**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7B. Educational Testing, Evaluation and Measurement

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of

English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9J. Insurance (including Actuaries)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **India**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology, and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5L. Agriculture and Agronomy (including, but not limited To: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)



6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

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9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

**Indonesia**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Jamaica**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.



## **Jordan**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electrical Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4U. Agricultural Engineering

4V. Nuclear Engineering

4W. Natural Resource Management Engineering (including but not limited to Water Resource Management)

4X. Environmental Engineering

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including Physical Chemists, Metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5I. Atmospheric-Hydrospheric Sciences (including but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

5V. Botany

5W. Entomology

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

6O. Theology

6P. Cultural Diversity (including, but not limited to Women's, Minority, Ethnic and Area Studies)

6Q. Fashion and Textile Design

6R. Graphic Design

6S. Geography

6T. Home Economics

6U. Language Studies

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

7Q. Camp Counselor

7R. Educational Technology (Instructional Systems Technology)

7S. Educational Psychology

7T. Curriculum Planning

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

8L. Telecommunications

Group (9)

All files listed in Part I.

Group (10)

All files listed in Part I.

## **Kazakstan**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

3A. Computer Science

3B. Information Science and Systems Analysis

3C. Data Processing (including, but not limited to the use of data in analyzing census, financial planning and feasibility studies)

### Group (4)

All fields listed in part I.

### Group (5)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5F. Mathematics

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

#### Group (6)

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

6U. Language Studies

#### Group (7)

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

7R. Educational Technology (Instructional Systems Technology)

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8C. Electrical Communication Technology

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

8L. Telecommunications

Group (9)

All fields listed in part I.



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Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

**Kenya**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Korea**

### Group (1)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9L. Financial Planning

9M. Operations Research



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9O. Farm Management and Administration

9P. Hotel and Motel Management

**Kuwait**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

**Laos**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part 1.

Group (10)

All fields listed in part 1.

**Lebanon**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Lesotho**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1O. Labor Union Administration

### Group (2)



2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

- 6A. Sociology (except Economics and including Criminology)
- 6C. History (including Art History)
- 6D. Philosophy (including Humanities)
- 6E. Anthropology and Archaeology
- 6F. Demography
- 6G. Government and Politics (including, but not limited to International Relations)
- 6H. Economics
- 6I. Literature
- 6J. Instructional Media and Technology
- 6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)
- 6L. Estate Management
- 6M. Linguistics
- 6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

- 7A. Teaching and Religious Education
- 7B. Educational Testing, Evaluation and Measurement
- 7E. Vocational and Technical School Teaching
- 7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)
- 7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign

Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8I. Construction-Project Management

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Liberia**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2K. Optometry

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and

Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics



6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

**Macedonia**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Madagascar**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Malawi**

### Group (1)

All fields listed in part I.

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology, and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2I. Dentistry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology, and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied

Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

All fields listed in part I.

Group (8)



8B. Communication Media (including Television and Film)

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Malaysia**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Mali**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)



## **Malta**

### Group (1)

All fields listed in part I.

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology, and Pharmaceuticals, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g., Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

#### Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including textbook writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

81. Construction-Project Management

Group (9)

All fields listed in part I.

## **Mauritania**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited To: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography



2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light

and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

#### Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

#### Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Mauritius**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering and Technology (including Radio Engineering)

4I. Energy Engineering (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)



4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

## **Morocco**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology, and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)



## **Myanmar**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Nepal**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

Group (4)

- 4A. Aerospace Engineering
- 4B. Cartography
- 4C. Chemical Engineering
- 4D. Civil Engineering (including Airport Engineering)
- 4E. Communication Engineering
- 4F. Computer Engineering and Technologies
- 4G. Electrical Engineering
- 4H. Electronic Engineering (including Radio Engineering)
- 4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)
- 4J. Genetic and Biomedical Engineering
- 4K. Industrial Engineering
- 4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)
- 4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)
- 4O. Mining and Lumbering Engineering and Technology
- 4P. Navigation and Transportation Engineering
- 4Q. Optical Engineering (including, but not limited to: light and sound technology)
- 4R. Petroleum and Natural Gas Engineering and Technology
- 4S. Printing and Photographic Engineering and Technology
- 4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)



## **Nicaragua**

### Group (1)

All fields listed in part I.

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2J. Dental Technology

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

All fields listed in part I.

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9J. Insurance (including Actuaries)

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Niger**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6O. Religion and Theology (including, but not limited to Ministry)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)



7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Nigeria**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology, and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Oman**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)



5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including  
Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Pakistan**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists and Medical Records Clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences,

and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

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9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management



**Panama**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Papua New Guinea**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists and Medical Records Clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5L. Agriculture and Agronomy (including, but not limited To: veterinarians, plant pathologists, poultry and

dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7I. College and University Teaching of Business

7K . Education of the Physically Handicapped (including Education of the Mentally Retarded and

Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8I. Construction-Project Management

8J. Drafting

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management



## **Paraguay**

### Group (1)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

1N. Hospital Administration

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2J. Dental Technology

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

- 6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)
- 6C. History (including Art History)
- 6D. Philosophy (including Humanities)
- 6E. Anthropology and Archaeology
- 6F. Demography
- 6G. Government and Politics (including, but not limited to International Relations)
- 6I. Literature
- 6J. Instructional Media and Technology
- 6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)
- 6L. Estate Management
- 6M. Linguistics
- 6O. Religion and Theology (including, but not limited to Ministry)

Group (7)

- 7A. Teaching and Religious Education
- 7B. Educational Testing, Evaluation and Measurement
- 7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)
- 7E. Vocational and Technical School Teaching
- 7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)
- 7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)
- 7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

**Peru**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.



## **Philippines**

### Group (1)

All fields listed in part I and the following:

1P. Special Child Development Administration \*

1Q. Negotiation Skills \*

1R. Organizational Development (including, but not limited to: Human Resource Development and Human Resource Management \*)

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists)

and Medical Records Clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2K. Optometry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

2T. Genetic and Biomedical Engineering\*

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electrical Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

4U. Agricultural Engineering

4V. Nuclear Engineering

4W. Natural Resource Management Engineering (including but not limited to Water Resource Management)

4X. Environmental Engineering

4Y. Metals Research and Fabrication (including, but not limited to: Tool and Die, Pattern Making, Casting and Riser-Casting Design, Investment Casting, Molds and Die Design, Welding Technology and Preventive Maintenance)\*

4Z. Management of Technology\*

Group (5)

All fields listed in part I.

Group (6)

- 6A. Sociology (except Economics and including Criminology)
- 6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)
- 6C. History (including Art History)
- 6D. Philosophy (including Humanities)
- 6E. Anthropology and Archaeology
- 6F. Demography
- 6G. Government and Politics (including, but not limited to International Relations)
- 6H. Economics
- 6I. Literature
- 6J. Instructional Media and Technology
- 6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)
- 6L. Estate Management
- 6M. Linguistics
- 6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)
- 6P. Cultural Diversity (including, but not limited to: Women's, Minority Ethnic and Area Studies)
- 6U. Language Studies

Group (7)

- 7A. Teaching and Religious Education
- 7B. Educational Testing, Evaluation and Measurement

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

7U. Technical and Vocational Studies in Various Trade Areas (Automotive, Welding, Industrial Electrician, Electronics, Machine Shop and Refrigeration)\*

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

8M. Interior Design\*

Group (9)

All fields listed in part I and the following:

9T. Program Project Management\*

9U. Social Planning and Policy Analysis\*

9V. Development Financing\*

9W. Entrepreneurship Development\*

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

\*These skills are incorporated for the Philippines only per special request of their embassy.

## **Poland**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

6A. Sociology (except Economics and including Criminology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)



All fields listed in part I.

Group (8)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Qatar**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including Physical Chemists, Metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of

English as a Foreign Language)

7E. Vocational and Technical School Teaching

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

**Romania**

Group (1)

All fields listed in part I.

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

All fields listed in part I.

Group (6)

All fields listed in part I.

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.



Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Rwanda**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

All fields listed in part I.

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Saudi Arabia**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography



6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

All fields listed in part I.

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

## **Senegal**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to registered nurses, practical nurses, physician's receptionists and medical records clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

## **Sierra Leone**

### Group (1)

1C. Public Social Services

1E. Drug Abuse and Narcotics Control

1G. Tourism and Travel

1N. Hospital Administration

### Group (2)

2C. Veterinary Medicine

2D. Emergency Medicine

2P. Cancer Research

2R. Environmental Health

### Group (3)

3B. Information Science and Systems Analysis

### Group (4)

4B. Cartography

4D. Civil Engineering (including Airport Engineering)

4F. Computer Engineering and Technologies

4H. Electronic Engineering (including Radio Engineering)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including metal fabrication)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)



5U. Population Studies

Group (6)

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

Group (7)

7B. Educational Testing, Evaluation and Measurement

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

Group (9)

9O. Farm Management and Administration

## **Singapore**

### Group (1)

All fields listed in part I.

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2K. Optometry

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

- 4P. Navigation and Transportation Engineering
- 4Q. Optical Engineering (including, but not limited to: light and sound technology)
- 4R. Petroleum and Natural Gas Engineering and Technology
- 4S. Printing and Photographic Engineering and Technology
- 4T. Surveying (including Oceanography)

Group (5)

- 5C. Study of Drugs and Allied Sciences
- 5D. Physics (including physical chemists, metallurgists and all branches and specialties in Physics)
- 5E. Genetics
- 5F. Mathematics
- 5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)
- 5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)
- 5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)
- 5J. Astronomy and Space Technology
- 5K. Repair and Maintenance Technology
- 5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)
- 5M. Food Science and Technology
- 5N. Zoology (including Animal Behavior and Physiology)
- 5P. Fisheries (or other marine products)
- 5R. Hydrology (including, but not limited to Water Pollution)
- 5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign

Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

- 9C. Industrial Organization
- 9D. Labor and Industrial Relations
- 9E. Economic Development and Planning (including Rural Development)
- 9F. Economic Information Analysis (including, but not limited to Management Studies)
- 9G. Accounting
- 9H. Cybernetic Technology
- 9I. Statistics
- 9J. Insurance (including Actuaries)
- 9K. Administration of Financial Institutions including, but not limited to Savings and Loan Organizations and Credit Unions)
- 9L. Financial Planning
- 9M. Operations Research
- 9N. Banking
- 9O. Farm Management and Administration
- 9P. Hotel and Motel Management

**Somalia**

## Group (1)

1A. Public Administration (including but not limited To: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

## Group (2)



All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law

Enforcement)

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Sri Lanka (including Maldives)**

### Group (1)

1A. Public Administration (including, but not limited to Public Health and Urban Studies/Planning and Urban Transportation)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1L. College, University and Higher Education Administration

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists and Medical Records Clerks)

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

2S. Medical Research

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, Plastics, Wood, Paper and Metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4U. Agricultural Engineering

4V. Nuclear Engineering

4W. Natural Resource Management Engineering (including, but not limited to Water Resource Management)

4X. Environmental Engineering

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including Physical Chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

5V. Botany

5W. Entomology

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography



6G. Government and Politics (including, but not limited to International Relations)

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6O. Religion and Theology (including, but not limited to Ministry)

6P. Cultural Diversity (including, but not limited to Women's, Minority, Ethnic and Area Studies)

6Q. Fashion and Textile Design

6S. Geography

6T. Home Economics

6U. Language Studies

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

7R. Educational Technology (Instructional systems Technology)

7S. Educational Psychology

7T. Curriculum Planning

Group (8)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8I. Construction-Project Management

8L. Telecommunications

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

9R. Marketing

9S. Finance

## **Sudan**

### Group (1)

1A. Public Administration (including, but not limited to Public Health and Urban Studies/Planning and Urban Transportation)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied

Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including textbook writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine



8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9J. Insurance (including Actuaries)

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Swaziland**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied

Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including textbook writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management



Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Tanzania**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited To: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Thailand**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.



Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Togo**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1J. Primary School Administration

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Tonga**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.



## **Trinidad and Tobago**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic

Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists and Medical Records Clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4O. Mining and Lumbering Engineering and Technology

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

4U. Agricultural Engineering

4W. Natural Resource Management Engineering (including, but not limited to Water Resource Management)

4X. Environmental Engineering

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

5V. Botany

Group (6)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6J. Instructional Media and Technology

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Tunisia**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

## **Turkey**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics



5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and

Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7O. Teaching in Law Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8F. Merchant Marine

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9J. Insurance (including Actuaries)

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Uganda**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **United Arab Emirates**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

1H. Law Enforcement and Corrections (including, but not limited to the Administration of Justice)

1I. Parks and Recreation Management (including, but not limited to Wildlife Management)

1K. Secondary School Administration

1L. College, University and Higher Education Administration

1M. Technical or Vocational School Administration

1N. Hospital Administration

### Group (2)

All fields listed in part I.

Group (3)

All fields listed in part I.

Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4D. Civil Engineering (including Airport Engineering)

4E. Communication Engineering

4F. Computer Engineering and Technologies

4G. Electrical Engineering

4H. Electronic Engineering (including Radio Engineering)

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4N. Mechanical Engineering (including, but not limited to: systems, safety, and production engineers, and including Automatic Data Processing)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)



4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

4T. Surveying (including Oceanography)

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied

Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5T. Desalinization

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Uruguay**

### Group (1)

All fields listed in part I.

### Group (2)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2M. Medical Cybernetics

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

### Group (3)

All fields listed in part I.

### Group (4)

4A. Aerospace Engineering

4B. Cartography

4C. Chemical Engineering

4E. Communication Engineering

4F. Computer Engineering and Technologies

4I. Energy Engineering and Technology (but not including Petroleum and Natural Gas Engineering and Technology)

4J. Genetic and Biomedical Engineering

4K. Industrial Engineering

4L. Marine and Aeronautical Engineering and Technology (including, but not limited to: Marine and Flight Engineers)

4M. Materials Engineering and Sciences (including, but not limited to: textiles, plastics, wood, paper and metal, but not including Metal Fabrication)

4P. Navigation and Transportation Engineering

4Q. Optical Engineering (including, but not limited to: light and sound technology)

4R. Petroleum and Natural Gas Engineering and Technology

4S. Printing and Photographic Engineering and Technology

Group (5)

5C. Study of Drugs and Allied Sciences

5E. Genetics

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

- 5N. Zoology (including Animal Behavior and Physiology)
- 5P. Fisheries (or other marine products)
- 5R. Hydrology (including, but not limited to Water Pollution)
- 5S. Ecology and Environmental Protection (including Conservation)
- 5T. Desalinization
- 5U. Population Studies

Group (6)

- 6C. History (including Art History)
- 6D. Philosophy (including Humanities)
- 6E. Anthropology and Archaeology
- 6F. Demography
- 6G. Government and Politics (including, but not limited to International Relations)
- 6I. Literature
- 6J. Instructional Media and Technology
- 6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)
- 6L. Estate Management
- 6M. Linguistics

Group (7)

- 7A. Teaching and Religious Education
- 7B. Educational Testing, Evaluation and Measurement
- 7I. College and University Teaching of Business

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7P. Career Guidance and Counseling

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8E. Airplane Piloting (including, but not limited to Airline Piloting)

8F. Merchant Marine

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)



9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

## **Venezuela**

### Group (1)

1A. Public Administration (including, but not limited to Public Health and Urban Studies/Planning and Urban Transportation)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2B. Recognized Medical Specializations (including, but not limited to: Anesthesiology, Audiology, Cardiography, Cardiology, Dermatology, Embryology, Epidemiology, Forensic Medicine, Gastroenterology, Hematology, Immunology, Internal Medicine, Neurological Surgery, Obstetrics and Gynecology, Oncology, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology, Pediatrics, Pharmacology and Pharmaceutics, Physical Medicine and Rehabilitation, Physiology, Plastic Surgery, Preventive Medicine, Proctology, Psychiatry and Neurology, Radiology, Speech Pathology, Sports Medicine, Surgery, Thoracic Surgery, Toxicology, Urology and Virology)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists and Medical Records Clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

7A. Teaching and Religious Education

7B. Educational Testing, Evaluation and Measurement

7C. Primary School Teaching (including, but not limited to Nursery Schools and Kindergartens)

7D. Secondary School Teaching (including, but Not limited to Remedial Teaching and Teaching of English as a Foreign Language)

7E. Vocational and Technical School Teaching

7F. College and University Teaching in Natural Sciences, Mathematics, Engineering and Technology (except Agriculture)

7G. College and University Teaching of Social Sciences, Liberal Arts and Literature (including Foreign Language Education)

7H. College and University Teaching of Education

7I. College and University Teaching of Business

7J. Agricultural School Teaching

7K. Education of the Physically Handicapped (including Education of the Mentally Retarded and Emotionally Disturbed)

7L. Education of Exceptional Children

7M. Physical Education and Recreation (including, but not limited to Coaching)

7N. Teaching in Medical Schools (including, but not limited to lecturers)

7P. Career Guidance and Counseling

Group (8)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8F. Merchant Marine

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9L. Financial Planning

9M. Operations Research

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Western Samoa**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.



Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Yemen**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

All fields listed in part I.

### Group (6)

All fields listed in part I.

### Group (7)

All fields listed in part I.

### Group (8)

All fields listed in part I.

Group (9)

All fields listed in part I.

Group (10)

All fields listed in part I.

## **Zaire**

### Group (1)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

1G. Tourism and Travel

### Group (2)

2A. General Practice of Medicine (including Osteopaths who also practice medicine)

2C. Veterinary Medicine

2D. Emergency Medicine

2E. Nuclear Medicine

2F. Geriatrics

2G. Nursing (including, but not limited to Registered Nurses, Practical Nurses, Physician's Receptionists and Medical Records Clerks)

2H. Medical Instruments and Technology

2I. Dentistry

2J. Dental Technology

2K. Optometry

2L. Chiropractic and Osteopathy (not including osteopathic physicians who also practice medicine)

2M. Medical Cybernetics

2N. All Therapies, Prosthetics and Healing (except Medicine, Osteopathy or Osteopathic Medicine, Nursing, Dentistry, Chiropractic and Optometry)

2O. Medical Statistics and Documentation

2P. Cancer Research

2Q. Medical Photography

2R. Environmental Health

Group (3)

All fields listed in part I.

Group (4)

All fields listed in part I.

Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

6N. Law (including Judicature and all branches and specialties in the practice of Law, except in Law Enforcement)

Group (7)

All fields listed in part I.

Group (8)

All fields listed in part I.

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Development, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)



## **Zambia**

### Group (1)

1A. Public Administration (including, but not limited to: City Planning, Urban Studies/Planning, Urban Transportation, and Public Health)

1B. Public Social Administration (including, but not limited to: Welfare, Dietetics, Nutrition, Family Planning and Public Health)

1C. Public Social Services

1D. Sanitation

1E. Drug Abuse and Narcotics Control

1F. International Health

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

- 5B. Life Sciences (including, but not limited to: Pharmacy and Biology)
  - 5C. Study of Drugs and Allied Sciences
  - 5E. Genetics
  - 5F. Mathematics
  - 5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)
  - 5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)
  - 5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)
  - 5J. Astronomy and Space Technology
  - 5K. Repair and Maintenance Technology
  - 5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)
  - 5M. Food Science and Technology
  - 5N. Zoology (including Animal Behavior and Physiology)
  - 5O. Forestry
  - 5P. Fisheries (or other marine products)
  - 5Q. Geology (including all branches and specialties, e.g., Oceanology, and all branches of Applied Geology including geophysicists and geochemists)
  - 5R. Hydrology (including, but not limited to Water Pollution)
  - 5S. Ecology and Environmental Protection (including Conservation)
  - 5U. Population Studies
- Group (6)
- 6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology, and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including textbook writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines

Group (9)

9A. Industrial and Business Administration and Management (including, but not limited to: programmers and Project Evaluation, Business, Total Quality Management)

9B. International Business and Commerce

9C. Industrial Organization

9D. Labor and Industrial Relations

9E. Economic Development and Planning (including Rural Development)

9F. Economic Information Analysis (including, but not limited to Management Studies)

9G. Accounting

9H. Cybernetic Technology

9I. Statistics

9K. Administration of Financial Institutions (including, but not limited to Savings and Loan Organizations and Credit Unions)

9L. Financial Planning

9M. Operations Research

9N. Banking

9O. Farm Management and Administration

9P. Hotel and Motel Management

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

## **Zimbabwe**

### Group (1)

All fields listed in part I.

### Group (2)

All fields listed in part I.

### Group (3)

All fields listed in part I.

### Group (4)

All fields listed in part I.

### Group (5)

5A. Chemistry (including all branches and specialties in Chemistry, except in Pharmacy and Chemical Engineering)

5B. Life Sciences (including, but not limited to: Pharmacy and Biology)

5C. Study of Drugs and Allied Sciences

5D. Optics and Physics (including physical chemists, metallurgists and all branches and specialties in Physics)

5E. Genetics

5F. Mathematics

5G. Laboratory Technology (including, but not limited to: physical and chemistry laboratory technicians)

5H. Metal Fabrication (including, but not limited to skilled metal crafts workers)

5I. Atmospheric-Hydrospheric Sciences (including, but not limited to: Marine Science, Meteorology and Oceanography)

5J. Astronomy and Space Technology

5K. Repair and Maintenance Technology

5L. Agriculture and Agronomy (including, but not limited to: veterinarians, plant pathologists, poultry and dairy scientists, animal husbandry and animal nutrition)

5M. Food Science and Technology

5N. Zoology (including Animal Behavior and Physiology)

5O. Forestry

5P. Fisheries (or other marine products)

5Q. Geology (including all branches and specialties, e.g. Oceanology, and all branches of Applied Geology including geophysicists and geochemists)

5R. Hydrology (including, but not limited to Water Pollution)

5S. Ecology and Environmental Protection (including Conservation)

5U. Population Studies

Group (6)

6A. Sociology (except Economics and including Criminology)

6B. Psychology (including, but not limited to Psychometrics, Child Psychology and Psychobiology)

6C. History (including Art History)

6D. Philosophy (including Humanities)

6E. Anthropology and Archaeology

6F. Demography

6G. Government and Politics (including, but not limited to International Relations)

6H. Economics

6I. Literature

6J. Instructional Media and Technology

6K. Fine Arts (including, but not limited to Music, Theater, Sculpture, Motion Picture Arts and Sciences, and Photography)

6L. Estate Management

6M. Linguistics

Group (7)

All fields listed in part I.

Group (8)

8A. Journalism (including, but not limited to editors and reporters, and including text-book writers, interpreters and translators)

8B. Communication Media (including Television and Film)

8C. Electrical Communication Technology

8D. Radio Operation

8F. Merchant Marine

8G. Architecture (including Marine Architecture)

8H. Construction (including, but not limited to builders, but not including skilled and unskilled laborers)

8I. Construction-Project Management

8J. Drafting

8K. Skilled Operation of Construction Machines



Group (9)

All fields listed in part I.

Group (10)

10A. Library Science (including, but not limited to Electronic Data Storage and Retrieval)

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## **Appendix 15-2 Validity of Certain Foreign Passports (Six-month list)**

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Revised March 22,2000 (IN00-16)

Under the provisions of section 212(a)(7)(B)(i)(I) of the Immigration and Nationality Act, a nonimmigrant alien who makes application for a visa or for admission into the United States is required to be in possession of a passport which is valid for a minimum period of six months from the date of expiration of the initial period of his admission into the United States or his contemplated initial period of stay authorizing him to return to the country from which he came or proceed to and enter some other country during such period. By reason of the foregoing requirement, certain foreign governments have entered into agreements with the Government of the United States whereby their passports are recognized as valid for the return of the bearer to the country of the foreign-issuing authority for a period of six months beyond the expiration date specified in the passport. These arrangements have the effect of extending the validity period of the foreign passport an additional six months notwithstanding the expiration date indicated in the passport.

Algeria  
Antigua and Barbuda  
Argentina  
Australia  
Austria  
Bahamas, The  
Bangladesh  
Barbados  
Belgium  
Bolivia  
Bosnia-Herzegovina  
Brazil  
Canada  
Chile  
Colombia  
Costa Rica  
Cote D' Ivoire  
Croatia

Cuba  
Cyprus  
Czech Republic  
Denmark  
Dominica  
Dominican Republic  
Ecuador  
Egypt  
El Salvador  
Ethiopia  
Finland  
France  
Germany  
Greece  
Grenada  
Guatemala  
Guinea  
Guyana  
Hong Kong (Certificates of Identity and Passports)  
Hungary  
Iceland  
India  
Ireland  
Israel  
Italy  
Jamaica  
Japan  
Jordan  
Korea  
Kuwait  
Laos  
Latvia  
Lebanon  
Liechtenstein  
Luxembourg  
Macau  
Madagascar  
Malaysia  
Malta  
Mauritius  
Mexico  
Monaco  
Netherlands  
New Zealand  
Nicaragua  
Nigeria  
Norway

Oman  
Pakistan  
Panama  
Paraguay  
Peru  
Philippines  
Poland  
Portugal  
Qatar  
Romania  
Russia  
Senegal  
Singapore  
Slovak Republic  
Slovenia  
South Africa  
Spain  
Sri Lanka  
St. Kitts and Nevis  
St. Lucia  
St. Vincent and the Grenadines  
Sudan  
Suriname  
Sweden  
Switzerland  
Syria  
Taiwan  
Thailand  
Togo  
Trinidad and Tobago  
Tunisia  
Turkey  
United Arab Emirates  
United Kingdom  
Uruguay  
Venezuela  
Zimbabwe

In addition, travel documents issued by the Government of the Trust Territory of the Pacific Islands are considered to be valid for the return of the bearer to the Trust Territory for a period of six months beyond the expiration date specified therein.

### **Validity of Certain Nonimmigrant Visas**

Notice is hereby given that consular officers are authorized to issue, in their discretion, nonimmigrant visas

under section **101(a)(15)(B)** of the Immigration and Nationality Act (temporary visitors for business or pleasure) valid for an indefinite period of time to otherwise eligible nationals of the countries listed below, which offer reciprocal or more liberal treatment to nationals of the United States who are in a similar class.

This order, which adds several countries to the list and incorporates recent amendments, will be amended from time to time to include other countries which accord similar privileges to United States citizens. The asterisks identify those countries which have been added with this Notice.

In addition, because of recent changes in the treatment of U.S. nationals in certain nonimmigrant classes, Suriname, formerly Surinam, has been deleted from that list under the provisions of section **101(a)(15)(B)**, in order to accord its nationals the same reciprocal treatment currently accorded U.S. nationals. **Note: Effective May 5, 1997, the maximum period of nonimmigrant visa validity is limited to ten years.**

Anguilla\*  
Antigua and Barbuda\*  
Aruba  
Austria  
Bahamas  
Barbados  
Belize  
Belgium  
Bermuda\*  
Bolivia\*  
Botswana  
Cayman Islands\*  
Canada\*  
Chile  
Cyprus  
Denmark  
Dominica, Commonwealth of  
Fiji  
Finland  
France  
Germany, Federal Republic of  
Gibraltar\*  
Greece  
Guatemala\*  
Hong Kong

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Iceland  
Ireland  
Israel  
Italy  
Jamaica  
Lesotho  
Liechtenstein  
Luxembourg  
Malawi  
Malaysia\*  
Maldives, Republic of  
Malta  
Mauritius\*  
Mexico  
Monaco  
Morocco  
Netherlands  
Netherlands Antilles  
New Zealand  
Norway  
Panama\*  
Paraguay  
Peru\*  
Philippines\*  
Portugal  
St. Christopher-Nevis\*  
St. Lucia\*  
St. Vincent and the Grenadines  
Saint Pierre and Miquelon  
Seychelles, Republic of  
Singapore  
San Marino  
Spain  
Swaziland\*  
Sweden  
Switzerland  
Thailand\*

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Tonga\*  
Trinidad and Tobago  
Tunisia  
Turkey  
Tuvalu\*  
United Kingdom  
Uruguay  
Venezuela\*  
Virgin Islands\*

Public Notice 767 of August 4, 1981, issued at 46 FR 39718 and any amendments thereto are hereby superseded.

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## **Appendix 15-3 NAFTA, Annex 1603, Appendix 1603.A.1 (Business Visitors)**

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### **Research and Design**

- Technical, scientific, and statistical researchers conducting independence research or research for an enterprise located in the territory of another Party.

### **Growth, Manufacture, and Production**

- Harvester owner supervising a harvesting crew admitted under applicable law.
- Purchasing and production management personnel conducting commercial transactions for an enterprise located in the territory of another Party.

### **Marketing**

- Market researchers and analysts conducting independent research or analysis or research or analysis for an enterprise located in the territory of another Party.
- Trade fair and promotional personnel attending a trade convention.

### **Sales**

- Sales representatives and agents taking orders or negotiating contracts for goods or services for an enterprise located in the territory of another Party but not delivering goods or providing services.
- Buyers purchasing for an enterprise located in the territory of another Party.

### **Distribution**

- Transportation operators transporting goods or passengers to the territory of a Party from the territory of



another Party or loading and transporting goods or passengers from the territory of a Party, with no unloading in that territory, to the territory of another Party.

- With respect to temporary entry into the territory of the United States, Canadian customs brokers performing brokerage duties relating to the export of goods from the territory of the United States to or through the territory of Canada.
- With respect to temporary entry into the territory of Canada, United States customs brokers performing brokerage duties relating to the export of goods from the territory of Canada to or through the territory of the United States.
- Customs brokers providing consulting services regarding the facilitation of the import or export of goods.

#### **After-Sales Service**

- Installers, repair and maintenance personnel, and supervisors, possessing specialized knowledge essential to a seller's contractual obligation, performing services or training workers to perform services, pursuant to a warranty or other service contract incidental to the sale of commercial or industrial equipment or machinery, including computer software, purchased from an enterprise located outside the territory of the Party into which temporary entry is sought, during the life of the warranty or service agreement.

#### **General Service**

- Professionals engaging in a business activity at a professional level in a profession set out in Appendix 1603.D.1.
- Management and supervisory personnel engaging in a commercial transaction for an enterprise located in the territory of another Party.
- Financial services personnel (insurers, bankers or investment brokers) engaging in commercial transactions for an enterprise located in the territory of another Party.
- Public relations and advertising personnel consulting with business associates, or attending or participating in conventions.
- Tourism personnel (tour and travel agents, tour guides or tour operators) attending or participating in conventions or conducting a tour that has begun in the territory of another Party.
- Tour bus operators entering the territory of a Party:

- (a) with a group of passengers on a bus tour that has begun in, and will return to, the territory of another Party;
- (b) to meet a group of passengers on a bus tour that will end, and the predominant portion of which will take place, in the territory of another Party; or
- (c) with a group of passengers on a bus tour to be unloaded in the territory of the Party into which temporary entry is sought, and returning with no passengers or reloading with the group for transportation to the territory of another Party.

- Translators or interpreters performing services as employees of an enterprise located in the territory of another Party.

### **Definitions**

For purposes of this Appendix:

**territory of another Party** means the territory of a Party other than the territory of the Party into which temporary entry is sought;

**tour bus operator** means a natural person, including relief personnel accompanying or following to join, necessary for the operation of a tour bus for the duration of a trip; and

**transportation operator** means a natural person, other than a tour bus operator, including relief personnel accompanying or following to join, necessary for the operation of a vehicle for the duration of a trip.

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## Appendix 15-4 NAFTA, Annex 1603, Appendix 1603.D.1 (Professionals)

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PROFESSION 1/	MINIMUM EDUCATION REQUIREMENTS AND ALTERNATIVE CREDENTIALS
<b>General</b>	
Accountant	Baccalaureate or Licenciatura Degree; or C.P.A., C.A., C.G.A. or C.M.A.
Architect	Baccalaureate or Licenciatura Degree; or state/provincial license 2/
Computer System Analyst	Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma 3/ or Post-Secondary Certificate 4/, and three years experience
Disaster Relief Insurance Claims Adjuster (claims adjuster employed by an insurance company located in the territory of a Party, or an independent claims adjuster)	Baccalaureate or Licenciatura Degree, and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims; or three years experience in claims adjustment and successful completion of training in appropriate areas of insurance adjustment pertaining to disaster relief claims
Economist	Baccalaureate or Licenciatura Degree
Engineer	Baccalaureate or Licenciatura Degree; or state/provincial license
Forester	Baccalaureate or Licenciatura Degree; or state/provincial license
Graphic Designer	Baccalaureate or Licenciatura degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience

Hotel Manager	Baccalaureate or Licenciatura degree in hotel/restaurant management; or post-secondary diploma or post-secondary certificate in hotel/restaurant management, and three years experience in hotel/restaurant management
Industrial Designer	Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience
Interior Designer	Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience
Land Surveyor	Baccalaureate or Licenciatura Degree; or state/provincial/federal license
Landscape Architect	Baccalaureate or Licenciatura Degree
Lawyer (including Notary in the Province of Quebec)	LL.B., J.D., LL.L., B.C.L. or Licenciatura Degree (five years); or membership in a state/provincial bar
Librarian	M.L.S. or B.L.S. (for which another Baccalaureate or Licenciatura Degree was a prerequisite)
Management Consultant	Baccalaureate or Licenciatura Degree; or equivalent professional experience as established by statement or professional credential attesting to five years experience as a management consultant, or five years experience in a field of specialty related to the consulting agreement
Mathematician (including Statistician)	Baccalaureate or Licenciatura Degree
Range Manager/Range Conservationist	Baccalaureate or Licenciatura Degree
Research Assistant (working in a post-secondary educational institution)	Baccalaureate or Licenciatura Degree
Scientific Technician /Technologist <b>5/</b>	Possession of (a) theoretical knowledge of any of the following disciplines: agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology or physics; and (b) the ability to solve practical problems in any of those disciplines, or the ability to apply principles of any of those

disciplines to basic or applied research

Social Worker

Baccalaureate or Licenciatura Degree

Sylviculturist (including Forestry Specialist)

Baccalaureate or Licenciatura Degree

Technical Publications Writer

Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate and three years experience

Urban Planner (including Geographer)

Baccalaureate or Licenciatura Degree

Vocational Counselor

Baccalaureate or Licenciatura Degree

**Medical/Allied Professional**

Dentist

D.D.S., D.M.D., Doctor en Odontologia or Doctor en Cirugia Dental; or state/provincial license

Dietitian

Baccalaureate or Licenciatura Degree; or state/provincial license

Medical Laboratory Technologist (Canada)/Medical Technologist (Mexico and the United States) **6/**

Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience

Nutritionist

Baccalaureate or Licenciatura Degree

Occupational Therapist

Baccalaureate or Licenciatura Degree; or state/ provincial license

Pharmacist

Baccalaureate or Licenciatura Degree; or state/ provincial license

Physician (teaching or research only)

M.D. or Doctor en Medicina; or state/provincial license

Physiotherapist/Physical Therapist

Baccalaureate or Licenciatura Degree; or state/ provincial license

Psychologist

State/provincial license; or Licenciatura Degree

Recreational Therapist	Baccalaureate or Licenciatura Degree
Registered Nurse	State/provincial license; or Licenciatura Degree
Veterinarian	D.V.M., D.M.V. or Doctor en Veterinaria; or state/ provincial license

**Scientist**

Agriculturist (including Agronomist)	Baccalaureate or Licenciatura Degree
Animal Breeder	Baccalaureate or Licenciatura Degree
Animal Scientist	Baccalaureate or Licenciatura Degree
Apiculturist	Baccalaureate or Licenciatura Degree
Astronomer	Baccalaureate or Licenciatura Degree
Biochemist	Baccalaureate or Licenciatura Degree
Biologist	Baccalaureate or Licenciatura Degree
Chemist	Baccalaureate or Licenciatura Degree
Dairy Scientist	Baccalaureate or Licenciatura Degree
Entomologist	Baccalaureate or Licenciatura Degree
Epidemiologist	Baccalaureate or Licenciatura Degree
Geneticist	Baccalaureate or Licenciatura Degree

Geologist	Baccalaureate or Licenciatura Degree
Geochemist	Baccalaureate or Licenciatura Degree
Geophysicist (including Oceanographer in Mexico and the United States)	Baccalaureate or Licenciatura Degree
Horticulturist	Baccalaureate or Licenciatura Degree
Meteorologist	Baccalaureate or Licenciatura Degree
Pharmacologist	Baccalaureate or Licenciatura Degree
Physicist (including Oceanographer in Canada)	Baccalaureate or Licenciatura Degree
Plant Breeder	Baccalaureate or Licenciatura Degree
Poultry Scientist	Baccalaureate or Licenciatura Degree
Soil Scientist	Baccalaureate or Licenciatura Degree
Zoologist	Baccalaureate or Licenciatura Degree
<b>Teacher</b>	
College	Baccalaureate or Licenciatura Degree
Seminary	Baccalaureate or Licenciatura Degree
University	Baccalaureate or Licenciatura Degree

**FOOTNOTES FOR APPENDIX 15-4**

- 1/ A business person seeking temporary entry under this Appendix may also perform training functions relating to the profession, including conducting seminars.
- 2/ "State/provincial license" and "state/provincial/federal license" mean any document issued by a state, provincial or federal government, as the case may be, or under its authority, but not by a local government, that permits a person to engage in a regulated activity or profession.
- 3/ "Post-Secondary Diploma" means a credential issued, on completion of two or more years of post-secondary education, by an accredited academic institution in Canada or the United States.
- 4/ "Post-Secondary Certificate" means a certificate issued, on completion of two or more years of post-secondary education at an academic institution, by the federal government of Mexico or a state government in Mexico, an academic institution recognized by the federal government or a state government, or an academic institution created by federal or state law.
- 5/ A business person in this category must be seeking temporary entry to work in direct support of professionals in agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology, or physics.
- 6/ A business person in this category must be seeking temporary entry to perform in a laboratory chemical, biological, hematological, immunologic, microscopic or bacteriological tests and analyses for diagnosis, treatment or prevention of disease.



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**Appendix 15-5 Citizens of the Following Countries Require a Visa  
to Enter or Transit Canada (Amended 10/23/97;  
IN98-03**

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Afghanistan  
Albania  
Algeria  
Angola  
Argentina  
Armenia  
Azerbaijan  
Bahrain  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bolivia  
Bosnia-Herzegovina  
Brazil  
Bulgaria  
Burkina-Faso  
Burundi  
Cambodia  
Cameroon  
Cape Verde  
Central African Republic  
Chad  
Chile  
China-People's Republic  
Columbia  
Comoros  
Congo, Democratic Republic of the  
Congo, Republic of the  
Costa Rica

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Croatia  
Cuba  
Czech Republic, The  
Djibouti  
Dominica  
Dominican Republic  
East Timor  
Ecuador  
Egypt  
El Salvador  
Equatorial Guinea  
Estonia  
Ethiopia  
Fiji  
Gabon  
Gambia  
Georgia  
Ghana  
Grenada  
Guatemala  
Guinea  
Guinea-Bissau  
Guyana  
Haiti  
Honduras  
Hungary  
India  
Indonesia  
Iran  
Iraq  
Israel (only Israeli citizens holding valid Israeli orange "Travel Document in Lieu of National Passport")  
Ivory Coast  
Jamaica  
Jordan  
Kazakhstan  
Kenya  
Kiribati  
Korea North  
Kuwait  
Kyrgyzstan  
Laos  
Latvia  
Lebanon  
Lesotho  
Liberia  
Libya  
Lithuania

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Macao S.A.R.  
Macedonia  
Madagascar  
Malawi  
Malaysia  
Maldives  
Mali  
Marshall Islands  
Mauritania  
Mauritius  
Micronesia, Federated States of  
Moldova  
Mongolia  
Morocco  
Mozambique  
Myanmar (Burma)  
Nauru  
Nepal  
Nicaragua  
Niger  
Nigeria  
Oman  
Pacific Islands--U.S. Trust Territories  
Pakistan  
Palau  
Palestinian Authority  
Panama  
Paraguay  
Peru  
Philippines  
Poland  
Qatar  
Romania  
Russia  
Rwanda  
Sao Tome e Prncipo  
Saudi Arabia  
Senegal  
Serbia-Montenegro  
Seychelles - The  
Sierra Leone  
Slovak Republic  
Somalia  
South Africa  
Sri Lanka  
Sudan  
Surinam

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Syria  
Taiwan  
Tadjikistan  
Tanzania  
Thailand  
Togo  
Tonga  
Trinidad & Tobago  
Tunisia  
Turkey  
Turkmenistan  
Tuvalu  
Uganda  
Ukraine  
United Arab Emirates  
Uruguay  
Uzbekistan  
Vanuatu  
Venezuela  
Vietnam  
Yemen  
Zambia  
Zimbabwe

For additional information, see <http://www.cic.gc.ca/english/visit/visas/html>

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## Appendix 15-6 List of Consular Posts and Dates of Conversion to MRV Format

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Consular Posts	MRV Conversion	
Abidjan	5/15/95	
Abu Dhabi	2/28/94	
Accra	2/17/95	
Addis Ababa	3/14/94	
Algiers	7/29/95	
Almaty	9/6/94	1/
Amman	5/9/94	
Amsterdam	3/4/96	
Ankara	4/1/94	
Antananarivo	11/15/94	
Ashgabat	8/1/95	
Asmara	11/1/94	
Asuncion	3/25/94	
Athens	1/29/93	
Auckland	3/31/95	
Baku	7/18/95	
Bamako	3/16/95	
Bandar Seri	9/27/95	
Bangkok	11/22/91	
Bangui	11/16/94	

Banjul	4/7/94	
Barranquilla	10/01/92	2/
Beijing	10/22/92	
Belfast	6/24/94	
Belgrade	10/6/94	
Belize	3/21/94	
Beirut	5/26/95	
Berlin	4/27/92	
Bern	1/26/96	
Bishkek	10/11/94	
Bissau	7/7/95	
Bogota	4/15/91	
Bombay	11/21/91	
Bonn	1/13/93	
Brasilia	4/15/93	
Bratislava	9/13/95	
Brazzaville	11/15/94	
Brussels	5/22/92	
Bucharest	3/6/95	
Budapest	3/20/95	
Buenos Aires	6/2/91	
Bujumbura	3/10/95	
Cairo	3/19/95	
Calcutta	2/28/94	
Calgary	3/28/95	
Capetown	8/8/94	
Caracas	10/18/95	3/
Casablanca	7/19/93	
Chengdu	5/16/94	
Chiang Mai	3/28/94	4/
Chisinau	8/22/94	
Ciudad Juarez	11/18/92	
Colombo	6/8/94	

Copenhagen	2/1/96
Conakry	12/13/94
Cotonou	9/5/95
Dakar	5/13/94
Damascus	1/16/95
Dar el Salaam	2/15/95
Dhaka	4/28/92
Djibouti	8/28/95
<b>Dominica</b>	10/11/02
Doha	3/20/94
Dubai	5/3/95
Dublin	6/16/92
Durban	8/22/94
Dushanbe	6/28/95
Frankfurt	6/26/92
Freetown	4/18/94
Gaborone	12/12/94
Georgetown	3/24/93
<b>Grenada</b>	10/11/02
Guadalajara	9/26/94
Guangzhou	6/1/94
Guatemala	6/13/91
Guayaquil	4/10/95
Halifax	12/3/93
Hamilton	12/2/94
Hanoi	8/1/95
Harare	8/21/95
Havana	11/2/94
Helsinki	1/15/96
Hermosillo	12/12/91
Hong Kong	3/26/92
<b>Hungary</b>	10/11/02

Islamabad	1/25/95	
Istanbul	4/4/94	
Jakarta	5/10/94	
Jeddah	2/12/96	
Jerusalem	8/25/92	
Kampala	12/14/94	
karachi	6/29/92	<b>5/</b>
Kathmandu	8/26/94	
Khartoum	8/25/95	<b>6/</b>
Kiev	1/23/95	<b>7/</b>
Kigali	7/21/95	
Kingston	1/30/91	
Kinshasa	4/21/95	
<b>Kiribati</b>	10/11/02	
Kolonia	3/16/95	
Koror	8/1/95	
Krakow	12/7/94	
Kuala Lumpur	5/19/93	
Kuwait	4/23/94	<b>8/</b>
Lagos	6/2/92	
Lahore	2/6/95	<b>9/</b>
La Paz	4/20/93	
Libreville	10/26/94	
Lilongwe	2/17/95	
Lima	6/8/92	
Lisbon	4/21/93	
Ljubljana	9/13/95	
Lima	6/8/92	
Lome	11/9/94	
London	11/3/92	
Luanda	9/18/95	
Lusaka	11/30/94	
Luxembourg	6/13/94	



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Madras	4/7/92	
Madrid	9/28/92	
Majuro	8/16/95	
Managua	3/17/93	
Manama	12/11/93	
Manila	3/26/92	
Maputo	12/12/94	
Marseille	11/20/95	
Maseru	5/23/95	
Mbabane	6/2/95	
Medan	9/26/94	
Merida	3/14/95	
Mexico City	5/11/91	10/
Milan	1/14/94	
Minsk	7/7/94	
Monterrey	11/17/94	
Montevideo	4/25/95	
Montreal	9/25/91	
Monrovia	8/29/95	
Moscow	4/19/94	
Munich	4/21/93	
Muscat	6/15/94	11/
Naha	1/30/95	
Nairobi	11/21/91	
Naples	9/30/92	
Nassau	10/30/95	
Nauru	10/11/02	
N'Djamena	9/12/95	
New Delhi	3/2/91	
Niamey	11/8/94	
Nicosia	2/13/95	
Nouakchott	1/22/95	
Osaka-Kobe	3/1/95	

Oslo	1/15/95	
Ottawa	3/5/95	
Ouagadougou	5/16/95	
Panama	11/14/94	
Paramaribo	12/9/94	
Paris	1/20/94	
Phnom Penh	4/19/95	
Ponta Delgada	10/28/94	<b>12/</b>
Port-au-Prince	6/18/92	
Port Louis	9/18/95	
Port Moresby	5/26/95	
Port of Spain	4/28/95	
Porto Alegre	6/8/95	
Prague	9/19/95	
Praia	2/10/95	
Pretoria	6/23/95	
Quebec	2/14/94	
Quito	5/19/92	<b>13/</b>
Rabat	8/2/93	<b>14/</b>
Rangoon	1/26/95	
Recife	9/25/95	
Reykjavic	8/4/95	
Riyadh	1/29/96	
Riga	4/3/95	
Rio de Janeiro	5/22/95	
Rome	9/21/92	
Sanaa	1/23/94	<b>15/</b>
San Jose	8/19/91	
San Salvador	8/26/92	
Santiago	11/15/94	
Santo Domingo	9/21/89	
Sao Paolo	5/25/93	
Saudi Arabia	10/11/02	

Seoul	3/16/92	
Shanghai	1/13/95	
Shenyang	5/3/94	
Singapore	8/8/94	
Sofia	4/25/95	
St. Petersburg	12/14/94	
Surabaya	5/27/94	16/
Suva	12/8/95	
AIT Taipei	2/17/95	
Talinn	4/28/95	
Tashkent	10/3/94	
Tblisi	8/29/94	
Tegucigalpa	6/14/91	
Tel Aviv	10/19/94	
Tijuana	1/10/92	
Tirana	12/5/94	
Tokyo	12/11/95	
Toronto	2/5/92	
Tunis	12/8/93	
<b>Tuvalu</b>	10/11/02	
Ulaanbaator	4/11/95	
Valletta	12/6/93	17/
<b>Vanuatu</b>	10/11/02	
Victoria	6/15/95	
Vientiane	5/20/94	
Vilnius	3/15/95	
Vladivostok	9/23/94	
Warsaw	3/3/95	
Washington (VO)	3/16/92	
Windhoek	11/2/94	
Yaounde	5/2/95	
Yekaterinburg	11/13/95	

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Yeravan

8/31/94

18/

Zagreb

2/21/95

Zimbabwe

10/11/02

**FOOTNOTES FOR APPENDIX 15-6**

- 1/ Stamped visas 3/15/95 to 3/20/95 and 6/1/95 to 7/17/95.
- 2/ Ceased operation 9/2/94.
- 3/ Original installation was 9/26/91, with MRV visas issues only until 9/30/91.
- 4/ Stamped visas 10/4/95 to 10/6/95.
- 5/ Ceased visa operations 5/4/95.
- 6/ Ceased visa operations 2/5/96.
- 7/ Stamped visas 2/11/95 to 2/14/95.
- 8/ Stamped visas 10/10/95 to 10/11/95.
- 9/ Stamped visas 3/4/96 to 3/13/96.
- 10/ Began issuing laminated SAV 2/18/93.
- 11/ Stamped visas 8/6/94 to 8/7/94.
- 12/ Stamped visas 6/27/95 to 6/29/95.
- 13/ Old MRV foils 8/12/94 to 8/??/94; stamped visas 10/10/95 to 10/11/95.
- 14/ A and G visas only after 6/27/94.
- 15/ Stamped visas 7/25/94 to 7/31/94.
- 16/ Stamped visas 10/20/94 to 11/2/94.

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17/ Stamped visas 10/20/95 to 10/23/95.

18/ Stamped visas 2/7/95 to 2/9/95.

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## **Appendix 15-7 Countries whose nationals are considered to have a "common nationality" with Canadians**

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Nationals of the countries listed below are considered to have a "common nationality" with citizens of Canada and the British Overseas Territory of Bermuda. **Prior to March 17, 2003**, they were exempt from the passport and nonimmigrant visa requirement if they resided in Canada or Bermuda. However, on and after March 17, 2003, this exemption no longer applied and such persons are required to present a valid passport and (unless eligible for the Visa Waiver Program) a valid visa.

Antigua and Barbuda  
Australia  
Bahamas  
Bangladesh  
Barbados  
Belize  
Botswana  
Brunei  
Cameroon  
Canada  
Cyprus  
Dominica  
Fiji  
Gambia  
Ghana  
Grenada  
Guyana  
Hong Kong (U.K or British National(Overseas) passport holders only).  
India

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Ireland  
Jamaica  
Kenya  
Kiribati  
Lesotho  
Malawi  
Malaysia  
Maldives  
Malta  
Mauritius  
Namibia  
Nauru  
New Zealand  
Nigeria  
Pakistan  
Papua New Guinea  
St. Kitts and Nevis  
St. Lucia  
St. Vincent and the Grenadines  
Seychelles  
Sierra Leone  
Singapore  
Solomon Islands  
South Africa  
Sri Lanka  
Swaziland  
Tanzania  
Tonga  
Trinidad and Tobago  
Tuvalu  
Uganda  
United Kingdom (including colonies, territories, and dependencies)  
Vanuatu  
Western Samoa  
Zambia  
Zimbabwe



## Appendix 15-8 Document Mailing List

Appendix 15-8 Document Mailing List

Document Type	Mailing Address
AR-11, Alien Change of Address Card – All (Including NSEERS and Special Interest Aliens)	CBP Address Change P.O. Box 7134  London, KY 40742-7134
G-329, Documented False Claim to U.S. Citizenship	EPIC - Attn: ICS 11339 SSG Sims St.  El Paso, TX 79908-8098
I-89 with immigrant visa (All office and POEs except LAX and SFO as identified below) All I-89s with I-181  All I-89s with SB-1	USCIS - Texas Service Center P.O. Box 850633  Mesquite, TX 75185-0633
I-89 with immigrant visa (Air Ports-of-entry at Los Angeles [LAX] and San Francisco [SFO] only)	USCIS - California Service Center P.O. Box 30111  Laguna Niguel, CA 92607-0111

<p>I-92 I-94</p> <p>I-94T (TWOV)</p> <p>I-94W (Visa Waiver)</p>	<p>I-95 (Crewman's Landing Permit) I-530</p> <p>I-736 (Guam Visa Waiver)</p>	<p>FedEx: ACS - CBP SBU 1084-I South Laurel Rd  London, KY 40744</p> <p>US MAIL: ACS - CBP SBU</p> <p>P.O. Box 140</p> <p>London, KY 40741-0140</p>
<p>I-407, Abandonment of LPR Status</p>		<p>USCIS - Texas Service Center P.O. Box 850663</p> <p>Mesquite, TX 75185-0633</p>
<p>I-418, Manifest (seaport)</p>		<p>National Records Center Attn: Crewman Manifests</p> <p>150 Space Center Loop</p> <p>Lee's Summit, MO 64064</p>
<p>Border Crossing Card</p>		<p>USCIS - Texas Service Center P.O. Box 850997</p> <p>Mesquite, TX 75185-0997</p>

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IDENT cards sent to the Biometric Support Center	c/o US-VISIT Program 1616 North Fort Myer Drive Suite 1800 Arlington, VA 22209
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REV 03/04

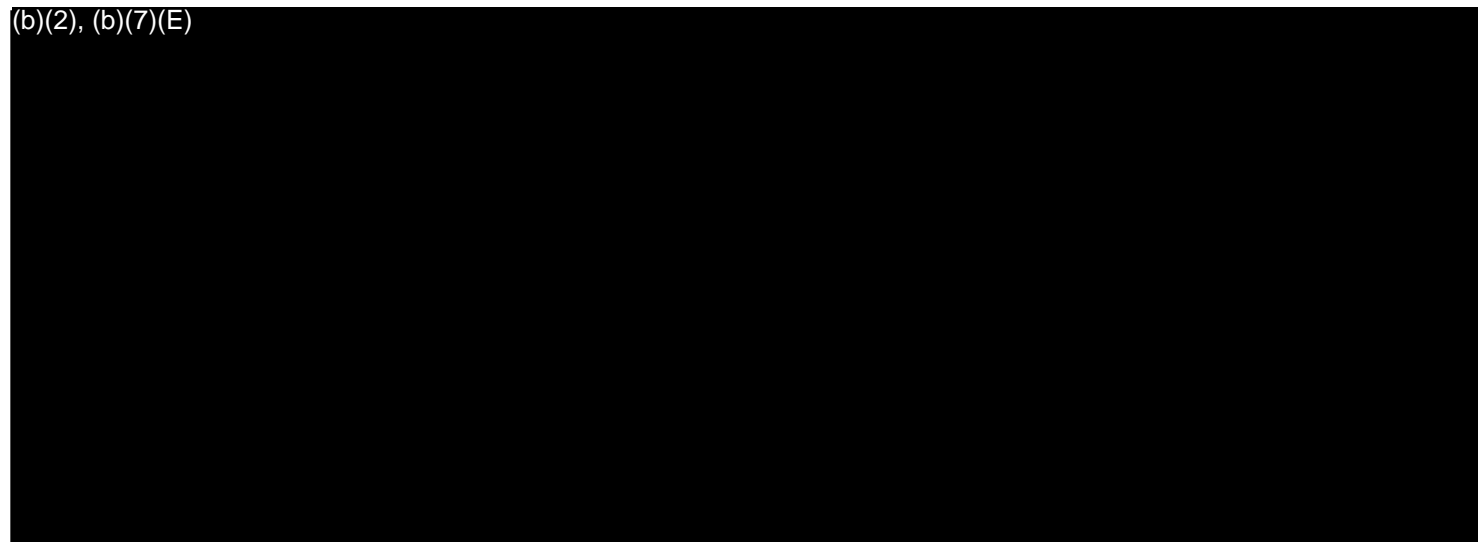
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## **Appendix 15-9: Standard Operating Procedures for Aliens Subject to Special Registration, Also Known as the National Security Entry Exit Registration System (NSEERS).**

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The NSEERS system has replaced the previous special interest alien procedures that applied to certain nonimmigrants from Iran, Iraq, Libya and Sudan. While this SOP does not enumerate the countries whose nationals and citizens will be subject to special registration, or NSEERS, it does specify the procedures for secondary processing of those who are subject to special registration. These procedures became effective on September 11, 2002. Please refer to parts (a)(1), (a)(2) and (a)(3) of this SOP for a discussion on identification of the population that will be subject to NSEERS registration. The information contained in this SOP applies to other programs in addition to Inspections. The regulatory authority for this program can be found at 8 CFR 264.1(f).

(b)(2), (b)(7)(E)



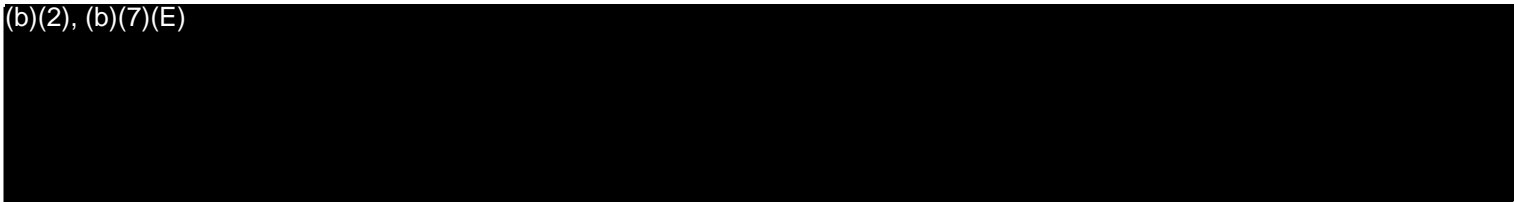
(a) CBP, Inspections.

(1) Persons Subject to NSEERS Registration Procedures. Except as provided in paragraphs (a)(2) and (a)(3), aliens subject to special registration are:

- Those who meet pre-existing, or established criteria determined by the Attorney General, now Secretary of Homeland Security (to be published via a separate policy memorandum) to indicate that the alien warrants monitoring for national security of law enforcement interests.
- Those who a consular officer has determined meet pre-existing criteria as determined by the Secretary of State and are identified through the Interagency Border Inspection System (IBIS).
- Those who are identified as being citizens or nationals of a country designated by the Attorney General, now Secretary of Homeland Security, in consultation with the Secretary of State, and published in the Federal Register (FR).
- In addition, with the concurrence of the supervisor or acting supervisor, an officer may exercise discretion and register any nonimmigrant (other than the exemptions listed in part (a)(2)), provided that the officer has a reason to believe that such a registration is warranted for national security or law enforcement purposes. For more information and limitations on discretionary registration please refer to part (a)(4)(F) of this SOP.

(Note: The pre-existing criteria still in effect to date was established by the Attorney General. The powers of the Attorney General, regarding NSEERS are now vested in the Secretary of Homeland Security. However, the Secretary did not amend the criteria previously issued by the Attorney General. References to the Attorney General are being changed to Secretary of Homeland Security in this document.)

(b)(2), (b)(7)(E)



Aliens subject to domestic, or call-in registration are identified by publication of a notice in the Federal Register (FR). Each notice outlines who is subject to the notice in the "Scope" section. Furthermore, each notice also includes an "Inapplicability" section, which articulates those aliens who are not subject to the notice. However, officers should be aware that domestic, or call-in registration notices are subject to change and each notice must be read in order to determine who is and who is not subject to a particular notice.

Therefore, aliens who are subject domestic, or call-in registration are not necessarily subject to registration upon arrival to the United States, unless such an alien also meets the identification criteria cited in the policy memorandum, as amended on September 30, 2002.

Federal Register Notice 63 FR 39109, titled "Requirement for Registration and Fingerprinting of Certain Nonimmigrants", published July 21, 1998, stating that nonimmigrants (other than those who apply for admission under section 101(a)(15)(A) or 101(a)(15)(G) of the Act) from Iran, Iraq, Libya and Sudan are subject to the requirements of 8 CFR 264.1(f). The 1998 notice was, in effect, superseded by the publication of the Federal Register Final Regulation 67 FR 52584, titled "Registration and Monitoring of Certain Nonimmigrants", published August 12, 2002. Federal Register Notice 67 FR 57032, titled "Registration and Monitoring of Certain Nonimmigrants From Designated Countries", published September 6, 2002 added Syria to the list of designated countries.

In any case, many special registrants will be identified through application of the established criteria. For this reason, it is imperative that all officers conducting immigration inspections be familiar with and understand the pre-existing criteria and the pertinent Federal Register notices. All officers conducting immigration inspections must refer identified special registrants to immigration secondary for processing.

In most cases, (b)(2), (b)(7)(E) for nonimmigrant aliens subject to special registration will contain the code (b)(2), (b)(7)(E). The remarks will instruct the officer to (b)(2), (b)(7)(E)

It is possible that officers will encounter aliens who fall within one of the categories of aliens subject to registration, (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(4) Primary Inspections. Aliens subject to special registration must still undergo a full primary inspection, including record checks (according to current policy), before being referred for special registration. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

Upon referral for special registration, issue the potential registrant with a pamphlet that explains the special registration process.

(A) Vehicle Inspections. Arriving aliens will be inspected as appropriate according to current policy. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

In cases where aliens subject to special registration are identified at a POE (b)(2), (b)(7)(E) the registration process occurs in accordance with the procedures outlined in part (a)(11) of this SOP.

(B) Commercial Carrier Passengers. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) Whether referred to secondary through IBIS or not, the primary officer must ensure that the secondary officer understands that the alien is being referred for special registration. As usual, the primary officer must also communicate all known information regarding inadmissibility to the secondary officer.

In cases where aliens subject to special registration are identified at a POE (b)(2), (b)(7)(E) the registration process occurs in accordance with the procedures outlined in part (a)(11) of this SOP.

(C) Pedestrian Non-Citizens of a Contiguous Territory. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) Whether referred to secondary through IBIS or not, the primary officer must ensure that the secondary officer understands that the alien is being referred for special registration. As usual, the primary officer must also communicate all known information regarding inadmissibility to the secondary officer.

In cases where aliens subject to special registration are identified at a (b)(2), (b)(7)(E) the registration process occurs in accordance with the procedures outlined in part (a)(11) of this SOP.

(D) Commercial Vehicles. Commercial vehicles will be processed under the same vehicle guidelines outlined in part (A) of this section.

(E) Other Conveyances. (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E) Aliens arriving via such conveyances and subject to special registration will be registered. In cases where aliens subject to special registration are identified at a POE (b)(2), (b)(7)(E) the registration process occurs in accordance with the back-up procedures outlined in part (a)(11) of this SOP.

(b)(2), (b)(7)(E)

(G) Dual Nationality. Federal Register Final Regulation, 67 FR 52584, published August 12, 2002 amended the language regarding dual nationals. The current policy and regulation cite that if the officer has "reason to believe" that a nonimmigrant alien is a national or a citizen of a country designated by the Attorney General, in consultation with the Secretary of State, the alien SHALL be specially registered.

However, clarification is needed for the inspecting officer to determine what constitutes a "reason to believe" that a nonimmigrant alien is a national or a citizen of a country designated in the FR. If the officer does not have a clear and articulable reason to believe, the nonimmigrant should not be specially registered.

The supplemental information included with the August 12, 2002 publication of the final regulation enumerates that the officer must have information that indicates an alien is, in fact, a national or citizen of a designated country. This information must be based on articulable facts or evidence that would indicate that the nonimmigrant is presently a citizen or national of one of the designated countries. The fact that a nonimmigrant alien is born in a country designated in the FR does not, in and of itself, constitute a reason to believe that the alien is a citizen or national of that country.

Some examples of facts that can be articulated in support of a reason to believe that a nonimmigrant alien is a dual national may include (but are not limited to): (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(5) Secondary Inspections. The term "secondary inspection" refers to a process rather than a location. At some POEs, special registration might take place in a secondary inspections office, or it might take place at another designated location. Regardless of the location, the process is outlined below.

- (b)(2), (b)(7)(E)



(b)(2), (b)(7)(E)

- Returning NSEERS Violators. Another issue that has been of some concern is the repeated admission of prior registrants who have not complied with the departure registration requirement. As a reminder, registrants who fail (without good cause) to be examined upon departure shall thereafter be presumed inadmissible under, but not limited to, 212(a)(3)(A)(ii) of the Act. Officers and their supervisors, as always, have the authority to take and consider evidence that the registrant had good cause for not being able to comply. However, the concern is repeated departures without registration. Good cause will always be a case-by-case determination by the officer through the appropriate chain-of-command. (b)(2), (b)(2), (b)(7)(E)  
If the registrant is unable to establish good cause for past failure to register departure, then the registrant must be able to successfully rebut the legal presumption that his future trip will be to engage in unlawful activity in order not to be found inadmissible pursuant to section 212(a)(3)(A)(ii) of the Act. Like the good cause analysis, a determination of whether the registrant has met his burden of proof in this regard should be made by the officer through the appropriate chain-of-command. The determination of whether the registrant has rebutted the presumption of unlawfulness should examine all factors surrounding the registrant's prior and return trip to the United States, including, but not limited to, (b)(2), (b)(2), (b)(7)(E)
- Applicants for Admission NOT Departing from an Authorized POD. When an alien who is subject to NSEERS registration applies for admission and his or her departure arrangements show that he or she will not depart from an authorized POD, that alien is inadmissible. Pursuant to 8 CFR 214.1(f), as amended on August 12, 2002, compliance with the registration requirements of 8 CFR 264.1(f) is a condition of admission. This circumstance is addressed in part (a)(6) of this SOP. However, if otherwise admissible and prior to admission, such an alien should be given the option to change his or her arrangement to depart through an authorized POD. In addition, where otherwise admissible and where an officer is satisfied of the alien's bona fide intent, the inspecting officer could admit the alien without a change of departure arrangements if the alien intends to apply for a waiver of the departure requirements. The alien must be placed on notice that if the waiver is not granted he or she must change departure arrangements. (b)(2), (b)(7)(E)
- Waivers. In order for an officer to prepare a well-articulated and legally sufficient case, the officer must have all available information. (b)(2), (b)(7) (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) For additional information regarding waivers of registration requirements, please refer to part (a)(10) of this SOP.

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(A) Special Registration / Admissible Alien. After completing a routine secondary inspection, including all applicable database queries, each alien identified as a special registration candidate (including crewmen) will be enrolled into (b)(2), (b)(7)(E) by taking both index finger prints and a photograph. The required data elements will be obtained under oath from the alien, and recorded in (b)(2), (b)(7)(E)

If an index fingerprint is unreadable or injured, an alternate print from the same hand will be utilized, and noted in the I/E system.

Special registration does not necessarily bear on the duration of the nonimmigrant alien's period of admission. Therefore, unless other information is discovered that might otherwise limit the duration of admission (such as a Form I-515, Notice to Student or Exchange Visitor, for a student), special registrants should be admitted for the appropriate period of time for their class of admission.

Nonimmigrant aliens who have not complied with the terms of a previous special registration, by not having their departure recorded by CBP if it was required (departure provisions become effective October 1, 2002), may be presumed inadmissible pursuant (but not limited) to section 212(a)(3)(A)(ii) of the Act. Officers should carefully consider the totality of circumstances before applying this ground of inadmissibility. To apply this particular ground of inadmissibility, the officer must know, or have reason to believe, that the alien seeks to enter the United States to engage in unlawful activity. The 212(a)(3)(A)(ii) charge does not fall into the security grounds removal procedures cited in section 235(c) of the Act. Inspecting officers may take and consider any evidence that an alien complied with the terms of his or her previous admission and registration or that failure to do so was beyond his or her control. For example,

(b)(2), (b)(7)(E)

(B) Inadmissible Aliens. As noted in part (a)(2) of this SOP, NSEERS registration applies to aliens who apply for admission as nonimmigrants. During secondary inspection, while the alien is applying for admission as a nonimmigrant, special registration information will be captured on aliens who meet the criteria for special registration, before it is officially determined that they are admissible.

Whether an inadmissible alien is being processed under Expedited Removal (ER) (including credible fear), Visa Waiver Refusal, Withdrawal of Application for Admission, Security Grounds Removal under section 235(c) of the Act, or Removal Proceedings under section 240 of the Act, process the alien using the established removal procedures for these cases. Refer to chapter 17 of the IFM for

more information on these processes. However, as stated above, the potentially inadmissible alien (including a crewman who may be refused) will be fingerprinted and photographed and asked to provide the special registration data prior to the determination of his or her inadmissibility. This data will be entered into <sup>(b)(2), (b)(7)</sup> this includes departure data when the alien is immediately removed from the United States.

Furthermore, Form I-94 must contain not only the expedited removal information outlined in chapter 17 of the IFM, (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(D) Form I-94 Issuance & FIN Notation. All arriving nonimmigrant aliens subject to special registration, or NSEERS, will be issued the appropriate Form I-94 for their class of admission. Land border fees for the appropriate Form I-94 should be waived, where the sole reason for issuance of the form is to provide the nonimmigrant evidence of special registration.

The collection of the (b)(2) photograph, fingerprints, and biographical data must be completed prior to making an official determination of admissibility (or inadmissibility), if admissible the alien will be issued the appropriate Form I-94 for his or her class of admission.

Some locations have the ability to produce a Form I-94 from the (b)(2) system that includes the alien's photograph. This system-generated Form I-94 is desirable, but not required.

Officers are to ensure the Form I-94 and passport information collected for (b)(2) match precisely. The (b)(2) screen utilized for special registrants will allow for editing the data.

- Special Registrant with nonimmigrant visa: Issue Form I-94.

The Form I-94 will be annotated with the FIN, placed on the arrival and departure portions of the Form I-94 above the family name.

The words "NSEERS REGISTRANT" will be annotated or stamped on the reverse side of the Form I-94 on both the arrival and departure portions. On the arrival portion this notation will be placed in the "Itinerary/Comments" section. On the departure portion this notation will be made in the "Record of Change" portion.

The FIN should be noted on the alien's nonimmigrant visa, but it should not be written over any existing data. When an alien is not in possession of a nonimmigrant visa, the FIN will be placed in the alien's entry document along with the admission stamp. This step may be omitted when the alien is not in possession of either a passport or visa.

- Special Registrant subject to the Visa Waiver Program (VWP): Issue Form I-94W (Nonimmigrant Visa Waiver Arrival-Departure Document).

The Form I-94W will be annotated with the FIN on the front side of the arrival and departure portions adjacent to the phrase "VISA WAIVER", which appears on the left side, above space one. This is where the family name is inserted.

The words "NSEERS REGISTRANT" will be annotated or stamped on the reverse side of the Form I-94W across the top of the arrival portion and on the departure portion, adjacent to the phrase "Departure Record."

The FIN will be placed in the alien's entry document along with the admission stamp.

- Special Registrant subject to Transit Without Visa (TWOV): Issue Form I-94T (Arrival and Departure Record).

The Form I-94T will be annotated with the FIN on the front side of the arrival portion above the family name. Annotate the FIN on the front side of the departure portion above the term "I-94T" which appears above the family name, on the left side of the form.

The words "NSEERS REGISTRANT" will be annotated or stamped on the reverse side of the form I-94T across the middle of the arrival portion, above the word "Authority" and on the departure portion, above the phrase "Departure Information."

The FIN will be placed in the alien's entry document along with the admission stamp.

(E) Advisory Materials. In order for Customs and Border Protection (CBP) to expect that registered aliens comply with the terms of special registration, or NSEERS registration, it is critical that the registering officer explain those requirements to each registrant during the service of the walk-away materials. Walk-away materials can be printed from the following web-site:

<http://www.immigration.gov/graphics/shared/lawenfor/specialreg/index.htm>

-OR-

<http://161.214.87.31/graphics/shared/lawenfor/specialreg/srindividuals.pdf>

Part of the CBP's ability to demonstrate that a registrant should have complied with the departure requirements, as well as every other registration requirement, is that each registrant is given a set of walk-away materials before departing the POE, or other office in the case of a call-in registration. It is imperative that each registrant be served with a set of walk-away materials, and that the information provided in the walk-away materials be explained to the registrant. Additionally, it is important that the registrant understands the content of the materials and that the registrant's (b)(2), (b)(7)(E) record is marked accordingly, or if the registration is being captured under the back-up procedure, this information is captured on the Form I-877. It is also imperative that the registration information, whether captured in (b)(2), (b)(7)(E) or as part of the back-up procedure, is collected under oath and that the registrant's record is so marked either in (b)(2), (b)(7)(E) of on the Form I-877. These two critical pieces of data could be the first step in a criminal or administrative case, where the burden of proof will be on the U.S. Government. Therefore, it is mandatory that each registrant is given walk-away materials, that his or her registration information is collected under oath, and that the registrant's record indicates both of these facts. Finally, it is essential to document the language used during the registration process. Until such time as a system update provides specific fields to capture this information, each record should reflect the language of the interview, whether an interpreter was used, and the language of both the walk-away materials and the walk-away fact sheet in the comments screen.

The walk-away materials advise the alien of the following requirements:

- To notify the U.S. Government of any change of address, school or employment if the alien is staying 30 days or more, within 10 days of such a change.
- To report to the BCIS or ICE office having jurisdiction over his or her place of temporary residence for an interview between the thirtieth and fortieth days of his or her stay if the alien remains in the United States for 30 days or more. During that interview the alien will be required to demonstrate that he or she is maintaining their nonimmigrant status. Failure to appear for interview will constitute a violation of his or her nonimmigrant status and may result in his or her removal.
- Annually thereafter (on the anniversary of his arrival), similar to the 30 day interview, the alien must report to the BCIS or ICE office having jurisdiction over his or her temporary residence if the alien remains in the United States that long. Failure to appear for interview will constitute a violation of his or her nonimmigrant status, and may result in removal from the United States.
- Beginning on October 1, 2002, report to CBP prior to departing the United States to enable the agency to verify his or her departure. He or she will be told where to report, and what ports of departure are available to him or her. Failure to have his or her departure verified, or to meet other registration requirements, could render the alien inadmissible in the future or could preclude him or her from obtaining a visa.

The I/E screen will have a block for the officer to certify that the walk-away materials have been provided to the alien.

(6) Required Participation. Pursuant to 8 CFR 214.1(f), the admission of a nonimmigrant who is subject to special registration is contingent upon compliance with the requirements of 8 CFR 264.1(f). Upon application for admission, aliens who are subject to special

registration and who refuse to comply with the requirements of the registration process are effectively stating that they do not intend to comply with the terms of admission that they are seeking. Therefore, such aliens are inadmissible under section 212(a)(7)(A)(i)(I) or (B)(i)(II) of the Act, as appropriate (if failure to comply with the terms of special registration is the only basis for the alien's inadmissibility). Such an alien is either not a bona fide nonimmigrant as defined in section 101(a)(15) of the Act, or not in possession of the appropriate nonimmigrant visa for the intent of his or her trip. They will be subject to Expedited Removal (ER), but should be allowed to withdraw their application for admission in lieu of ER at the discretion of the Service. Please refer to IFM chapters 17.2 and 17.15 for more information regarding withdraw of application for admission and expedited removal respectively. Through the withdrawal of application for admission process, photographs, fingerprints are taken via (b)(2), (b)(7)(E) enrollment and registration data can be captured via the Question and Answer (Q&A) statement. This information should be obtained and entered into (b)(2). Therefore, it must be made clear to potential special registrants who do not wish to comply with the terms of special registration that they will still be photographed, fingerprinted and asked to provide additional data. The collection of the photograph, fingerprint and additional data will be collected as part of the process for their removal from the United States, not under 8 CFR, 264.1(f).

(7) Alternative Inspections. Nonimmigrant aliens who are subject to special registration and have been granted a waiver by an officer delegated NSEERS waiver authority may participate (if otherwise eligible) in an alternative inspection program, provided that the waiver has not expired and is valid for multiple entries. See part (a)(10) for further guidance regarding the issuance of waivers for aliens who are subject to special registration.

In a case where the nonimmigrant alien is subject to special registration and the alien was participating in the Secure Electronic Network for Traveler's Rapid Inspection (SENTRI), United States and Canada Accord on our Shared Border (NEXUS), INS Passenger Accelerated Service System (INSPASS) or the I-68 Small Boat Program, (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) Upon interdiction the alien will be referred to secondary where they will be registered pursuant to current policy. In addition, the alien will be informed that they may apply to CBP for a waiver of all or part of the registration requirements. If it is determined that the registrant has been granted a waiver by an officer delegated NSEERS waiver authority, and the waiver has not expired and is valid for multiple entries, (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

(8) Departure and Readmission. Upon departure on or after October 1, 2002, including visits to Mexico, Canada or adjacent islands, the alien must notify CBP of such departure and leave through a designated POD. Aliens who were subject to special registration and did not report their departure to CBP may not be eligible for readmission, including automatic revalidation, when attempting to return to the United States.

Officers conducting departure control pursuant to 8 CFR 264.1(f)(8) must attempt to determine if departing the alien intends to avail him or herself of automatic visa revalidation. In such cases, the departure must be recorded in (b)(2) but the alien should retain his or her original Form I-94. When processing such alien upon his or her return, a new special registration will be performed. If admissible, the alien may be admitted for the balance of the previous admission.

(9) Aliens in Transit. Nonimmigrants who are subject to special registration and who are eligible to apply for admission under 8 CFR 212.1(f) (Transit Without Visa) shall be registered as described in this SOP. However, if the alien intends to depart the United States from an unauthorized POD, his or her departure information will be collected and entered into (b)(2) during the arrival registration. If the alien is intending to depart the United States through an authorized POD, then the departure information will be collected at the departure site listed in the walk-away materials. Refer to part (a)(2) for exemption for ITI passengers.

(10) Aliens Requesting Waiver of Special Registration Requirements. A nonimmigrant alien applying for admission that has been granted a waiver, and the waiver has not expired can be admitted without registration. Therefore, the issuance of waivers of special registration requirements should be handled in a judicious and expeditious manner. Information on waivers granted to aliens who have been registered will be updated in (b)(2), (b)(7)(E) by the approving office.

Title 8 of the Code of Federal Regulations, part 264.1(f)(7), authorizes district directors of the former Immigration and Naturalization Service to adjudicate requests for relief (waivers) from the special registration requirements.

The authority to grant waivers from the special registration requirements has been delegated to the CBP Directors and Deputy Directors, Field Operations, or those officers acting in the capacity of such director or deputy director. The Director or Deputy Director, Field Operations may further delegate this authority, not lower than the level of Port Director or Deputy Port Director (or an officer acting in that capacity), at the GS-13 level or higher.

When granted, this relief (or waiver) can encompass all or part of the registration requirements. A registered alien could seek relief from the NSEERS requirements in many ways. Some of those ways are: 1) Waiver of registration upon arrival; 2) Waiver of 30-day and/or annual Interviews; 3) Waiver of Departure Registration (or departure from an unauthorized port); 4) Waiver of all registration requirements. An alien might also seek relief from a combination of requirements, such as the 30-day interview and departure registration.

A waiver request received by the CBP could seek relief from NSEERS requirements that are not part of the CBP function. For example, a request from a registered alien who is seeking relief only from the 30-day or annual interview should be forwarded to the Bureau of Immigration and Customs Enforcement (ICE) and/or the Bureau of Citizenship and Immigration Services (CIS) at the local level and notify the applicant of the transfer of his or her request. However, CBP must adjudicate all request for relief received, where the request includes a waiver of arrival and/or departure registration, regardless of whether the request also includes waiver of the 30-day or annual interview.

Prior to granting any waiver, the officer delegated NSEERS waiver authority, must confirm that the nonimmigrant alien requesting relief has been specially registered and their registration information is contained in the automated NSEERS database (b)(2), (b)(7)(E). In addition, record checks through (b)(2), (b)(7)(E) as well as local indices, must be performed and confirmed before granting a waiver. (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

For this reason, nonimmigrant aliens making a waiver request at a port of entry (POE) must be made aware that waiver requests are not adjudicated immediately. Do not adjudicate a waiver application unless the most recent registration record is two weeks old. Furthermore, if there is no (b)(2), (b)(7)(E) in the alien's (b)(2), (b)(7)(E) record, the waiver request is to be denied and the alien informed that he or she may reapply at a later time. While the waiver request is pending, the registrant must continue to comply with all of the special registration requirements until such time as a waiver is granted.

(b)(2), (b)(7)(E)

A critical requirement in this process is the tracking of waivers granted in the alien's (b)(2), (b)(7)(E) record. The waiver field in ENFORCE is a part of an individual alien's registration record. It is imperative that each granted waiver be tracked in (b)(2), (b)(7)(E) in order to serve as verification that a waiver has been granted and to provide reports of waivers granted. The (b)(2), (b)(7)(E) system was modified to allow for the tracking of specific, detailed, information regarding waivers. These data fields must be populated for each waiver granted. Other information relevant to the waiver, not included in the waiver field, should be entered in the comments field.

At this time there is no form prescribed for waiver requests, therefore there is no associated processing fee. However, each waiver request must be accompanied by appropriate supporting documents, based on the request that is being made. Some examples might include:

- A registered alien who is seeking a waiver from the 30-day interview for medical reasons should submit medical records, letters, or other appropriate

documentation from his or her physician. The documents described in this example must support the claim that the alien cannot appear before the Service for the 30-day interview.

- A registered truck driver who makes frequent entries into the United States. Such a registered alien should provide supporting documents indicating that his or her entries are frequent enough to warrant a waiver, such as log books, invoices or delivery schedules, and a letter from his or her employer indicating that the entry into the United States is required given the nature of their employment. The documents described in this example must support the claim that the registration requirements would cause such a hardship to the alien that he or she could no longer continue employment if registered. This type of waiver would not be appropriate if the alien's entries into the United States are so infrequent that registration would not impose an undue hardship.
- A registered student requesting a waiver of the departure reporting requirements should provide a letter from the designated school official certifying that departure from a designated port of departure would cause economic or other hardship for the student, a certification that the student is maintaining status, proof of enrollment, or other evidence that the alien is a bona fide student. The documents described in this example must support the claim that the alien cannot depart from an authorized port of departure.

The type and amount of supporting documents will vary depending on the part of the registration requirements that the alien is requesting be waived, the class of admission of the registrant and the circumstances regarding the alien's continued stay in, or departure from, the United States.

The officer delegated NSEERS waiver authority may not waive the requirement that special registrants who remain in the United States for thirty days or longer must notify the Service of any change of address, employment, or educational institution within ten days of such a change. Furthermore, the officer delegated NSEERS waiver authority is authorized to cancel or rescind a waiver should information come to their attention that would cause the nonimmigrant alien to become ineligible for the waiver. Should this occur, the NSEERS database must be updated immediately. Denials should also be annotated in the comments field of the alien's (b)(2), (b)(7)(E) record to prevent the special registrant from "POE/District shopping" for an approval.

Upon receipt of a waiver application (which should include a photograph), ensure that the applicant's information matches the biometric and biographic information in (b)(2), (b)(7)(E). A waiver applicant may, at the discretion of the officer delegated NSEERS waiver authority, be required to report for an interview and perform an (b)(2), (b)(7)(E) search for the alien's NSEERS record and to issue waiver approval notification.

The approval notification will be issued in the form of a letter signed by the officer delegated NSEERS waiver authority. The body of the letter will cite the alien's full name, date of birth and Fingerprint Identification Number (FIN); additional numbers such as passport number, Form I-94 number, or Alien File number may be included as well. The letter will also state "Special Registration, or NSEERS, Waiver Authorized". The letter must specify which parts of special registration are waived, the expiration date of the waiver and whether the waiver is valid for multiple entries. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) Should an officer question the validity of a waiver letter, the alien's registration record should be checked to ensure that a waiver has, in fact, been granted and that the terms of the waiver are properly reflected on the letter. Evaluation of options is ongoing for the creation of a form containing more enhanced security features for issuance to registered aliens in order to demonstrate that a waiver has been granted.

When evaluating the merits of a waiver request, the threshold to be applied should be the hardship placed on the nonimmigrant alien weighed against the national security concerns of the United States. As previously mentioned, you must always verify that the special registrant was initially registered into the NSEERS database. Furthermore, the local checks as well as (b)(2), (b)(7)(E) checks must be performed and confirmed before a waiver may be granted.

The validity of any waiver granted may not exceed one year and remains valid upon departure from the United States. Special registrants may apply for, and if eligible, be granted an extension of the waiver for a period not to exceed one year per extension.



The following three categories represent a general guide that may warrant approval of a discretionary 8 CFR 264.1(f)(7) waiver. The officer delegated NSEERS waiver authority may authorize a waiver for any one of the categories listed below, or may base the waiver on other situations or information not referenced in these categories.

- Category 1 (POE Registration/Departure Waiver)

This category pertains to those nonimmigrant aliens who make frequent crossings on a daily or weekly basis, do not plan to remain in the United States longer than 29 days upon entry, and request a waiver from registration and from departure verification at the POE. These individuals may be engaged in employment that requires them to make repeated trips to the United States or short duration. Similarly, this would apply to individuals who are attending educational institutions who can demonstrate that they make frequent entries to attend school. This category may also apply to nonimmigrant aliens who are acting in a diplomatic capacity, but are awaiting the issuance of an "A" or "G" class visa. It may also apply to individuals who are entering the United States for medical treatment.

- Category 2 (30-day and/or 1-year Waiver)

This category of nonimmigrant aliens may apply for a waiver from the 30-day and/or annual interview requirements. This would generally apply to nonimmigrant aliens who are hospitalized or in extended non-ambulatory care and cannot come to the district or sub-office to report for the interview. It may also apply to nonimmigrant aliens who are acting in a diplomatic capacity, but are awaiting the issuance of an "A" or "G" class visa.

- Category 3 (Departure Waiver)

This category would apply to nonimmigrant aliens who have been registered but now request to leave the United States from a port other than a designated port of departure. This may apply to individuals who may have previously purchased a round-trip ticket and the return transportation does not depart from a designated port. Additionally, this may be a request from a specially registered nonimmigrant alien who now has to depart the United States from a non-designated port of departure because of unforeseen circumstances.

It is paramount that should a waiver be granted or denied, a timely update must be made in the NSEERS database. In addition, all registered aliens who apply for a waiver must be informed that waiver requests cannot be adjudicated immediately and that they will either have to return to the POE or Service office to pick-up their waiver letter, or it may be mailed to them if there is sufficient reason to believe that the alien cannot return to a Service office. Until the specially registered alien receives notification that his or her request has been approved, the nonimmigrant alien must comply with all of the terms of special registration.

Please refer to part (a)(6) of aliens who refuse to participate in registration procedures. See also Appendix 15-10 of this field manual.

If a secondary inspecting officer encounters an alien who has been granted a waiver by an officer delegated NSEERS waiver authority, it should be noted in the (b)(2), (b)(7)(E) on the reverse of the Form I-94 and adjacent to the passport admission stamp (where a passport is required).

Not to be confused with a waiver, either the Secretary of State, or the Secretary of Homeland Security can exempt individual nonimmigrants from the special registration requirements upon application for admission to the United States. Some of these exemptions will be posted in IBIS by the Department of State. In those cases, IBIS will alert the officer that this particular alien is exempt from special registration (or NSEERS) requirements. Please refer to part (a)(2) of this SOP for current special registration exemptions.

(11) Backup Procedures.

Backup Procedures. (b)(2), (b)(7)(E)

every special registrant alien will be run in (b)(2), (b)(7)(E) in accordance with current policy. The data that would normally have been collected in (b)(2) will be recorded under oath in question and answer format on Form I-877. The title of the statement will be "Special Registration, or National Security Entry-Exit Registration System (NSEERS)."

(b)(2), (b)(7)(E)

Offices that do not have a sufficient number of systems, or are experiencing other system deficiencies such as long systems response times, must (b)(2), (b)(7)(E) The back-up procedure is ONLY to be used in cases of emergency, when officers do not have access to (b)(2), (b)(7)(E)

Officers using the back-up system must not deviate from this SOP. The current back-up procedure is specific as to what information must be collected and submitted to the BSC. Officers are required to roll each index fingerprint (or other print if the index is unavailable, according to current fingerprint policy) on Form FD-258, Applicant

Fingerprint Card (including all applicable masthead information), take a one-inch by one-inch photograph of the alien and collect the required additional information on the Form I-877, Record of Sworn Statement in Administrative Proceedings. It is no longer necessary to send the BSC photocopies of travel documents, or any other document or article that is not specifically called for in the back-up procedure. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) The FD-258 must be used to collect the fingerprints and the masthead information must be complete.

All registration information sent to the BSC must be marked as either a port of entry registration, a call-in registration, a departure registration, a 30-day interview, or an annual interview. This will assist the BSC in properly categorizing the materials and entering them efficiently into (b)(2), (b)(7)(E)

The print from each index finger will be recorded on a Form FD-258, Applicant Fingerprint Card, and a photo taken (digital preferred 1 inch x 1 inch). While the FD-258 will contain some of the same data that will be collected in the Q&A, all of the biographic data on the FD-258 must be completed. The Q&A and fingerprints will be sent, via Fed-Ex account (number to be provided), from the POE to the Biometric Support Center (BSC), c/o US-VISIT Program (b)(2) Mark the envelope "Attn: Special Registration." Immediately fax all back-up material (FD-258, photographs and Form I-877) to the BSC at (b)(2) The BSC can be reached at (b)(2) Please refer to part (a)(11)(E) for forwarding instructions.

In addition to the port code, date and Officer's name, the following data will be collected from the special registrant through examination of documents and questioning of the alien under oath (underlined items are mandatory):

- Control (family/last) Name,
- First (given) Name,
- Middle Name,
- Nationality (list both if dual national and list first the nationality that the alien is using to apply for admission),
- Place of Birth (country & city/province),
- Sex,
- Birth Date,
- Height,
- Weight,
- Hair Color,
- Eye Color,
- Purpose of Visit,

- Names of Father & Mother,
- Dates of Birth of Father & Mother,
- Points of Contact in Alien's country of Origin,
- Address While in the United States,
- Phone Number While in the United States,
- Miscellaneous Numbers (such as I-94, SSN, perforated document number),
- Visa Place of Issuance,
- Visa Date of Issuance,
- Visa Expiration Date,
- Passport Number,
- Passport City/Place of Issuance,
- Passport Date of Issuance,
- Passport Date of Expiration,
- Airline and flight number,
- Arrival Date,
- Vessel Name,
- Vessel Country of Registration,
- POE Code,
- Entry Date & Time,
- Entry Status (class of admission if admissible or type of removal process if inadmissible),
- Departure Status/Departure Date,
- Departure Reported/Verified,
- Waiver of Special Registration Requested,
- Waiver of Special Registration Granted/Denied,
- Walk-Away Materials Issued

Note that passport and visa information are not mandatory fields. Where a special registrant is in possession of either of these documents, those data elements become mandatory.

Note also that there is a space for "Miscellaneous Numbers," and passport number is listed as an example. "Passport Number" is also listed as a separate data element. This allows an inspecting officer to capture a preprinted booklet number or perforated passport number in the "Miscellaneous Numbers" field when that number differs from the issued passport number that is cited on the passport's biographical page.

In the case of a registration being undertaken where an A-number exists, the A-number should be listed as a Miscellaneous Number as well.

While both air and sea carrier information is listed as mandatory, it is required that the alien's manner of arrival is included whether is it by air or sea.

(A) Prints Unobtainable. If an index fingerprint is unreadable/injured, an alternate fingerprint from the same hand will be utilized and placed in the appropriate block of the Form FD-258.

(B) Photographs. Each special registrant will be photographed (digital preferred). Send the photographs with the documents to the BSC.

(C) No FIN Available. Upon conclusion of the interview, if it is determined the arriving alien is admissible, a Form I-94 will be issued. It will be annotated as described in part (a)(5)(D) of this section. However, since the inspecting officer will not have access to I/E, the

FIN will not be available to note on the Form I-94, the photo, or the visa. In such a case it is not required.

(D) Verification of Walk-away Material Delivery. The alien will be served with walk-away materials in accordance with part (a)(5)(E) of this section. However, if I/E is inaccessible or unavailable, verification of service of the walk-away materials will be noted on the Q &A.

(E) Forwarding of Registration Material. The material collected under this back-up procedure will be faxed immediately to the BSC at (b)(2), (b)(7)(E) In addition, the hard copy of the material will be sent daily via Federal Express to the following address:

Biometric Support Center  
c/o US-VISIT Program

(b) (2)

(12) Recording Departure of Special Registrants.

(A) Authorized PODs. On or after October 1, 2002, and until further notice, special registrants may only depart through specified PODs, designated in the most recent applicable Federal Register notice, and they must register their departure with the CBP. Failure to report, in person, to CBP at the time of their departure could render them inadmissible upon their next arrival to the United States.

(B) Additional PODs. Because additional PODs will be added over time, authorized PODs will be published in the Federal Register and will be cited in the walk-away material described part (a)(5)(E) of this SOP that is provided to the alien.

Federal Register Notice, 68 FR 8046, titled "Notice Designating Additional Ports of Entry for Departure of Aliens Who Are Subject to Special Registration", was published on February 19, 2003. This notice contains an error and was corrected by Federal Register Correction 68 FR 8967 published on February 26, 2003. The original notice, as published, does not properly distinguish between the expanded ports of entry (POEs), designated effective March 3, 2003, for the departure of aliens who are subject to special registration (registrants) and those POEs that were previously designated on October 1, 2002. The wording of the notice implies that all of the POEs listed in the notice have been authorized to provide final registration and departure services since October 1, 2002. This is not the case.

It is possible that registrants will have attempted to register and depart from one of the newly designated POEs before the March 3, 2003, effective date of the notice. If a registrant 1) departed the United States from one of the newly designated POEs between February 19, 2003 (the date of publication of the incorrect notice) and February 26, 2003 (the date of publication of the corrected notice); 2) was not registered upon departure; 3) reapplies for admission; and 4) claims to have attempted to locate the departure registration location prior to departure, such a case should be construed to have good cause for the failure to register upon departure.

(C) Departure Examination. Registered aliens must be examined at the time of their departure from the United States. The phrase "at the time of their departure" will be interpreted to mean the day of their departure, and to depart from a port of entry (POE) that has been designated, by publication in the Federal Register, as an authorized port of departure (POD). Registered aliens may not register their departure at an authorized POD and actually depart from any other location.

The exceptions to this policy are registered aliens who have been granted a waiver (if the waiver includes departure requirements), crewmen, and aliens applying for admission under the transit without visa program, as outlined in part (a)(2) of this SOP. Any of these circumstances must be thoroughly documented in the alien's (b)(2), (b)(7)(E) record. Therefore, all other specially registered aliens must be examined by a Customs and Border Protection (CBP) officer at an authorized POD and depart from that site on the same day.

(D) Tracking Departure. The NSEERS departure requirement places the burden on the registrant to register their departure from the

United States. An NSEERS registrant who fails to register departure is presumed inadmissible upon the next application for admission to the United States. Registrants subject to NSEERS, for whom no departure data is contained in (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

As part of an effort to ensure that NSEERS records accurately reflect departures, ports of departure (PODs) must perform a manual check of the departure records entered in (b)(2), (b)(7)(E) (b)(2), to verify that registrants who have reported for departure registration do in fact depart. As this information is based on passenger manifests, these queries can be and must be performed at air and sea PODs. Land PODs should confirm departure by other means such as visual confirmation, information should be noted in the comments field of the registrant's (b)(2), (b)(7)(E) record. An air or sea POD that can verify departure through other means such as visual confirmation should also make the appropriate note in the comments field.

It is anticipated that this manual departure verification will be replaced by an automated interface between (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) in the future. Until that time, manual checks of (b)(2) for departure records must be conducted the same day or next morning, but not more than 24 hours subsequent to the registrant's reported departure. After that time, if a registrant's departure data cannot be located in (b)(2) a query of (b)(2), (b)(7)(E) must be performed. The (b)(2) departure data will not be available for approximately one week subsequent to a registrant's reported departure; therefore, allow sufficient time before performing this query. In the event that a registrant's departure cannot be verified through these system checks, a comment must be placed in the registrant's (b)(2), (b)(7)(E) record stating which systems have been checked and that the registrant's departure cannot be confirmed through those system.

To locate a registrant's departure record in (b)(2), (b)(7)(E) In (b)(2) the (b)(2), (b)(7)(E) codes must be entered (the other possible data fields to enter are the carrier code and flight number), use (b)(2) to bring up the departure manifests. It may be necessary to reenter the appropriate carrier code and/or flight number. Locate the departure carrier or flight in question and open the manifest by placing a (b)(2) next to it. Once the manifest is opened, locate the registrant's departure record. Should the registrant's data not be found and the registrant departed by air, contact the carrier within 48 hours of departure to obtain an "onboard confirmation" for the flight in question.

In addition, PODs are required to mark all manual departure registrations using the back-up system when sent to the Biometric Support Center (BSC) (b)(2), (b)(7)(E) This step will assist the BSC in identifying departure records so that they can be pulled and the data entered into (b)(2), (b)(7)(E) as soon as possible.

#### (13) Departure Information.

(A) Intent to Depart. Upon reporting for departure, special registrants should demonstrate that they intend to depart the United States on the day they report. To do so, they may show onward tickets, or boarding passes, where applicable. The amount of evidence that is provided to the inspecting officer will vary depending on where and how the departure takes place. For example, at an airport, a boarding pass could be shown if the review takes place inside the airport security checkpoints. However, if the interview takes place prior to airport security and prior to check-in, the alien might only provide a ticket. At any location (air, land or sea), the officer should interview the departing registrant and examine the evidence provided (if any) and make a determination that the special registrant intends to depart the United States. Where logistically possible and operationally feasible, the officer should witness the departure and annotate the I/E to that effect.

(B) Annotating Departure. The inspecting officer will examine the alien's identity document(s) and Form I-94 and record the registrant's departure in I/E. This process is most quickly and reliably accomplished by fingerprinting the departing alien on I/E. When the record comes back, update the registration screen with the departure date and verification. To ensure that the normal Form I-94 process is not infringed upon, lifting the Form I-94 is not required of the inspecting officer. Depending upon where the departure control point is established it is possible that the alien's Form I-94 was lifted by the carrier prior to departure control.

In cases where the departure control site does not have access to (b)(2) at that location, the departure information must be recorded for later input into (b)(2). The information collected should contain the special registrant's last name, first name, date-of-birth, FIN number, intended departure date, carrier name, and flight number or vessel name.

If (b)(2) is not available at the departure site and the alien's fingerprints cannot be taken upon departure the record can be accessed, the record can be accessed at a later time by using the FIN shown on the Form I-94. In those cases the inspecting officer must verify the identity of the alien by comparing the passport photograph or other identification documents with the subject.

If the alien has lost his or her I-94, or it was previously collected by the carrier, examine the passport and nonimmigrant visa to determine if the FIN number has been annotated therein.

If the alien was registered using the back-up procedures contained in part (a)(11) of this SOP (which generates no FIN to be shown in the registrant's documents), the (b)(2) record must be retrieved by name and date of birth search. Once the record is located, enter the FIN number on the following documents, if they are available: Form I-94, nonimmigrant visa and/or adjacent to the admission stamp (for the entry in question).

It is imperative that the departure data be entered into (b)(2) immediately and accurately since it will bear on the admissibility of the alien upon his or her next application for admission. All departure information must be entered into (b)(2), (b)(7)(E)

(b)(2) records can be compared with a carrier's departure manifest to determine if the registrant actually departed.

(C) Passport Stamp. Each designated POD should have departure stamps to record the alien's departure. The inspecting officer will place an authorized departure stamp in the registrant's passport (where a passport was required for admission). The stamp should be placed as close to the associated admission stamp as possible. The alien should be advised to keep this evidence in order to demonstrate his or her compliance to a consular or inspecting officer upon future applications for a visa or admission. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(D) Exemption from Departure Recording. Aliens who are granted waivers of the registration or departure requirements are not subject to part (a)(13) of this SOP. See Appendix 15-10 of this field manual. Please refer to part (a)(2) of this SOP for an exemption of departure requirements for nonimmigrant crewmen.

(E) Violations of Status or Warrants Discovered. When an inspecting officer discovers that a special registrant has violated his or her nonimmigrant status, (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) However, the purpose of examination for special registration purposes upon the alien's departure is not to interfere with the departure of an alien, or to discover such violations; it is simply to input information on the registrant's departure. Therefore, the inspecting officer must communicate to Investigations the nature of the violation and the amount of time that they have to respond before the alien's planned departure.

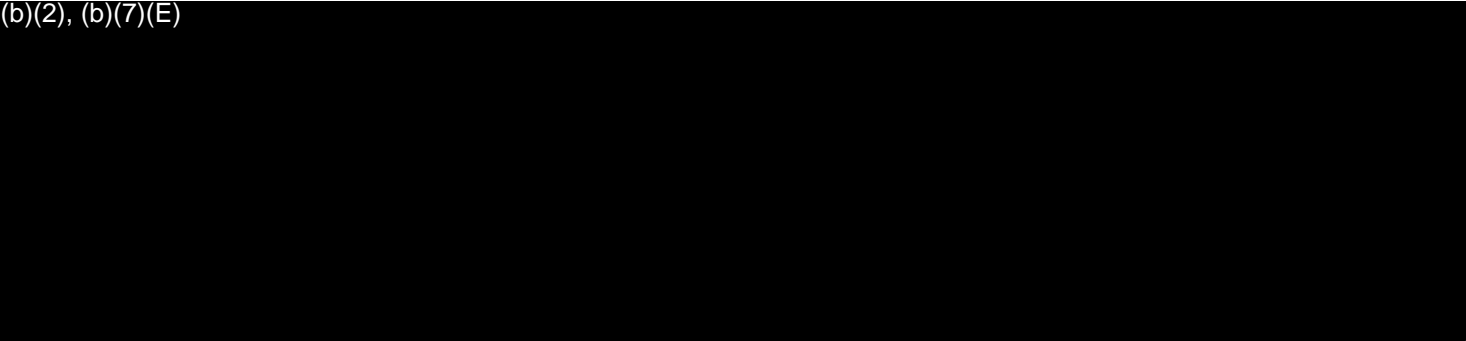
(b)(2), (b)(7)(E)

(b) CIS, Adjudications.

(1) Identifying Registrant. Prior to arriving at CIS district or sub offices, (b)(2), (b)(7)(E) will analyze the data taken at the POE relating to registrants to determine whether they must be interviewed by Investigations or Adjudications. Adjudicators will only interview registrants who have not been identified as being of interest to the (b)(2). These steps are to

determine where the registrant should be directed.

(b)(2), (b)(7)(E)




(2) Adjudications Interview. The objective of the interview is to confirm the registrant's adherence to the itinerary and statement of intentions he or she provided at the port of entry, or last interview. The first interview will take place after day thirty and before day forty-one of the alien's stay. Aliens reporting beyond this 10-day window will be referred to ICE, Investigations; however, between the offices of Investigations and Adjudications, prosecutorial discretion may be exercised on a case-by-case basis. Thereafter, interviews will occur on a yearly basis within 10 days of the anniversary of the last admission. The officer will take a digital photo and record a press print of the index fingers in (b)(2), to verify registrant's identity. This automatically brings up the applicant's file on the (b)(2), (b)(7)(E) monitor. While waiting for the file to load on to the screen, the officer can start the interview by inquiring about the following general information:

- Purpose of trip (business, employment, vacation, school, other)
- Financial support (source & amount of financial support from abroad, is the alien self-supporting, does he or she have a bank account, etc.)
- Length of stay
- Name of contact(s) in U.S.
- Contact(s) address and telephone number(s)
- Review any supporting documents brought in by the registrant as support (school identification, employment letter, housing agreement, etc.)
- Whether the alien has been arrested since entry

(3) Interview Questions. Once the (b)(2) screen appears, the registrant's itinerary, as given at the POE, will be available. After reviewing this screen, the officer should continue with the interview in order to confirm the registrant's adherence to the itinerary and statement of intention provided at the port of entry or last interview. Officers should only ask any questions that are pertinent to establishing the registrant's compliance with the terms of his or her admission. Depending on the registrant's class of admission, the following sample questions may be used to determine if they remain in lawful status:


(A) Business

(b)(2), (b)(7)(E)




(B) Employment

(b)(2), (b)(7)(E)



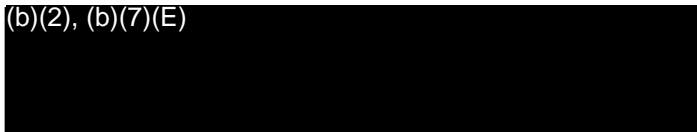
(C) School

(b)(2), (b)(7)(E)



(D) Tourist

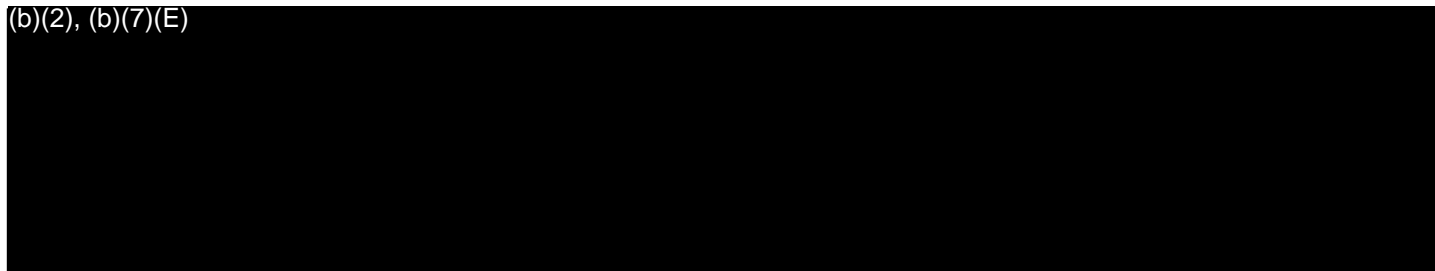
(b)(2), (b)(7)(E)



(4) Continuation of Interview. Only with supervisory concurrence may the interviewing officer continue the interview for additional documentation for up to seven (7) calendar days.

(5) Unregistered Applicants. Aliens who appear to meet registration criteria but have been lawfully admitted to the United States without having been registered at the POE should not be registered, unless they have been notified to report to the Service for registration through publication in the Federal Register. Subsequent to such a publication, if an interviewing officer discovers an applicant who meets the registration criteria, but has not been previously registered, the interviewing officer must determine if the applicant arrived after the effective date of the Federal Register notice. The interviewing officer must then examine this SOP in order to determine if the applicant is exempt from, or has been granted a waiver (see Inspection section (a)(2) from the special registration requirements and also Appendix 15-10 of this field manual). Once the interviewing officer determines that the applicant should be registered, the interviewing officer will collect photographs, fingerprints and registration data through (b)(2). This collection of data will be similar the collection of registration data at a POE.

(b)(2), (b)(7)(E)



(B) The fact that a special registrant is maintaining his or her nonimmigrant status should be entered into (b)(2). If the interviewing officer determines that the registrant is in compliance with the stated purpose of his or her visit, the registrant should be furnished



with a packet of information to include:

- Change of address, employment, school instructions
- Annual registration requirements
- Departure notification requirements, including authorized PODs
- A national 800 number that can be contacted by the registrant if he/she wishes to provide any information concerning acts of terrorism.

(7) Aliens Requesting Waiver. The issuance of waivers of special registration requirements should be handled in a judicious and expeditious manner. Aliens who have been specially registered can make a request, in writing, to CBP or CIS for a waiver of all or part of the registration requirements for a maximum period of one year. Such requests may only be entertained after registration at the POE.

The following three categories represent a general guide that may warrant approval of a discretionary 8 CFR 264.1(f)(7) waiver. CBP may authorize waivers in all categories, however waiver requests that seek relief for Category 2 only, will be made or forwarded to CIS for adjudication.

- Category 1 (POE Registration/Departure Waiver)

This category pertains to those nonimmigrant aliens who make frequent crossings on a daily or weekly basis, do not plan to remain in the United States longer than 29 days upon entry, and request a waiver from registration and from departure verification at the POE. These individuals may be engaged in employment that requires them to make repeated trips to the United States or short duration. Similarly, this would apply to individuals who are attending educational institutions who can demonstrate that they make frequent entries to attend school. This category may also apply to nonimmigrant aliens who are acting in a diplomatic capacity, but are awaiting the issuance of an "A" or "G" class visa. It may also apply to individuals who are entering the United States for medical treatment.

- Category 2 (30-day and/or 1-year Waiver)

This category of nonimmigrant aliens may apply for a waiver from the 30-day and/or annual interview requirements. This would generally apply to nonimmigrant aliens who are hospitalized or in extended non-ambulatory care and cannot come to the district or sub-office to report for the interview. It may also apply to nonimmigrant aliens who are acting in a diplomatic capacity, but are awaiting the issuance of an "A" or "G" class visa.

- Category 3 (Departure Waiver)

This category would apply to nonimmigrant aliens who have been registered but now request to leave the United States from a port other than a designated port of departure. This may apply to individuals who may have previously purchased a round-trip ticket and the return transportation does not depart from a designated port. Additionally, this may be a request from a specially registered nonimmigrant alien who now has to depart the United States from a non-designated port of departure because of unforeseen circumstances.

When such requests are approved, the (b) (2) system will be annotated to reflect that a waiver has been granted. Refer to part (a)(10) of this SOP for detailed waiver processing guidance. See also Appendix 15-10 of this field manual.

(8) (b) (2), (b) (7) (E) a print from each index finger will be recorded on a Form FD-258, Applicant Fingerprint Card, and if possible a photo should be taken (digital photo is preferred). Record the responses (they must be typewritten), under oath, to the questions posed to the registrant [referring to part (b)(3)], and include the FIN number (if available), name and date of birth of the registrant. The interviewing officer should include a statement to indicate if the registrant is maintaining status, or has been referred to Investigations.

The information collected in this back-up procedure will be sent, by Federal Express, from the district or sub office to Biometric Support Center (BSC) c/o US-VISIT Program, (b) (2) Mark the envelope "Attn: Special Registration." Immediately fax all back-up material to the BSC at (b) (2). Please refer to part (a)(11)(E) for forwarding instructions.

(9) Asylum. Asylum officers might encounter aliens who have made an asylum claim, but who have been registered under the special registration program. In such a case, unless waived, the alien must continue to comply with the terms of his or her special registration until the application is approved, or he or she departs the United States (in which case the alien must report to the departure control officer at an authorized POD). These terms of registration include 30-day and annual interviews at the district office, as applicable. An asylum applicant who departs the United States and returns pursuant to advanced parole (Form I-512) will not be subject to special registration upon return. The reason for this determination is that the alien would be a parolee and not a nonimmigrant applicant for admission upon his or her return and therefore, not subject to the terms of special registration.

(b) (2), (b) (7) (E)

(b)(2), (b)(7)(E)

(3) Automatic Referrals. Nonimmigrant aliens subject to special registration who remain in the United States more than 30 days are required to appear for an interview at a designated CIS office between 30 and 40 days after entry. Those who remain for more than one year are also required to appear for an annual interview at a designated CIS office. (b)(2), (b)(7)(E) will automatically identify and generate reports of special registrants subject to these provisions who fail to appear between 30 and 40 days after admission or fail to appear for the subsequent additional interview at one year intervals. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(5) Procedures. Nonimmigrant aliens subject to special registration requirements will fall into three categories for action: those aliens who are in status, abiding by the terms and conditions of their admission; those aliens who are out of status, in violation of the terms of their admission or are otherwise in violation of the Immigration and Nationality Act; and, those aliens who are subject to prosecution under the criminal provisions of the United States Code. In some cases, an alien may fall into more than one of these categories. In all encounters, it is the encountering officer's responsibility to reasonably verify the identity of the alien and determine the alien's current immigration status. In general, standard established procedures for enforcement actions will be followed. However, additional specific requirements as outlined in the paragraphs below must also be included.

(b)(2), (b)(7)(E)

(A) Significant Incident Reports (SIR). In accordance with established guidelines and procedures, a timely SIR will be generated when appropriate. In such instances, field offices will also ensure that the (b)(2), (b)(7)(E) is notified in accordance with established guidelines and procedures.

(b)(2), (b)(7)(E)

(C) Custody, Bond and Release on Recognizance (ROR) Determinations. Unless the nonimmigrant alien subject to NSEERS registration is a Special Interest Alien (see policy memo, HQOPS 50/5.11-P, dated October 25, 1999, Subject: Policy Guidance for Handling of Special Interest Cases), standard procedures apply for custody, bond or ROR determinations.

(8) Referral for Prosecution. Current practices and policies within each district with respect to referral to the U.S. Attorney's Office for criminal prosecution will be followed.

(9) Record Checks for Nonimmigrant Aliens Subject to Special Registration. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(10) Media/Press Inquiries. All media/press inquiries must be coordinated and processed through the District and/or Regional Public Information Offices as appropriate.

(b)(2), (b)(7)(E)

(d) CBP, Border Patrol.

(1) Exemptions. At this time, nonimmigrant aliens present in the United States who arrived prior to September 11, 2002 are not subject to the National Security Entry Exit Registration System (NSEERS), or special registration requirements. Likewise, nonimmigrant aliens admitted and classified as "A" or "G" nonimmigrants are not subject to special registration requirements. Please refer to part (a) (2) for more information on exemptions.

(b)(2), (b)(7)(E)

(3) Automatic Referrals. Nonimmigrant aliens subject to special registration who remain in the United States for 30 days or more are required to appear for an interview at a CIS district or sub office between 30 and 40 days after entry. Those who remain for more than

one year are also required to appear for an annual interview at a designated CIS office. (b)(2), (b)(7)(E) will automatically identify and generate reports of special registrants subject to these provisions who fail to appear between 30 and 40 days after admission or fail to appear for the subsequent additional interview at one year intervals. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(5) Procedures. Nonimmigrant aliens subject to special registration requirements will fall into three categories for action: those aliens who are in status, abiding by the terms and conditions of their admission; those aliens who are out of status, in violation of the terms of their admission or are otherwise in violation of the Immigration and Nationality Act; and, those aliens who are subject to prosecution under the criminal provisions of the United States Code. In some cases, an alien may fall into more than one of these categories. In all encounters, it is the encountering officer's responsibility to reasonably verify the identity of the alien and determine the alien's current immigration status. In general, standard established procedures for enforcement actions will be followed. However, additional specific requirements as outlined in the paragraphs below must also be included.

- (b)(2), (b)(7)(E)

- 

- Process for Notice to Appear (NTA). Registered aliens who are subject to removal will be processed for the issuance of a NTA

based on applicable removal charges. However, current guidelines on Prosecutorial Discretion apply.

- Custody, Bond and Release on Recognizance (ROR) Determinations. Unless the nonimmigrant alien subject to special registration is a Special Interest Alien (see policy memo, HQOPS 50/5.11-P, dated October 25, 1999, Subject: Policy Guidance for Handling of Special Interest Cases), standard procedures apply for custody, bond or ROR determinations.
- Significant Incident Reports (SIR). In accordance with established guidelines and procedures, a timely SIR will be generated when appropriate. In such instances, field offices will also ensure that the Headquarters (b)(2), (b)(7)(E) is notified in accordance with established guidelines and procedures.
- (b)(2), (b)(7)(E)
- Referral for Prosecution. Current practices and policies within each sector with respect to referral to the U.S. Attorney's Office for criminal prosecution will be followed.

(C) Record Checks for Nonimmigrant Aliens Subject to Special Registration. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(6) Media/Press Inquiries. All media/press inquiries must be coordinated and processed through the CBP Public Information Offices as appropriate

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(1) Exemptions. At this time, nonimmigrant aliens present in the United States who arrived prior to September 11, 2002, are not subject to the National Security Entry Exit Registration System (NSEERS), or special registration requirements. Likewise, nonimmigrant aliens admitted and classified as "A" or "G" nonimmigrants are not subject to special registration requirements. Please refer to part (a) (2) of this SOP for more information on exemptions.

(b)(2), (b)(7)(E)

(3) Identification of Special Registrants. General criteria for special registration will be published via policy memorandum and updated

from time to time. There may also be individual circumstances bringing about a specific registration that does not clearly fall into published criteria. Refer to part (a)(1) of this SOP for more information.

(b)(2), (b)(7)(E)

Officers must be alert to the possibility that an alien before them (either under a removal action, or any other circumstance) has been registered but carries no evidence of it, or has not been registered and should have been. They must therefore be aware of the parameters for special registration, and be certain to check the (b)(2), (b)(7)(E) database to determine if the alien has been registered. This is most reliably accomplished by taking the alien's two index fingerprints on (b)(2), (b)(7)(E) but it may also be done by a FIN or name search against ENFORCE indices.

(4) Special Registration of Certain Nonimmigrant Aliens. While special registration of nonimmigrant aliens is not a usual part of the (b)(2), (b)(7)(E) will enroll those who should be specially registered at the time of admission when they are encountered in the normal course of (b)(2), (b)(7)(E) only if they are subject to registration pursuant to publication of a notice in the Federal Register, requiring the registration of certain nonimmigrants who are present in the United States after lawful admission.

(b)(2), (b)(7)(E)

(B) Take Photo. Use normal (b)(2), (b)(7)(E) methods.

(C) Take Fingerprints. Follow normal (b)(2), (b)(7)(E) guidelines.

(D) Record FIN on Documents. Place FIN and notation "NSEERS REGISTRANT" on any alien registration and release documents. Place the notations near the A-number.

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(A) NSEERS-Registered Alien Being Removed. This assumes that the alien has exhausted appeals and is being removed. In that case, retrieve the (b)(2), (b)(7)(E) record (using (b)(2), (b)(7)(E) fingerprints to do so to assure reliable retrieval) and obtain FIN. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(B) Unregistered Candidate Encountered.

- Alien Being Removed. An officer preparing an alien for departure may find that the alien should be registered, but is not. First, the alien should be registered if appropriate (see sec. (e)(4) above), with any other actions following. A failure to be registered is cause for suspicion, and the circumstances of the failure should be closely examined. If the failure appears willful, the case should be considered under local guidelines for presentation to the U.S. Attorney for prosecution. If prosecution is declined, then the removal should be carried out and the departure recorded in I/E under the procedure set forth in paragraph (4)(A) above.

- Other Encounters. This may include an alien found in an institution, or one coming in to post bond for another, or any of a broad range of encounters. The point is to see that aliens who should be specially registered are registered. If not registered, the alien should immediately be registered as set forth in section (e)(3) above if there has been a publication in the Federal Register requiring the registration of aliens who are present in the United States (as opposed to those who are applying for admission upon arrival). If found in an institution and it is not practicable to register the alien using (b)(2) equipment, follow the instructions for registration contained in part (a)(11) above. Thereafter, the alien should be handled in accordance with current policy for the circumstance.

(C) Alien out of Status. A special registrant found out of status (particularly for failure to appear for a required interview by CIS) should be held, and the case immediately referred to (b)(2), (b)(7)(E)

(6) Recordkeeping (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)



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## **Appendix 15-10: How to Record Departure from the United States, After the Fact**

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Dear Traveler:

If you returned home with your Immigration and Naturalization Service (INS) departure record Form I-94 (white) or Form I-94W (green) in your passport, it means that your departure was not recorded properly. It is your responsibility to correct this record. You must provide the INS sufficient information so we can record your timely departure from the United States. This will close out your earlier record of arrival to this country.

If you do not validate a timely departure from the United States, or if you cannot reasonably prove otherwise when you next apply for admission to the United States, the INS may conclude you remained in the United States beyond your authorized stay. If this happens, the next time you apply to enter the United States, your visa may be subject to cancellation or you may be returned immediately to your foreign point of origin.

In particular, visitors who remain beyond their permitted stay in the United States under the Visa Waiver Program cannot reenter the United States in the future without obtaining a visa from a United States Consulate. If this occurs and you arrive at a United States port-of-entry seeking admission under the Visa Waiver Program without a visa, United States immigration officers may order your immediate return to a foreign point of origin.

To validate departure, the INS will consider a variety of information, including, but not limited to:

- Original boarding passes you used to depart the United States;
- Photocopies of entry or departure stamps in your passport indicating entry to another country after you departed the United States (you should copy all passport pages that are not completely blank, and include the biographical page containing your photograph); and
- Photocopies of other supporting evidence, such as:
  - Dated pay slips or vouchers from your employer to indicate you worked in another country after you departed the United States
  - Dated bank records showing transactions to indicate you were in another country after you left the United States
  - School records showing attendance at a school outside the United States to indicate you were in another country after you left the United States
  - Dated credit card receipts, showing your name, but, the credit card number deleted, for purchases made after you left the United States to indicate you were in another country after leaving the United States

Your statement will not be acceptable without supporting evidence such as noted above.

You must mail legible copies or original materials where possible. If you send original materials, you should retain a copy. The INS cannot return original materials after processing. To help us understand the situation and correct your records quickly, please include an explanation letter in English. You must send your letter and enclosed information only to the following address:

**ACS – INS SBU  
P.O. Box 7125  
London, KY 40742-7125  
USA**

Do not mail your departure Form I-94 or supporting information to any United States Consulate or Embassy, to any other INS office in the United States, or to any address other than the one above. Only at this location are we able to make the necessary corrections to INS records to prevent inconvenience to you in the future.  
(Rev. IN02-39)

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## **Appendix 15-11: Patterns of Global Terrorism**

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Section 620A of the Foreign Assistance Act, Section 40 of the Arms Export Control Act, and Section 6(j) of the Export Administration Act require the designation of a foreign state as one sponsoring terrorism. Consequently, the Department of State periodically publishes a report, Patterns of Global Terrorism, updating such designation. Current designations are:

Cuba  
Iran  
Iraq  
Libya  
North Korea  
Sudan  
Syria

[Added IN02-19]

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## Appendix 16-1 Refugee Travel Document (RTD) Endorsements and Actions

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**REFUGEE TRAVEL DOCUMENT (RTD)  
ENDORSEMENTS AND ACTIONS  
(Revised April 16, 1999)**

<b>ALIEN'S STATUS IN THE UNITED STATES</b>	<b>ENDORSEMENT ON RTD</b>	<b>ACTION TO BE TAKEN ON ALIEN'S APPLICATION FOR READMISSION</b>
Conditional entrant admitted under law in effect prior to the Refugee Act of 1980 ( <b>Note:</b> This should not be confused with a conditional resident under section 216 INA.)	<ul style="list-style-type: none"> <li>³ CONDITIONAL</li> <li>³ ENTRANT</li> </ul>	<ul style="list-style-type: none"> <li>³ Readmit alien as conditional entrant; endorse</li> <li>³ I-94 with conditional entry stamp; note "READMITTED" in block letters immediately above the stamp; furnish original Form I-94 to alien and forward duplicate to Central Office Document Handling Unit. Do not count case statistically.</li> </ul>
Alien paroled into the U.S. indefinitely as a refugee	<ul style="list-style-type: none"> <li>³ PAROLEE</li> </ul>	<ul style="list-style-type: none"> <li>³ Parole alien indefinitely; stamp I-94 in lower right block "REFUGEE I-571".</li> </ul>

Alien paroled into the U.S. for one year as a refugee	³ ³ *PAROLEE* ³ ³	³ Parole alien for one year from ³ date of readmission; stamp I-94 ³ in lower right block "REFUGEE ³ I-571".
Alien admitted as a refugee under section 207 INA (including derivative refugees)	³ REFUGEE ³ ³ ³	³ Readmit the alien as a refugee under section ³ 207; stamp the admission block of the I-94 ³ as ³ indicated in IFM Chapter 16.2(a). ³
Alien granted asylum under section 208 INA (including derivative asylees)	³ ASYLEE ³ ³ ³ ³	³ Admit the alien pursuant to section 208; ³ stamp the admission block of the ³ I-94:"Asylum Status Granted Pursuant to ³ section 208 of the Immigration and ³ Nationality ³ Act. Valid indefinitely."
Alien previous admitted as a refugee or granted asylum status who was later adjusted to LPR, but who applied for and is being issued a RTD instead of a Reentry Permit.	³ LAWFUL ³ PERMANENT ³ RESIDENT ³ ³ ³	³ Admit alien as a returning LPR, if he/she has ³ not abandoned his/her status ³ ³ ³

(Appendix added IN98-14)

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## Appendix 16-2 Significant Public Benefit Parole Protocols and Forms

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### SIGNIFICANT PUBLIC BENEFIT PAROLE PROTOCOL FOR U.S. CUSTOMS AND BORDER PROTECTION AND U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT FOR LAW ENFORCEMENT PURPOSES

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#### I. Purpose

This protocol establishes the policy for requesting, vetting, approving, supervising, and tracking significant public benefit paroles (SPBP) for the Department of Homeland Security (DHS), U.S. Customs and Border Protection (CBP), and U.S. Immigration and Customs Enforcement (ICE).

SPBP is a critical enforcement tool that enhances the ability of CBP and ICE to enforce the law and protect the American people. It is a temporary measure used to support law enforcement efforts by providing a legal mechanism for aliens such as informants, witnesses, criminals, and defendants who are otherwise inadmissible to be present in the United States so they may assist with investigations, prosecutions, or other activities necessary to secure the borders of the United States.

Types of SPBP covered by the protocol include, but are not necessarily limited to:

1. Parole of an alien into the United States as a confidential informant to obtain information pertinent to border enforcement operations or to assist in an investigation.
2. Parole of an alien into the United States as a material witness in the prosecution of an alien smuggler, a drug smuggler, or other criminal violator.
3. Parole of a defendant or a criminal alien into the United States for the purpose of prosecution.

#### II. Scope

- A. This protocol applies only to the DHS organizational elements of CBP and ICE.
- B. The approval of SPBP for law enforcement agencies other than CBP and ICE is covered in a separate protocol entitled "Significant Public Benefit Parole for U.S. Law Enforcement Agencies."

#### **III. Authorities**

This protocol is governed by numerous Public Laws and national policy, such as:

- A. Section **212(d)(5)** of the Immigration and Nationality Act, Title 8, United States Code, Section 1182(d)(5). This authorizes the Attorney General to parole aliens into the United States.
- B. Sections 402 and 421 of the Homeland Security Act of 2002, Public Law 107-29: This transfers authority for immigration matters, including parole, to the Secretary of Homeland Security and the Under Secretary, BTS.

- C. DHS Delegation Order Number 7010.1: This delegates authority for parole to the Commissioner, CBP.
- D. DHS Delegation Order Number 7030: This delegates authority for parole to the Assistant Secretary, ICE.
- E. Title 8, Code of Federal Regulations (CFR), **Section 212.5**: This provides regulations for the parole of aliens and delegated authority for parole to, among others, the Assistant Commissioner, Office of Field Operations (OFO); Directors of Field Operations (DFO); Port Directors; Special Agents in Charge (SAC); Deputy Special Agents in Charge; Associate Special Agents in Charge; Assistant Special Agents in Charge; Resident Agents in Charge; and Chief Patrol Agents (CPA).
- F. Memoranda of May 22, 2003 and July 20, 2004, from the CBP Assistant Commissioner, OFO: This delegates authority for paroles to the officials in OFO designated in Authority III.E. above and to certain other port of entry managers.
- G. ICE Delegation Number 0001: This delegates authority to adjudicate requests for parole and to parole applicants for admission into the United States to the officials in the Office of Investigations (ICE/OI) designated in Authority III.E above.

#### IV. Definitions

- A. "Parole": A temporary measure used to allow an alien to be present in the United States who is otherwise inadmissible. Parole does not constitute a formal admission to the United States and confers only temporary authorization to be present in the United States without having been admitted.
- B. "Significant Public Benefit": A reasonable expectation on behalf of the authorizing official that the alien's presence in the United States will facilitate, or is consistent with:
1. National security.
  2. Development of intelligence or information pertinent to the DHS mission.
  3. Law enforcement or border enforcement operations or proceedings.
  4. Cooperation in an investigation.
  5. Advantage or benefit to the United States.
- C. "Parole in Place": The granting of parole to an applicant for admission (material witness, informant, etc.) who is already in the United States and has not been previously inspected and admitted.
- D. "Deferred Action": A discretionary measure to defer the removal of an alien from the United States. Deferred action does not confer any legal immigration status upon an alien, and removal proceedings may be initiated at any time. (See I-LINK (INSERTS), *Detention and Deportation Officer's Field Manual*, **Chapter 20.8**, "Deferred Action.")
- E. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

F. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

G. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

H. "Re-Parole (Extension)": An authorized continuation of the initial parole.

I. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

## **V. Responsibilities**

### **A. CBP and ICE Field Offices**

1. Authorizing officials designated in Authority III.E and F have the authority to grant, terminate, or deny a parole directly supporting law enforcement objectives.
2. The authorizing official or designee will submit all appropriate forms and documentation to the POE and the ICE Parole and Humanitarian Assistance Branch (PHAB) in accordance with this protocol.
3. The authorizing official or designee will conduct the required record checks during the parole approval process in accordance with this protocol.
4. SACs, CPAs, and DFOs will assign responsibility for administering the SPBP program to a Parole Coordinator. The Parole Coordinator will ensure compliance with this protocol by maintaining files, communicating with officials within the chain of command, communicating with the PHAB, monitoring deadlines, and performing other duties as necessary.
5. Authorizing field offices will be responsible for coordinating the arrival of the parolee, supervising the parolee while present in the United States, and ensuring the parolee's timely departure from the United States in accordance with this protocol.
6. Foreign offices will request SPBP from the corresponding domestic field office with responsibility for the area in which the parolee will reside while in the United States. All such requests will be coordinated with the PHAB and approved or denied in accordance with this protocol. The authorizing domestic field office will be responsible for supervising and tracking the parolee while the parolee is in the United States.

### **B. Parole and Humanitarian Assistance Branch**

1. The PHAB will provide programmatic support to the SPBP program for both CBP and ICE.



2. The PHAB will maintain the database in which all SPBPs will be entered and tracked. The PHAB will enter, update, and maintain the subject records in the SPBP database until a national field accessible SPBP case-tracking system is developed jointly by the PHAB, the Headquarters Office of Border Patrol (HQOBP), OFO, and ICE/OI.
3. For vetting and deconfliction purposes, the PHAB will circulate for concurrence names of parolees to the principal law enforcement agencies (LEAs) identified in Procedure VI.B.7.a (“Circulation and Concurrence”).
4. The PHAB will serve as the designated entity to contact overseas offices, embassies, and consulates for the purpose of arranging the issuance of travel documents for parolees.

## VI. Policy and Procedures

### **A. Policy**

#### 1. Approval Authority

- a. Pursuant to the authorities and delegations listed above, the Commissioner, CBP, and the Assistant Secretary, ICE, may grant, terminate, or deny a parole at any time within their respective organizations.
- b. The HQOBP, OFO, and ICE/OI Headquarters components have the authority to terminate or deny a parole at any time within their respective chains of command.
- c. Authorizing officials designated in Authority III.E and F in CBP and ICE field offices may grant, terminate, or deny paroles directly supporting operations in their offices.
- d. The authority levels designated in **8 CFR 212.5** (Authority III.E) are at the discretion of the CBP Assistant Commissioner/OFO; the Chief, HQOBP; and the ICE Director/OI for their respective offices. These officials may issue additional internal policies to restrict approval authority for some or all aliens.

2. Parole in Place: Authorizing officials may approve the parole of an applicant for admission already inside the United States without requiring the alien to first depart the United States. Since the alien is already in the United States, the authorizing official does not have to coordinate the alien’s arrival with the POE (all other procedures must be adhered to). Parole in Place applies only to aliens who are present, but were not inspected and admitted, e.g., “entry without inspection” or “present without inspection.” Parole in Place does not apply to others who have been admitted, e.g., overstays. An alien who is an overstay must be placed in removal proceedings or deferred action, or the overstay alien may be granted voluntary departure, as appropriate. Once the overstay alien has departed the United States, the alien may then be paroled pursuant to this protocol. Parole in Place does not apply to an alien that has been placed in proceedings.

#### 3. Parole Term

- a. Initial paroles will generally be approved for up to 90 days; however, an initial parole may be granted for up to 1 year, e.g., a witness who may be required to stay in the United States for an extended period in furtherance of a prosecution. Initial paroles of over 90 days require detailed

justification on the **DHS SPBP Form**.

b. Re-paroles (extensions) may be approved for up to 1 year each.

#### 4. Exceptions

a. S-Visas: This protocol does not apply to SPBPs in cases in which the "S" classification has been approved. In those cases, the policy and procedures of **8 CFR 212.14** and **214.2(t)** will be followed.

b. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

c. Removals/Transit: This protocol does not apply to paroles for **Section 240** removal proceedings if detention is not available or appropriate, parole of stowaways for removal, deferred inspections, and similar situations.

d. Defendants: This protocol does not apply to paroles for the types of defendants listed below. Such criminal aliens will be processed at the time of entry and paroled into the United States for prosecution without following the procedures set forth in VI.B below. Detainers will be placed on the criminal aliens at the time of incarceration to ensure that they are returned to DHS custody for appropriate processing.

(1) Fugitive aliens who arrive in the United States without advance knowledge of DHS agencies will be placed in the custody of law enforcement officers upon arrival. Note: If DHS does have advance knowledge of a fugitive alien arriving in the United States, the procedures set forth in VI.B, including coordinating the arrival of the fugitive alien with the PHAB and POE as appropriate, will be followed. However, the fugitive alien's name will not be circulated to other LEAs by the PHAB (see VI.B.7.a, "Circulation and Concurrence"). The fugitive will be placed in the custody of law enforcement officers upon arrival.

(2) Prisoner Transfers: The United States is party to two international conventions (treaties) relating to the transfer of prisoners. Foreign governments requesting paroles must contact the International Prisoner Transfer Unit of the U.S. Department of Justice, Criminal Division, which will forward the requests to the PHAB for authorization in accordance with the Significant Public Benefit Parole Protocol for Other U.S. Law Enforcement Agencies.

(3) Aliens apprehended on the high seas or in United States waters by the U.S. Coast Guard, ICE, CBP, or other LEA marine officers and brought to the United States for proceedings.

(4) Aliens apprehended at the POEs, such as smugglers, those presenting fraudulent documents, and cooperating and other defendants.

## B. Procedures

### 1. Request and Approval of SPBP

a. Forms


(1) **DHS SPBP Form:** The CBP or ICE officer will complete, sign, and submit a DHS Significant Public Benefit Parole Authorization Form (DHS SPBP Form) to the authorizing official for review and approval. A separate DHS SPBP Form must be completed for each alien for whom parole is requested. The DHS SPBP Form must be signed by the requesting officer and his or her immediate supervisor. The authorizing official will either approve or deny the parole and sign the DHS SPBP Form. The authorizing official or representative will electronically submit a copy of the approved or denied DHS SPBP Form (pages 1-3) to the PHAB immediately upon approval or denial (no later than 48 hours) and will retain a copy in the local file. Page 4 of the DHS SPBP Form, which contains sensitive investigative and personal information, will remain with the authorizing office and will not be transmitted to the PHAB.

(2) **Form I-512** (Authorization for Parole of an Alien Into the United States): If a parolee will arrive in the United States at a location other than a land border POE, the PHAB will coordinate with the foreign ICE Attaché Office and/or the U.S. Embassy or Consulate to issue transportation documents (Form I-512 or boarding letter) to the parolee overseas. Otherwise, the requesting officer will complete and submit a Form I-512 to the authorizing official for signature. A photograph of the parolee will be attached to the Form I-512 as soon as feasible. The form may be used to authorize single or multiple entries. The remarks section should include the length of parole (number of days authorized) and indicate whether a single entry or multiple entries are authorized. If the parole request is approved, the authorizing official will sign the Form I-512 on the line designated "Signature of Immigration Officer." The original **Form I-512** is to be retained by the parolee. A copy of the form will be retained in the local file. Neither **Form I-131** (Application for Travel Document) nor a fee is required for issuance of the Form I-512.

(3) Form I-94 (Arrival/Departure Record): The requesting officer may prepare as much information as possible on the **Form I-94** (e.g., the parolee's biographical information) on behalf of the CBP/OFO Officer at the POE. The CBP/OFO Officer will endorse the Form I-94 with the "Parole" stamp upon the parolee's arrival at the POE. The fee for the Form I-94 issued at land border POEs will be waived for SPBPs.

b. Record Checks: The requesting officer must perform the following criminal history record checks and immigration history and database queries for each parolee. The record checks include:

(b)(2), (b)(7)(E)



In addition, the requesting office will check the name of the parolee through the local Joint

Terrorism Task Force to obtain additional information. If the parolee arrives 30 days after the date of authorization, updated record checks of the parolee will be performed.

c. Fingerprints and Photograph: The authorizing office will take fingerprints (10 prints) and photograph(s) for each parolee, and one complete set will be retained in the local file.

d. Alien File: The authorizing field office will assign an Alien Registration Number (e.g., A12 345 678 for the corresponding Alien File) for the parolee in accordance with existing procedures for creation of an A-file.

## 2. Review and Action by PHAB

a. Circulation and Concurrence: Upon receiving the DHS SPBP Form, the PHAB will review the documentation for completeness and circulate the Notice of Request for SPBP to the designated headquarters points of contact of the principal Federal LEAs (the Drug Enforcement Administration, the U.S. Marshals Service, the Federal Bureau of Investigation, CBP, and ICE) and the National Security Coordination Council at the Department of Justice (for informational purposes only). Concurrence with or objection to paroles must be submitted in writing by the deadline specified on the Notice of Request for SPBP (normally within 5 working days) unless extended by the PHAB. Absent exigent circumstances, the parolee's arrival in the United States will be scheduled to allow enough time for the PHAB to complete the circulation and concurrence process and return the results to the authorizing official. Under exigent circumstances, the authorizing official may authorize the alien to arrive before the completion of the PHAB circulation and concurrence process, however, the decision must be documented on the DHS SPBP Form, Part J, with a detailed explanation of the exigent circumstances in Part I.

b. Negative Information: If the PHAB discovers new information that negatively affects the decision to parole an alien, it will immediately pass the information to the authorizing field office and simultaneously to the appropriate CBP/OBP, CBP/OFO, or ICE/OI headquarters component. The headquarters component may discuss appropriate measures with the field office, such as implementing stricter controls over the parolee or terminating the parole.

c. Record-Keeping: The PHAB will maintain all SPBP information in the Parole Case Tracking System and will provide a parole case tracking number for each case.

3. Supervision of Parolees: The authorizing field office will be responsible for supervising and monitoring the whereabouts of the parolee while present in the United States and for ensuring his or her timely departure from the United States in accordance with the parole authorization.

a. Arrival: The authorizing field office will coordinate the travel and arrival of the parolee at the designated POE through the DFO or designee. Absent exigent circumstances, the parolee's arrival in the United States will be scheduled to allow enough time for the PHAB to complete the circulation and concurrence process and return the results to the authorizing official (see Procedure VI.B.2.a, "Circulation and Concurrence" for more details). The authorizing field office will also ensure delivery of the Form I-512 at the designated POE (unless the Form I-512 is coordinated by the PHAB and issued by the U.S. Embassy or Consulate to the parolee). The CBP/OFO officer will issue the parolee a Form I-94 upon arrival. An officer from the authorizing field office should, generally, meet the parolee at the POE. The CBP/OFO Officer, upon the parolee's arrival at the POE, will:

- (1) Review the Form I-512 or boarding documents for accuracy, completeness, and signature.

- (2) Conduct up-to-date record checks, if necessary.
- (3) Record and enter the parolee's biographical information (e.g., name, date of birth, nationality, date of parole, Form I-94 number, and name of authorizing official, etc.) into TECS or other CBP systems.
- (4) Inform the authorizing official or the authorizing official's representative at the POE of any issues, concerns, or additional detrimental information pertaining to the status of the parolee. The CBP officer may elevate for resolution (as needed or appropriate through his or her chain of command) the discovery of significant differences between what the authorizing office knows of a parolee's serious criminal and/or terrorist background and what is discovered upon inspection at the time of parole. Every attempt should be made to address and resolve possible differences at the lowest level. If resolution cannot be reached between the CBP Officer and the authorizing official's on-site representative, the issue may then be elevated to POE management for resolution with the authorizing field office. If the matter is still not resolved, the DFO may contact the authorizing official (either the Border Patrol Sector CPA or the ICE SAC). If necessary, DFOs, Sector CPAs, and ICE SACs may elevate any remaining issues to their respective headquarters.
- (5) Each person paroled pursuant to these procedures must be processed into the (b)(2), (b)(7)(E) case system.
- (6) Issue and stamp the Form I-94. Process the Form I-512 in accordance with existing procedures for processing advance paroles.
- (7) Forward the parolee's Form I-94 arrival portion, in accordance with the Form I-94 mailing instructions, to the appropriate contractor for entry into the (b)(2), (b)(7)(E) case system.
- (8) The fee for the Form I-94 issued at land border POEs will be waived for SPBPs unless otherwise directed.

b. Reporting: The authorizing field offices will report to the PHAB using the DHS Parole Tracking Form when the following occurs:

- (1) A parolee arrives at the POE (initial arrival).
- (2) A Parole in Place is granted.
- (3) A parolee fails to arrive in the United States within 30 days of the parole authorization.
- (4) An extension (re-parole) is authorized.
- (5) The parole is terminated.
- (6) A parolee departs or adjusts to an immigration status.
- (7) A parolee absconds.

(8) There is a change in any significant information previously provided.

c. Benefits - Employment Authorization: Persons authorized SPBP are present in the United States at the discretion of and under conditions imposed by the authorizing office. U.S. Citizenship and Immigration Services (CIS) has agreed to process law enforcement sensitive requests for benefits, such as an Employment Authorization Document (EAD) related to SPBP, in a secure and expeditious fashion through their Fraud Detection National Security (FDNS) Unit. Applications for benefits, such as Form I-765 (Application for Employment Authorization), should be forwarded to the appropriate headquarters division of the organization seeking the benefit for a parolee. The appropriate ICE or CBP headquarters division will review and endorse the benefit application then coordinate directly with the CIS/FDNS Unit, which will adjudicate and produce the benefit document. The ICE or CBP headquarters unit will then forward the benefit document to the requesting field office. In accordance with the CIS memorandum entitled, "New Procedures for Issuance of Immigration Benefits/Documents in Law Enforcement and National Security Matters," dated December 19, 2003, "the fee will ordinarily be waived [for the EAD]..."

4. Re-Parole (Extension): A request for re-parole will be submitted to the authorizing official via a new DHS SPBP Form, a new Form I-512 (if the alien intends to travel outside the United States), and a new Form I-94 before the expiration date of the parolee's authorized stay. Each new re-parole may be granted for up to 1 year. The new Form I-94 will be endorsed with a "Parole" stamp by the authorizing official.<sup>1</sup> The departure record of the original (expiring) Form I-94 and the arrival record of the new Form I-94 will be forwarded together, in accordance with the Form I-94 mailing instructions, to the appropriate contractor for entry into NIIS.

#### 5. Termination of Parole

a. Decision: The authorizing official may terminate the parole at any time. The decision must be documented in writing, and all appropriate parties, including the PHAB, must be notified.

b. Multiple Paroles: Parole terminates each time the parolee departs the United States (**8 CFR 212.5(e)**). The authorizing official *may* authorize multiple advance paroles on the Form I-512. When the Form I-512 is approved for multiple advance paroles, a new Form I-94 will be issued at the POE to the parolee upon each arrival.

c. Failure To Depart (Absconding): If the parole has terminated and the parolee has not departed as required, the parolee will be treated as an absconder. The authorizing field office will immediately perform the following:

(1) Terminate the parole.

(2) Initiate removal proceedings.

(3) Attempt to locate the parolee and provide all known information to the local CBP/OBP, ICE/OI, and CBP/OFO field office to help facilitate his or her recovery.

(4) Submit a copy of the DHS Parole Tracking Form to the PHAB.

6. Special Situations at POEs: A parole may also be authorized in conjunction with an ongoing enforcement operation, such as a (b)(2), (b)(7)(E)

a. Prior Parole Approval: When the authorizing official approves a parole in advance of a special situation, the above policy and procedures will be followed, in accordance with other policies and procedures (e.g., directives and memorandums related to (b)(2), (b)(7)(E) etc.). If the subject is allowed to proceed without issuance of parole documentation, at the conclusion of the law enforcement activity, the subject must be documented and processed by the controlling officers as soon as feasible.

b. No Prior Parole Approval: Designated CBP/OFO officials at the POEs have parole authority for those aliens arriving at POEs without prior parole approval as a result of emerging enforcement actions, such as (b)(2), (b)(7)(E). In such situations, the POE officials and ICE agents at the POEs will coordinate efforts in advance to effect (b)(2), (b)(7)(E) (b)(2), (b)(7)(E)

2 After concurrence, the ICE agents will assume full responsibility for all aspects of the investigative activity, including the alien, (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

If issues arise that prevent the granting of parole, every effort should be made to resolve possible differences at the lowest level. If the matter cannot be resolved at the port level, it will be elevated through the chain of command to the DFO and SAC to resolve.

7. Parole in Place: The authorizing official, or designee, will complete a Form I-94 and endorse it with the "Parole" stamp. The authorizing office will forward the parolee's Form I-94 arrival portion, in accordance with the Form I-94 mailing instructions, to the appropriate contractor for entry into NIIS. The authorizing official or his or her representative will electronically submit a copy of the DHS Parole Tracking Form to the PHAB. (See Policy VI.A.2, "Parole in Place," for appropriate use of parole in place.)

8. Parole of Family Members: Paroles are temporary; therefore, family members should be paroled only under extraordinary circumstances, such as legitimate physical threats to family members. The threat must be clearly documented on the DHS SPBP Form.

9. Fees: In general, all fees will be waived for a parole approved for significant public benefit. If the parolee must depart and reenter the United States for personal reasons, the fees will not be waived.

C. Questions or Concerns Regarding the Process: Any questions or concerns regarding this protocol should be addressed to the PHAB at (b)(2) or by fax at (b)(2)

Michael J. Garcia

5-9-05

Robert C. Bonner

9-22-05

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Michael J. Garcia

Date Robert C. Bonner

Date

Assistant Secretary

Commissioner

U.S. Immigration and Customs Enforcement U.S. Customs and Border Protection

# SIGNIFICANT PUBLIC BENEFIT PAROLE PROTOCOL FOR U.S. LAW ENFORCEMENT AGENCIES

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## I. Purpose

This protocol establishes the policy pertaining to the responsibilities of U.S. law enforcement agencies (LEA) with regard to requesting, vetting, supervising, and tracking significant public benefit paroles (SPBP). All requests for SPBP will be coordinated with the Parole and Humanitarian Assistance Branch (PHAB) within the Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE).

SPBP is a critical enforcement tool that enhances law enforcement's ability to conduct operations and protect the American people. It is a temporary measure used to support law enforcement efforts by providing a legal mechanism for informants, witnesses, criminals, and defendants who are otherwise inadmissible to be present in the United States so that they may assist with ongoing investigations, prosecutions, or other activities necessary to protect national security.

Types of SPBP covered by the protocol include, but are not necessarily limited to:

1. Parole of an alien into the United States as a confidential informant to obtain information to assist in an investigation.
2. Parole of an alien into the United States as a material witness in the prosecution of a criminal violator.
3. Parole of a defendant or criminal alien into the United States for the purpose of prosecution.

## II. Scope

- A. This protocol applies only to LEAs (including Federal, state, and local LEAs and prosecutors) outside of U.S. Customs and Border Protection (CBP) and U.S. Immigration and Customs Enforcement (ICE).
- B. CBP and ICE have independent authority to approve paroles, and their procedures are covered in a separate protocol entitled "Significant Public Benefit Parole Protocol for U.S. Customs and Border Protection, and U.S. Immigration and Customs Enforcement for Law Enforcement Purposes."

## III. Authorities

This protocol is governed by numerous Public Laws and national policy, such as:

- A. Section **212(d)(5)** of the Immigration and Nationality Act, Title 8, United States Code, Section 1182(d)(5): This authorizes the Attorney General to parole aliens into the United States.
- B. Sections 402 and 421 of the Homeland Security Act of 2002, Public Law 107-29: This transfers authority for immigration matters, including parole, to the Secretary of Homeland Security and the Under Secretary of BTS.
- C. Title 8, Code of Federal Regulations (CFR), **Section 212.5**: This provides regulations for the parole of aliens.



D. Title 8, Code of Federal Regulations, **Section 212.5**: This provides regulations for the parole of aliens and delegates authority for parole to, among others, the Assistant Commissioner, Office of Field Operations (OFO); Directors of Field Operations (DFO); Port Directors; Special Agents in Charge (SAC); Deputy Special Agents in Charge; Associate Special Agents in Charge; Assistant Special Agents in Charge; Resident Agents in Charge; Chief Patrol Agents (CPA); and other officials as may be designated in writing.

#### IV. Definitions

A. “Parole”: A temporary measure used to allow an alien to be present in the United States who is otherwise inadmissible. Parole does not constitute a formal admission to the United States, and confers only temporary authorization to be present in the United States without having been admitted.

B. “Significant Public Benefit”: A reasonable expectation on behalf of the authorizing official that the alien’s presence in the United States will facilitate, or is consistent with:

1. National security.
2. Development of intelligence or information pertinent to the mission of the requesting LEA.
3. Law enforcement or border enforcement operations or proceedings.
4. Cooperation in an investigation.
5. Advantage or benefit to the United States.

C. “Parole in Place”: The granting of parole to an applicant for admission (material witness, informant, etc.) who is already in the United States and has not been previously inspected and admitted.

D. “Deferred Action”: A discretionary measure to defer the removal of an alien from the United States. Deferred action does not confer any legal immigration status upon an alien, and removal proceedings may be initiated at any time.

E. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

F. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

G. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

H. “Re-Parole (Extension)”: An authorized continuation of the initial parole.

I. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

## V. Responsibilities

### A. Federal LEAs

1. Federal LEAs are responsible for following the policies and procedures of this protocol and will designate point of contacts (POCs) at their headquarters (including a telephone number, a fax number, and an e-mail address) to ensure compliance with this protocol by maintaining records, communicating with the PHAB, monitoring deadlines, and performing other duties as necessary.
2. The Federal LEAs will forward all requests for SPBP through their headquarters POCs. The headquarters POCs will certify that all forms for SPBP and supporting documents are accurate and complete. Refer to Procedure VI.B.6 ("Emergency Paroles") for 72-hour emergency paroles.

### B. State and Local LEAs

1. State and local LEAs are responsible for following the policies and procedures of this protocol.
2. State and local LEAs will submit requests for SPBP to the PHAB through the appropriate ICE SAC or the Border Patrol CPA in their jurisdiction. The requesting official will certify that all forms for SPBP and supporting documents are accurate and complete. Refer to Procedure VI.B.6 ("Emergency Paroles") for 72-hour emergency paroles.

### C. Parole and Humanitarian Assistance Branch

1. The PHAB will have the authority to grant, terminate, or deny a parole directly supporting law enforcement objectives for Federal, state, and local LEAs.
2. The PHAB will maintain the database known as the Parole Case Tracking System. The PHAB will enter, update, and maintain all the SPBP subject records in the database.
3. The PHAB will query the necessary immigration and customs databases in Treasury Enforcement Communications System (TECS) or other appropriate systems.
4. The PHAB will circulate the parolee's name to the principal Federal LEAs for vetting and deconfliction purposes.
5. The PHAB will serve as the designated entity to contact overseas offices, embassies, and consulates for the purpose of arranging the issuance of travel documents for parolees.

## VI. Policy and Procedures

### A. Policy

1. Approval Authority: Pursuant to the authorities and delegations listed above, the PHAB may grant, terminate, or deny a parole at any time.
2. Parole in Place: The PHAB may authorize the parole of an applicant for admission already inside

the United States without requiring the alien to first depart the United States. Since the alien is already in the United States, the authorizing official does not have to coordinate the alien's arrival with the POE (all other procedures must be adhered to). Parole in Place applies only to aliens who are present but were not inspected and admitted, e.g. "entry without inspection" or "present without inspection." This does not apply to others who have been admitted, e.g., overstays. An alien who is an overstay must be placed in removal proceedings or deferred action, or the overstay alien may be granted voluntary departure, as appropriate. Once the overstay alien has departed the United States, the alien may then be paroled pursuant to this protocol. Parole in Place does not apply to an alien that has been placed in proceedings.

### 3. Parole Term

- a. Initial paroles will generally be approved for up to 90 days; however, an initial parole may be granted for up to 1 year, e.g., a parole for a witness who may be required to stay in the United States for an extended period of time in furtherance of a prosecution. Requests for initial paroles of over 90 days require detailed justification on the **LEA SPBP Form**.
- b. Re-paroles (extensions) may be approved for up to 1 year each.

### 4. Exceptions

a. S-Visas: This protocol does not apply to SPBPs in cases in which the "S" classification has been approved. In those cases, the policy and procedures of **8 CFR 212.14** and **214.2(t)** will be followed.

b. (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)

c. Removals/Transit: This protocol does not apply to paroles for **Section 240** removal proceedings if detention is not available or appropriate, parole of stowaways for removal, deferred inspections, and similar situations.

d. Defendants: This protocol does not apply to paroles for the types of defendants listed below. Such criminal aliens will be processed at the time of entry and paroled into the United States for prosecution without following the procedures set forth in VI.B ("Procedures"). Detainers will be placed on the criminal aliens at the time of incarceration to ensure that they are processed for removal before they are released from detention.

(1) Prisoner Transfers: The United States is party to two international conventions (treaties) relating to the transfer of prisoners. Foreign governments requesting paroles must contact the International Prisoner Transfer Unit of the U.S. Department of Justice, Criminal Division, which will forward the requests to the PHAB for authorization in accordance with this protocol.

(2) Aliens apprehended on the high seas or in United States waters by the U.S. Coast Guard, ICE, CBP, or other LEA marine officers and brought to the United States for proceedings.

(3) Aliens apprehended at the POEs, such as smugglers, those presenting fraudulent documents, and cooperating and other defendants.

## B. Procedures

### 1. Request and Approval of SPBP

#### a. Forms

(1) **LEA SPBP Form**: The requesting LEA will complete, sign, and submit a LEA Significant Public Benefit Parole Authorization Form (LEA SPBP Form)<sup>1</sup> to the PHAB for review and approval. A separate LEA SPBP Form must be completed for each alien for whom parole is requested. The LEA SPBP Form must be signed by the requesting LEA.

(a) Federal LEAs: Federal LEA field offices will submit requests for SPBP to their headquarters POCs, who will review and certify that each SPBP Form is accurate and complete, then forward the package to the PHAB for review and approval, or denial.

(b) State and Local LEAs: The highest ranking official in the state or local LEA will sign and submit an SPBP request (including re-paroles) for review and facilitation to the nearest ICE SAC or Border Patrol Sector CPA in whose area of responsibility the state or local LEA resides. Upon completion of the LEA SPBP Form, the ICE SAC or Border Patrol Sector CPA will forward the LEA SPBP Form on behalf of the state or local LEA to the PHAB for review and approval, or denial.

(2) **DHS Parole Tracking Form**: If approved, the PHAB will send the requesting LEA a DHS Parole Tracking Form. This is used to inform the PHAB of the parolee's status. Refer to Procedure VI.B.3.b (Reporting) for further instructions.

(3) **Form I-512** (Authorization for Parole of an Alien Into the United States)

(a) Arriving at a Non-Land POE: If the parole is approved and the parolee will arrive at a location other than a land border POE, the PHAB will coordinate with the U.S. Embassy or Consulate to issue the Form I-512 or boarding documents to the parolee overseas. A parolee who obtains travel documents from an overseas office must depart for the United States within 7 days of receiving the travel documents, or the travel documents will expire.

(b) Arriving at a Land POE: If the parole is approved and the parolee will arrive at a land border POE (in these situations, the parolee is not issued a Form I-512), the CBP/OFO Officer will endorse the Form I-94 with the "Parole" stamp upon the parolee's arrival at the POE. If it is necessary for the parolee to enter and depart the United States frequently for operational purposes during the authorized parole period, the PHAB may authorize multiple paroles. If the PHAB authorizes multiple paroles, the PHAB will coordinate with the local field office for the issuance of a Form I-512 to the parolee (e.g., verifying identity, attaching photograph, etc.). Neither Form I-131 (Application for Travel Document) nor a fee is required for issuance of the Form I-512.

b. Record Checks: The requesting LEA will perform queries within its own information systems and (b)(2), (b)(7)(E) for each parolee.

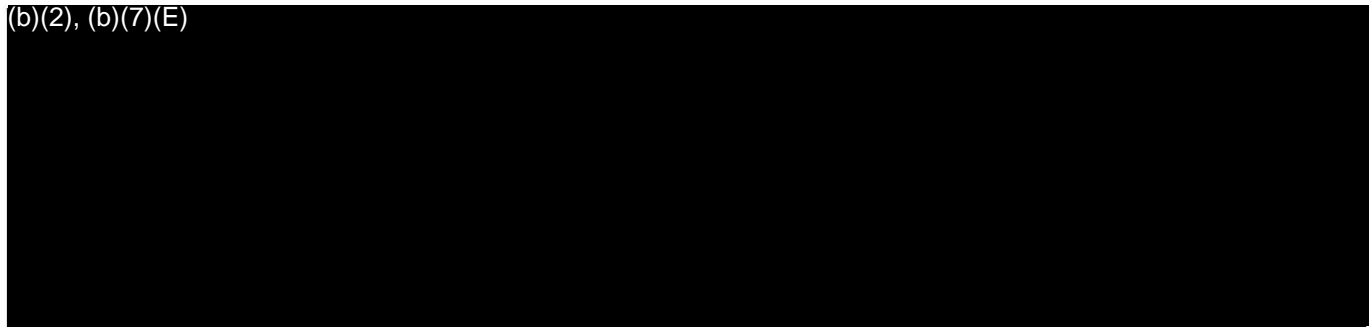
c. Fingerprints and photograph: The LEA will fingerprint (10 prints) and photograph the parolee. The originals will be maintained in the LEA's local file and will be made available upon request to DHS in circumstances such as a national security emergency or a case when the parolee absconds.

2. Review and Action by PHAB

a. Circulation and Concurrence: Upon receiving the LEA SPBP Form, the PHAB will review the documentation for completeness and circulate the Notice of Request for SPBP to the designated headquarters POCs of the principal Federal LEAs (the Drug Enforcement Administration, the U.S. Marshals Service, the Federal Bureau of Investigation, CBP, and ICE) and the National Security Coordination Council at the Department of Justice (for informational purposes only). Concurrence with or objection to paroles must be submitted in writing by the deadline specified on the Notice of Request for SPBP (normally 5 working days) unless extended by the PHAB.

b. Record Checks: The PHAB will perform the following required criminal history record checks and immigration history and database queries for each parolee:

(b)(2), (b)(7)(E)



c. Denial: In the case of denial, the LEA may request reconsideration by presenting new and/or additional information in support of the original SPBP request.

d. Conditions: The PHAB reserves the right to specify any conditions it deems appropriate for authorization of parole. In certain instances (such as controversial witnesses or defendants), DHS may issue a **Form I-247** (Immigration Detainer – Notice of Action), which requires that the parolee be returned to DHS custody to ensure the parolee departs the United States.

e. Notification to CBP/OFO: Upon approval of the parolee, the PHAB will submit an authorizing memorandum, which will provide the name of the parolee, the designated POE, and expected date of arrival to CBP/OFO headquarters, which will then notify the designated POE.

3. Supervision of Parolees: The LEA will be responsible for supervising and monitoring the whereabouts of the parolee while present in the United States and for ensuring his or her timely departure from the United States in accordance with the parole authorization.

a. Arrival: The LEA will coordinate the travel and arrival of the parolee at the designated POE. CBP/OFO Officers will issue the parolee a **Form I-94** upon arrival. An officer from the LEA should, generally, meet the parolee at the POE. The CBP/OFO Officer, upon the parolee's arrival at the POE, will:

(1) Review the Form I-512 or boarding documents for accuracy, completeness, and signature.

(2) Conduct up-to-date record checks, if necessary.

3) Record and enter the parolee's biographical information (e.g., name, date of birth, nationality, date of parole, Form I-94 number, and name of authorizing official, etc.) into (b)(2), (b)(7)(E) or other CBP systems.

(4) Inform the authorizing official or the authorizing official's representative at the POE of any issues, concerns, or additional detrimental information pertaining to the status of the parolee and may consult with the PHAB to determine whether parole is still appropriate in light of this additional information.

(5) Each person paroled pursuant to these procedures must be processed into the (b)(2), (b)(7)(E) (b)(2), (b)(7)(E) case system.

(6) Issue and stamp the Form I-94. Process the **Form I-512**, if presented, in accordance with existing procedures for processing advance paroles.

(7) Forward the parolee's Form I-94 arrival portion, in accordance with the Form I-94 mailing instructions, to the appropriate contractor for entry into the Nonimmigrant Information System (NIIS).

(8) The fee for the Form I-94 issued at land border POEs will be waived for SPBPs unless otherwise directed.

b. Reporting: The LEA will report to the PHAB using the DHS Parole Tracking Form when the following occurs:

(1) A parolee arrives at the POE (initial arrival).

(2) A parolee fails to arrive in the United States within 30 days of the parole authorization.

(3) A parolee departs.

(4) A parolee adjusts to an immigration status (a new copy of the Form I-94 should be forwarded to the PHAB).

(5) A parolee absconds.

(6) A parolee otherwise violates the parole conditions.

(7) There is a change in any significant information previously provided.

c. Benefits - Employment Authorization: U.S. Citizenship and Immigration Services (CIS) is responsible for the adjudication and production of benefit documents, such as the Employment Authorization Document (EAD). CIS has agreed to process law enforcement sensitive requests for benefits, such as an EAD related to SPBP, in a secure and expeditious fashion through their Fraud Detection National Security (FDNS) Unit. In order to receive secure and expedited handling, field offices should forward applications for benefits, such as **Form I-765** (Application for Employment Authorization), to their headquarters POC (for federal agencies) or to the local ICE SAC Office (for state and local agencies). The benefits application will then be forwarded to ICE Headquarters,

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) will review and endorse the benefit application, then coordinate directly with the CIS/FCNS Unit, which will adjudicate and produce the benefit document. (b)(2), (b) will then forward the benefit document to the requesting LEA. In accordance with the CIS memorandum entitled, "New Procedures for Issuance of Immigration Benefits/Documents in Law Enforcement and National Security Matters," dated December 19, 2003, "the fee will ordinarily be waived [for the EAD]..."

d. Re-Parole (Extension): A request for re-parole should be submitted to the PHAB via a new LEA SPBP Form 10-days before the expiration date of the parolee's authorized stay (unless the initial parole was an emergency parole authorized pursuant to Procedure VI.B.6 ("Emergency Paroles")). A re-parole may be granted in increments of up to 1 year each. If the re-parole is authorized, the PHAB will refer the LEA to the appropriate field office to obtain a new Form I-94. If the alien's parole has expired, a new request for SPBP must be submitted to the PHAB and the parolee may be required to depart the United States.

#### 4. Termination of Parole

a. Decision: The PHAB may terminate the parole at any time. The PHAB will notify the LEA and all appropriate parties in writing.

b. Multiple Paroles: Parole terminates each time the parolee departs the United States (**8 CFR 212.5(e)**). The PHAB will notify by cable or memorandum the U.S. Embassy or Consulate overseas and OFO headquarters of approved multiple advance paroles. For multiple advance paroles, a new Form I-94 will be issued at the POE to the parolee upon each arrival.

c. Failure To Depart/Absconders: If the parole has terminated and the parolee has not departed as required, the parolee will be treated as an absconder. The LEA will immediately submit a copy of the DHS Parole Tracking Form to the PHAB. The PHAB will immediately perform the following:

(1) Terminate the parole.

(2) Initiate removal proceedings with ICE. ICE will be responsible for preparing a Notice To Appear (NTA).

(3) Provide all known information to the appropriate CBP and ICE field offices to help facilitate his or her recovery.

6. Emergency Paroles: The ICE SAC, Border Patrol CPA, or DFO may authorize an emergency parole for 72 hours for informants or witnesses under exigent circumstances when the parole is important to an investigation, a prosecution, or other activity deemed necessary to maintain public safety. This authority should be exercised only when the LEA could not reasonably have requested the parole in advance through the PHAB in accordance with this protocol. During this emergency 72-hour parole, the parolee must remain in the custody of agents from the requesting LEA. The authorizing official will submit copies of the LEA SPBP Form to the PHAB for tracking and vetting purposes. If the parolee will arrive at a POE, then the authorizing official must coordinate the arrival with POE officials (DFO or Port Director) having jurisdiction over the POE where the alien will arrive. If the parolee is required to remain in the United States as an informant or a witness beyond the initial 72-hour period, then a re-parole (extension) must be authorized and executed by the requesting LEA from the PHAB in accordance with Procedure VI.B.4 ("Re-Parole (Extension)").



7. Family Members: Paroles are temporary; therefore, family members should be paroled only under extraordinary circumstances, such as legitimate physical threats to family members. The threat must be clearly documented on the LEA SPBP Form.

8. Fees: In general, all fees will be waived for a parole approved for significant public benefit. If the parolee must depart and reenter the United States for personal reasons, the fees will not be waived. However, the PHAB will make the final determination whether to charge or waive a fee.

9. Additional LEA Request: If another LEA desires the presence of the same alien, that LEA must submit a new LEA SPBP Form to PHAB to initiate a new parole request pursuant to this protocol.

C. Questions or Concerns Regarding the Process: Any questions or concerns regarding this protocol should be addressed to the PHAB at (b)(2), (b)(7)(E) or by fax at (b)(2), (b)(7)(E)

**Appendix 17-1 Office Hours for Deferred Inspections (Revised CBP 02-07 01/12/07; Revised 12/01/05; CBP 15-06; Revised 11/1/05; CBP 13-06; Revised 08/12/05; CBP 11-05; Revised 05/16/05; CBP 09-05)**

LOCATION	ADDRESS	Hours	Days	Phone
Albany, NY	1086 Troy-Schenectady Road Latham, NY 12110	10:00 - 14:00	Tuesday and Thursday	
Anchorage, AK	Ted Stevens Anchorage International Airport 4601 Postmark Drive NB 143 Anchorage, AL 99502	10:00 - 15:00	Monday - Friday	
Atlanta, GA	<i>Reporting address:</i> 77 Forsyth St. SW Room 114 Atlanta, GA 30303-0253 <i>Deferred for Judgement and Conviction:</i> 08:00 to 14:00. Wednesday Only. Leave 30 days to allow for the LPR to obtain certified copies of court records to show the duty officer.	08:00 - 14:00	Tuesday - Thursday (Closed Monday & Friday)	
Baltimore, MD	<i>Reporting address:</i> BWI Airport Lower Level, Pier E Baltimore, MD 21240 <i>Mailing address:</i> U.S.Customs and Border Protection P.O. Box 28628	08:00 - 15:00	Monday - Saturday	

	Baltimore, Maryland 21240			
Boise, ID	1185 South Vinnell Way Boise, ID 83709	08:00 - 15:00	Monday, Tuesday, Thursday & Friday	
Boston, MA	<i>Reporting address:</i> Logan International Airport Terminal E, Lower Level, Room 500 Boston, MA 02128 <i>Mailing address:</i> Customs and Border Protection 500 Terminal E Logan International Airport Boston, MA 02128	07:00 - 13:00	Monday - Thursday	
Buffalo, NY	Peace Bridge Peace Bridge Plaza Buffalo, NY 14213	10:00 - 14:00	Tuesday - Thursday	
Champlain, NY	Champlain Port-of-Entry 234 West Service Road, Interstate 87 Champlain, NY 12919	10:00 - 14:00	Tuesday - Thursday	
Charlotte Amalie, VI	<i>Reporting address:</i> U.S. Customs Border Protection Cyril E. King Airport Charlotte, Amalie, St. Thomas, USVI 00801 <i>Mailing address:</i> U.S. Customs and Border Protection 5500 Veterans Drive Federal Bldg. Room 248 Charlotte Amalie, St. Thomas, USVI 00801 Attn: Deferred Inspection	08:00 - 16:00	Monday - Friday	
Charleston, SC	170 Meeting Street, 5th Floor Charleston, SC 29401	09:00 - 14:00	Wednesday only	
Charlotte, NC	<i>Reporting address:</i> Charlotte Douglas International Airport International	11:00 - 13:00	Monday - Friday	

	Arrivals, Lower Level Zone D Charlotte, NC 28217 <i>Mailing address:</i> USCBP 1901 Cross Beam Charlotte, NC 28217			
Chicago, IL	10 W. Jackson Blvd. Second Floor, Deferred Inspections Chicago, IL 60604	08:00 -14:00	Monday - Thursday (Closed Friday)	
Cincinnati, OH	4243 Olympic Blvd, Suite 210 Erlanger , KY 41018	9am- 1pm Appointment only	Monday, Tuesday, Thursday & Friday (Closed Wednesday)	(859) 282-6308 ext. 209, 210  Fax:  (859) 282-9570
Cleveland, OH	<i>Reporting address:</i> Cleveland Hopkins International Airport Concourse A International Arrivals 5300 Riverside Drive Cleveland, OH 44135 <i>Mailing address:</i> CBP / Inspections P.O. Box 81186 Cleveland, OH 44181 - 0186	10:00 - 14:00	Monday - Friday	
Des Moines, IA	U.S. Customs and Border Protection 6000 Fleur Drive Des Monies, IA 50321	10:00- 14:00	Tuesday & Thursday	
Dallas, TX	<i>Reporting address:</i> Customs and Border Protection 1205 Royal Lane DFW Airport , Texas 75261 <i>Mailing address:</i> Customs and Border Protection P.O. Box 619050 DFW Airport, TX 75261	08:30 - 14:00	Monday - Friday	

Denver, CO	<i>Reporting address:</i> Denver International Airport Main Terminal - International Arrivals 8500 Pena Blvd. Denver, CO 80249 <i>Mailing address:</i> Bureau of Customs and Border Protection Deferred Inspections 24735 E. 75th Ave., Suite 100 Denver, CO 80249	11:00 - 14:00	Monday - Friday	
Detroit, MI	Customs Border Protection / INS Discipline Detroit Metropolitan Airport, Building 830, Lower Level, Int'l. Arrivals 2597 World Gateway Place Detroit, MI 48242	08:00 - 16:00	Monday - Friday, except holidays	
El Paso, TX	Ysleta Port-of-Entry Customs & Border Protection/INS Discipline Building A, Information Window 797 South Zaragosa Road El Paso, TX 79907	08:00 - 16:00	Monday - Saturday	
Great Falls, MT	Great Falls Airport 1600 Airport Drive Great Falls, MT 59404-5501	08:00 - 16:00	Monday - Friday	
Guam	Guam International Airport 355 Chalan Pasajero, Route 10-A Tamuning, Guam 96911	08:00 - 13:00 18:00 - 21:00	Monday - Saturday	
Hartford	450 Main St. Room 421 Hartford, CT 06103-3060	08:00 - 15:00	Monday - Friday	
Highgate Springs, VT	Highgate Springs POE 482 Welcome Center Rd. Swanton, VT 05488	09:00 - 16:00	Monday - Friday	

Honolulu, HW	300 Rodgers Blvd. International Arrivals Building 2nd Floor, Ewa End Honolulu, HW 96819	09:30 - 15:00	Monday - Friday	
Houlton, ME	27 Customs Loop Houlton, ME 04730	08:00 - 16:00	Monday - Friday	
Houston, TX	7141 Office City Drive Houston, TX 77087	09:00 - 17:00	Monday - Friday	
Indianapolis, IN	6801 Pierson Drive Indianapolis, IN 46241	08:30 - 15:30	Monday - Friday	
Jacksonville, FL	<i>Reporting and Mailing address:</i> U.S. Customs and Border Protection Deferred Inspection Office 2831 Talleyrand Avenue Jacksonville, FL 32206	08:00 - 12:00	Monday - Friday Individuals should be encouraged to call to confirm appointment.	
Jacksonville, FL	4121 Southpoint Blvd. Room 143 Jacksonville, FL 32216	08:00 -12:00	Monday - Friday Individuals should be encouraged to call to confirm appointment	
Kansas, MO	<i>Reporting address:</i> Kansas City International Airport Terminal C, Gate 90 Kansas City, MO 64153 <i>Mailing address:</i> U.S. Customs and Border Protection 4100 Mulberry Drive, Suite 110 Kansas City, MO. 64116	Call to schedule appointment	By Appointment Only	
Kona, HW	<i>Reporting address:</i> Kailua-Kona International Airport Building T-2 Kailua-Kona, HI 97640-2644 <i>Mailing address:</i> 73-100 Kupipi St. Kailua-Kona, HI 97640-2644	08:00 -12:00	7days a week. Deferred inspections for the Big Island of Hawaii only.	

Las Vegas, NV	<i>Reporting address: Customs and Border Protection McCarran International Airport, Terminal 2 5757 Wayne Newton Blvd. Las Vegas, NV 89119 Mailing address: Customs and Border Protection P.O Box 11049 Las Vegas, NV 89111-1049</i>	08:00 - 16:00	Monday - Friday	
Los Angeles, CA	300 N. Los Angeles St., Room 2067 Los Angeles, CA 90012	08:00 - 16:30	Monday, Tuesday, Wednesday & Friday (Closed Thursday)	
Louisville, KY	<i>Reporting office: 601 W. Broadway Room 601 Louisville, KY 40202 Mailing address: CBP ATTN: Deferred Inspections Room 4001 550 Main Street Cincinnati, OH 45202</i>	Advise applicant to call for an appointment. Please obtain good address and telephone number for applicant.	Wednesday	502-366-3388 ext.107
McAllen, TX	U.S. Customs and Border Protection McAllen-Miller International Airport 2500 So. Bicentennial Street McAllen, TX 78503	08:00 - 16:00	Monday - Friday	
Memphis, TN	3150 Tchulahoma, Suite 1 Memphis, TN 38118	08:00 - 15:00	Thursday	
Miami, FL	7880 Biscayne Blvd. 5th floor, Deferred Inspections Miami, FL 33138	08:00 - 15:00	Monday - Friday	(305) 526-2840

Milwaukee, WI	310 E. Knapp Street Milwaukee, WI 53202	08:30 - 14:30 08:00-12:00	Tuesday Wednesday	
Newark, NJ	Newark International Airport, Terminal B Newark, NJ 07114	08:00 - 11:00	Monday - Friday	
New Orleans, LA	<i>Mailing address:</i> CBP Inspections P.O. Box 20207 Kenner, LA 70141 <i>Reporting address:</i> Louis Armstrong International Airport Ground Floor, Immigration Office 900 Airline Hwy. Kenner, LA 70062	09:00 - 11:00	Tuesday, Wednesday and Thursday	
New York, NY	26 Federal Plaza, Room 8-804 New York, NY 10278	09:00 - 12:00 Schedule a specific date/ time on the Form I-546.	Monday - Thursday (allow 3 weeks for mail)	
Norfolk, VA	101 East Main Street., Norfolk, VA 23510	09:00 - 15:00	Wednesdays only. Call for appointment	
Oklahoma City, OK	U.S. Customs and Border Protection 4300 Highline Blvd., Suite 250 Oklahoma City, OK 73108	10:00 - 15:00	1 st and 3rd Wednesday of each month	
Omaha, NE	Customs and Border Protection 5229 Boeing Court Omaha, NE 68110	12:00 - 16:00	Monday - Friday	
Orlando, FL	<i>Reporting &amp; mailing address:</i> U.S. Customs and Border Protection Deferred Inspections Office 9076 Binnacle Way Orlando, FL 32827	08:00 - 12:00	Monday - Friday Individual should be encouraged to call to confirm appointment.	



Pembina, ND	Pembina Port-of-Entry 10980 I-29 Suite 1 Pembina, ND 58271	08:00 - 12:00	Tuesday, Wednesday & Thursday	
Philadelphia, PA	Philadelphia International Airport, Customs and Border Protection Terminal A West, International Arrivals Philadelphia, PA 19153	09:00 - 12:00	Monday - Friday	
Phoenix, AZ	2035 N. Central Ave. Phoenix, AZ 85004	09:30 - 15:00	Monday - Thursday (Closed Friday)	
Pittsburgh, PA	Pittsburgh International Airport Terminal C, International Arrivals Pittsburgh, PA 15231	09:00 - 12:00	Monday - Saturday Individual should call for an appointment.	
Portland, ME	176 Gannett Dr. S. Portland, ME 04106	10:00 - 14:00	Monday - Friday	
Portland, OR	<i>Reporting address:</i> 511 N.W. Broadway, Room 117 Portland, OR 97209 <i>Mailing address:</i> P.O. Box 55580 Portland, OR 97238	10:00 - 12:00	Thursday only	
Providence, RI	200 Dyer St. Providence, RI 02903	08:00 - 13:00	Wednesday	
Raleigh, NC	120 Southcenter Court, Suite 500 Morrisville, NC 27560	10:00 - 12:00	Tuesday - Thursday	
Reno, NV	2220 Radar Street Reno, NV 89502	09:00 - 11:00	Tuesday Only	
Salt Lake	<i>Reporting address:</i> Salt Lake City	08:00 - 14:30	Tuesday - Thursday	

City, UT	International Airport 3850 West Terminal Drive Salt Lake City, Utah 84116 <i>Mailing address:</i> P.O. Box 22330 Salt Lake City, Utah 84122		(Closed Monday)	
San Antonio, TX	Customs Border Protection/ Legacy INS 9800 Airport Blvd, Terminal 1, Room 1103 San Antonio, TX 78216 Note: Located adjacent to baggage claim across from lower elevator.	12:00 - 16:00	Monday - Friday	
San Juan, PR	<i>Reporting address:</i> U.S. Customs and Border Protection Luis Munoz Marin International Airport American Airlines Terminal "C", 3rd floor Carolina, Puerto Rico <i>Mailing address:</i> U.S. Customs and Border Protection #1 La Puntilla San Juan, PR 00901 Att: Deferred Inspection	09:00 - 17:00	Monday - Friday	
San Diego, CA	880 Front Street, Suite B268 San Diego, CA 92101	08:00 - 15:30	Monday - Friday	
San Francisco, CA	630 Sansome St. Room 931 San Francisco, CA 94111-2280	07:45 - 15:00	Monday - Thursday	
Santa Teresa, NM	<i>Reporting address:</i> Santa Teresa Port-of-Entry 170 South Pete V. Domenici Highway Santa Teresa, NM 88008 <i>Mailing address:</i> U.S. Customs and Border Protection P.O. Box 1197 Santa Teresa, NM 88008-1197	08:00 - 16:00	Monday - Friday	

Seattle, WA	7277 Perimeter Road, Room 116 Seattle, Wa 98108	09:00 - 15:00	Monday - Friday Individual should call for appointment	
Spokane, WA	U.S. Customs and Border Protection Airport Office Center 5709 W. Sunset Highway Suite 204 Spokane, WA 99224	09:00 - 15:00	Tuesday, Wednesday & Thursday. Individual should call for appointment.	
St. Croix, VI	<i>Reporting and Mailing address:</i> U.S. Customs and Border Protection Henry E. Rohlsen Airport Frederiksted, St. Croix, USVI 00840 Attn: Deferred Inspection	08:00 - 16:00	Monday - Friday	
St. John, VI	<i>Reporting address:</i> U.S. Customs and Border Protection Cyril E. King Airport Charlotte Amalie, St. Thomas, USVI 00801 <i>Mailing address:</i> U.S. Customs and Border Protection 5500 Veterans Drive Federal Bldg. Room 248 Charlotte Amalie, St. Thomas, USVI 00801 Attn. Deferred Inspection	08:00 - 16:00	Monday - Friday	
St. Louis, MO	<i>Reporting address:</i> St. Louis International Airport East Terminal, ET- 16 International Arrivals, E-1125 St. Louis, MO 63145 <i>Mailing address:</i> U.S. Customs & Border Protection P.O. Box 10406 St. Louis, MO 63145	11:30 - 15:30	Wednesday only	
St. Paul, MN	2901 Metro Drive, Room 100 Bloomington, MN 55425	07:30 - 11:30	Monday - Thursday (Closed Friday)	

Tampa, FL	Reporting address: U.S. Customs and Border Protection Tampa International Airport Airside "F" 5503 Spruce Street Tampa, FL 33607 Mailing Address: U.S. Customs and Border Protection ATTN: Deferred Inspection Unit, Suite 201 1624 East 7th Avenue Tampa, FL 33605	08:00 - 12:00	Tuesday, Wednesday and Thursday only. Individual should be encouraged to call to confirm date and time of appointment.	
Thousand Islands	Thousand Islands Bridge 46735 Interstate Route 81 Alexandria Bay, NY 13607	10:00 - 14:00	Tuesday - Thursday	
Tuscon, AZ	Tuscon Interational Airport 7150 S. Tucson Boulevard International Terminal Tucson, AZ 85706	14:00 - 16:00	Monday - Friday	
Washington, D.C.	<i>Reporting address:</i> BCBP Deferred Inspections Unit WAS-Dulles International Airport Main Terminal, Lower Level, West End Chantilly, VA 20151 <i>Mailing address:</i> Bureau of Customs and Border Protection Deferred Inspection Unit WAS-Dulles International Airport P.O.. Box 17423 Washington, D.C. 20041	10:00 - 14:00	Monday - Thursday. Individual should be encouraged to call the Deferred Inspection Unit to confirm date and time of appointment.	
West Palm Beach, FL	1 East 11 Street, 2nd floor Rivera Beach, FL 33404	10:00 - 12:00	Tuesday - Thursday	

Appendix Revised CBP 05-04  
Appendix Revised CBP 07-04 (11/18/01)  
Appendix Revised CBP 09-05 (05/16/05)  
Appendix Revised CBP 11-05 (08/12/05)

Appendix Revised CBP 13-06 (11/01/05)  
Appendix Revised CBP 15-06 (12/01/05)  
Appendix Revised CBP 19-06 (07/21/06)

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## Appendix 17-2 Public Health Service Offices

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**U.S. Public Health Service  
Centers for Disease Control and Prevention  
National Center for Infectious Diseases  
Division of Global Migration and Quarantine**

(Revised May 2003)

- **LOS ANGELES**

U.S.P.H.S. Quarantine Station (Los Angeles)  
Tom Bradley International Airport  
380 World Way, Box N19  
Los Angeles, CA 90045  
Phone: 310-215-2365 (24 hours)  
FAX 310-215-2285

All ports in Southern California, Arizona, Colorado, Las Vegas, Nevada, New Mexico, Texas, and the U.S. Mexico Border.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV

Cell: (b) (6)

- **SAN FRANCISCO**

U.S.P.H.S. Quarantine Station (San Francisco)  
P.O. Box 280548 SFIA

San Francisco, CA 94128-0548  
650-876-2872  
FAX 650-876-2796

All ports in Northern California, Nevada (except Las Vegas), Utah, and Wyoming.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV

Cell: (b) (6)

- MIAMI

U.S.P.H.S. Quarantine Station (Miami)  
Miami International Airport  
P.O. Box 996488  
Miami, FL 33299-6488  
305-526-2910  
FAX 305-526-2798

All ports in Florida, Puerto Rico, and the US Virgin Islands.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV

Cell: (b) (6)

- HONOLULU

U.S.P.H.S. Quarantine Station (Honolulu)  
Honolulu International Airport  
300 Rodgers Boulevard, Terminal Box # 67  
Honolulu, HI 96819-1897  
808-861-8530 or 8531  
FAX 808-861-8532

All ports in Hawaii, Guam, and Pacific Trust Territories.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV  
Cell: (b) (6)

- CHICAGO  
U.S.P.H.S. Quarantine Station (Chicago)  
O'Hare International Airport  
P.O. Box 66012  
Chicago, IL 60666-0012  
773-894-2960 main  
773--894-2961/2968 others  
FAX 773-894-2970

All ports in Illinois, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. Canadian pre-clearance port: Toronto.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV  
Cell: (b) (6)

- NEW YORK  
U.S.P.H.S. Quarantine Station (New York City)  
J. F. Kennedy International Airport  
Terminal 4, Room 219.016  
Jamaica, NY 11430-1081  
718-553-1685,6,7  
FAX 718-553-1524

All ports in New York, Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia.  
Canadian pre-clearance port: Montreal. Also, pre-clearance at Shannon and Dublin.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV  
Cell: (b) (6)



- SEATTLE  
U.S.P.H.S. Quarantine Station (Seattle)  
Seattle-Tacoma International Airport  
Room 2067  
Seattle, WA 98158-1250  
206-553-4519  
FAX 206-553-0855

All ports in Washington, Alaska, Idaho, Montana, and Oregon. Canadian pre-clearance ports:  
Edmonton, Calgary, Vancouver, and Victoria.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV

Cell: (b) (6)

- ATLANTA  
U.S.P.H.S. Quarantine Station (Atlanta)  
Hartsfield Atlanta Int'l  
P.O. Box 45256  
Atlanta, GA 30320  
404-639-1220/1221  
FAX 404-639-1224

All ports in Georgia, Alabama, Arkansas, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee.

Officer-in-charge:

(b) (6)

e-mail: (b) (6) @CDC.GOV

Cell: (b) (6)

- DIVISION OF GLOBAL MIGRATION AND QUARANTINE HEADQUARTERS  
Centers for Disease Control and Prevention  
National Center for Infectious Diseases

Division of Global Migration and Quarantine (E-03)  
Atlanta, Georgia 30333

Main number  
404-498-1600 (24 hours)  
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Contacts:

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Director, Division of Global Migration and Quarantine  
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Chief, Field Operations  
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Chief, Quarantine Section  
Division of Global Migration and Quarantine  
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- TRAVELER'S HEALTH HOTLINE  
24-hour telephone hotline: 877- FYI-TRIP (394-8747)

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[Rev. IN 03-41]

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## Appendix 17-4 Flores v. Reno Settlement

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HQ 243-C

Settlement of Jenny Lisette Flores,  
et al., v. Janet Reno

**Jul 18 1997**

Regional Directors  
District Directors  
Chief Patrol Agents  
Regional Counsel  
Director of Training  
GLYNCO

Office of the  
Deputy Commissioner

A settlement has been reached in a federal class action lawsuit involving the Immigration and Naturalization Service's (INS) policies, practices, and regulations regarding the detention and release of minors taken into INS custody. The settlement sets forth a nationwide policy for the detention, release, and treatment of alien minors in the custody of the INS and supersedes all previous INS policies that are inconsistent with the terms of this agreement. A copy of the entire stipulated settlement is being sent to you by electronic mail from headquarters Detention and Deportation Division (HQDDP)

As part of this settlement, INS agreed to provide appropriate guidance and training for designated INS employees regarding the terms of this agreement. The national juvenile coordinator in HQDDP has held "train the trainer" sessions for this purpose in all three regions. A video explaining the Flores v. Reno settlement has been distributed to all of the participants in the regional training sessions. All immigration officers who may come in contact with detained alien minors must receive the training and view the video by July 17. Exhibit 2 of the settlement, "Instructions to Service Officers Re: Processing, Treatment, and Placement of Alien Minors," is attached and should be distributed to all INS officers in your jurisdiction immediately. It explains the requirements of the settlement. This exhibit contains changes from the original settlement document because of the enactment of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996.

Lastly, Exhibit 4, also attached, is an agreement concerning facility visits by the plaintiffs. All facilities in which INS houses juveniles should be given a copy of this agreement. The agreement allows plaintiff's counsel to visit these facilities, observe conditions, and to interview staff and alien minors. The Office of International Affairs, Humanitarian Affairs Branch, has already notified the Headquarters of our contracted shelters.

Any questions regarding this national policy should be directed to (b) (6) Juvenile Coordinator, Headquarters Detention and Deportation, at (b) (6)

Chris Sale  
Deputy Commissioner

Attachments

cc: HQPGM  
HQEXS  
HQENF  
HQCOU

**INSTRUCTIONS TO SERVICE OFFICERS RE:**

## PROCESSING, TREATMENT, AND PLACEMENT OF MINORS

These instructions are to advise Service officers of INS policy regarding the way in which minors in INS custody are processed, housed and released. These instructions are applicable nationwide and supersede all prior inconsistent instructions regarding minors.

**(a) Minors.** A minor is a person under the age of eighteen years. However, individuals who have been "emancipated" by a state court or convicted and incarcerated for a criminal offense as an adult are not considered minors. Such individuals must be treated as adults for all purposes, including confinement and release on bond.

Similarly, if a reasonable person would conclude that an individual is an adult despite his claims to be a minor, the INS shall treat such person as an adult for all purposes, including confinement and release on bond or recognizance. The INS may require such an individual to submit to a medical or dental examination conducted by a medical professional or to submit to other appropriate procedures to verify his or her age. If the INS subsequently determines that such an individual is a minor, he or she will be treated as a minor for all purposes.

**(b) General policy.** The INS treats and will continue to treat minors with dignity, respect and special concern for their particular vulnerability. INS policy is to place each detained minor in the least restrictive setting appropriate to the minor's age and special needs, provided that such setting is consistent with the need to ensure the minor's timely appearance and to protect the minor's well-being and that of others. INS officers are not required to release a minor to any person or agency whom they have reason to believe may harm or neglect the minor or fail to present him or her before the INS or the immigration courts when requested to do so.

**(c) Processing.** The INS will expeditiously process minors and will provide a Form 1-770 notice of rights, including the right to a bond redetermination hearing, if applicable.

Following arrest, the INS will hold minors in a facility that is safe and sanitary and that is consistent with the INS's concern for the particular vulnerability of minors. Such facilities will have access to toilets and sinks, drinking water and food as appropriate, medical assistance if the minor is in need of emergency services, adequate temperature control and ventilation, adequate supervision to protect minors from others, and contact with family members who were arrested with the minor. The INS will separate unaccompanied minors from unrelated adults whenever possible. Where such segregation is not immediately possible, an unaccompanied minor will not be detained with an unrelated adult for more than 24 hours.

If the juvenile cannot be immediately released, and no licensed program (described below) is available to care for him, he should be placed in an INS or INS-contract facility that has separate accommodations for minors, or in a State or county juvenile detention facility that separates minors in INS custody from delinquent offenders. The INS will make every effort to ensure the safety and well-being of juveniles placed in these facilities.

**(d) Release.** The INS will release minors from its custody without unnecessary delay, unless detention of a juvenile is required to secure her timely appearance or to ensure the minor's safety or that of others. Minors shall be released, in the following order of preference, to:

- (i) a parent;
- (ii) a legal guardian;
- (iii) an adult relative (brother, sister, aunt, uncle, or grandparent);

(iv) an adult individual or entity designated by the parent or legal guardian as capable and willing to care for the minor's well-being in (i) a declaration signed under penalty of perjury before an immigration or consular officer, or (ii) such other documentation that establishes to the satisfaction of the INS, in its discretion, that the individual designating the individual or entity as the minor's custodian is in fact the minor's parent or guardian;

(v) a state-licensed juvenile shelter, group home, or foster home willing to accept legal custody (as opposed to only physical custody); or

(vi) an adult individual or entity seeking custody, in the discretion of the INS, when it appears that there is no other likely alternative to long term detention and family reunification does not appear to be a reasonable possibility.

**(e) Certification of custodian.** Before a minor is released, the custodian must execute an Affidavit of Support (Form I-134) and an agreement to:

(i) provide for the minor's physical, mental, and financial well-being;

(ii) ensure the minor's presence at all future proceedings before the INS and the immigration court;

(iii) notify the INS of any change of address within five (5) days following a move;

(iv) if the custodian is not a parent or legal guardian, not transfer custody of the minor to another party without the prior written permission of the District Director;

(v) notify the INS at least five days prior to the custodian's departure from the United States, whether the departure is voluntary or pursuant to a grant of voluntary departure or order of removal; and

(vi) if dependency proceedings involving the minor are initiated in state court, notify the INS of the initiation of such proceedings and the dependency court of any removal proceedings pending against the minor.

In an emergency, a custodian may transfer temporary physical custody of a minor prior to securing permission from the INS, but must notify the INS of the transfer as soon as is practicable, and in all cases within 72 hours. Examples of an "emergency" include the serious illness of the custodian, destruction of the home, etc. In all cases where the custodian seeks written permission for a transfer, the District Director shall promptly respond to the request.

The INS may terminate the custody arrangements and assume legal custody of any minor whose custodian fails to comply with the agreement. However, custody arrangements will not be terminated for minor violations of the custodian's obligation to notify the INS of any change of address within five days following a move.

**(f) Suitability assessment.** An INS officer may require a positive suitability assessment prior to releasing a minor to any individual or program. A suitability assessment may include an investigation of the living conditions in which the minor is to be placed and the standard of care he would receive, verification of identity and employment of the individuals offering support, interviews of members of the household, and a home visit. The assessment will also take into consideration the wishes and concerns of the minor.

**(g) Family reunification.** Upon taking a minor into custody, the INS, or the licensed program in which the minor is placed, will promptly attempt to reunite the minor with his or her family to permit the release of the minor under Paragraph (d) above. Such efforts at family reunification will continue as long as the minor is in INS or licensed program custody and will be recorded by the INS or the licensed program in which the minor is placed.

**(h) Placement in licensed programs.** A "licensed program" is any program, agency or organization licensed by an appropriate state

agency to provide residential, group, or foster care services for dependent children, including a program operating group homes, foster homes, or facilities for special needs minors. Exhibit 1 of the *Flores v. Reno Settlement Agreement* describes the standards required of licensed programs. Juveniles who remain in INS custody must be placed in a licensed program within three calendar days if the minor was apprehended in an INS district in which a licensed program is located and has space available, or within five calendar days in all other cases, except when:

- (i) the minor falls under Paragraph (i), "Secure and supervised detention," below;
- (ii) the INS reasonably believes the alien is an adult and is conducting medical or dental examinations to determine age;
- (iii) a court decree or court-approved settlement requires otherwise;
- (iv) an emergency (such as a natural disaster, fire, civil disturbance, or medical emergency) or influx of minors into the United States (meaning the INS has more than 130 minors in custody) prevents compliance, in which case all minors should be placed in licensed programs as expeditiously as possible; or
- (v) the minor must be transported from remote areas for processing or speaks an unusual language such that a special interpreter is required to process the minor, in which case the minor must be placed in a licensed program within five business days.

**(i) Secure and supervised detention.** A minor may be held in or transferred to a State or county juvenile detention facility or in a secure INS facility or INS-contracted facility having separate accommodations for minors, whenever the District Director or Chief Patrol Agent determines that the minor –

- (i) has been charged with, is chargeable, or has been convicted of a crime, or is the subject of delinquency proceedings, has been adjudicated delinquent, or is chargeable with a delinquent act, unless the minor's offense is
  - (a) an isolated offense not within a pattern of criminal activity which did not involve violence against a person or the use or carrying of a weapon (Examples: breaking and entering, vandalism, DUI. etc.); or
  - (b) a petty offense, which is not considered grounds for stricter means of detention in any case (Examples: shoplifting, joy riding, disturbing the peace, etc.);
- (ii) has committed, or has made credible threats to commit, a violent or malicious act (whether directed at himself or others) while in INS legal custody or while in the presence of an INS officer;
- (iii) has engaged, while in a licensed program, in conduct that has proven to be unacceptably disruptive of the normal functioning of the licensed program in which he or she has been placed and removal is necessary to ensure the welfare of the minor or others, as determined by the staff of the licensed program (Examples: drug or alcohol abuse, stealing, fighting, intimidation of others, etc.);
- (iv) is an escape-risk; or
- (v) must be held in a secure facility for his or her own safety, such as when the INS has reason to believe that a smuggler would abduct or coerce a particular minor to secure payment of smuggling fees.



"Chargeable" means that the INS has probable cause to believe that the individual has committed a specified offense.

The term "escape-risk" means that there is a serious risk that the minor will attempt to escape from custody. Factors to consider when determining whether a minor is an escape-risk or not include, but are not limited to, whether:

- (a) the minor is currently under a final order of removal;
- (b) the minor's immigration history includes: a prior breach of a bond; a failure to appear before the INS or the immigration court; evidence that the minor is indebted to organized smugglers for his transport; or a voluntary departure or a previous removal from the United States pursuant to a final order of removal;
- (c) the minor has previously absconded or attempted to abscond from INS custody.

The INS will not place a minor in a State or county juvenile detention facility, secure INS detention facility, or secure INS-contracted facility if less restrictive alternatives are available and appropriate in the circumstances, such as transfer to another licensed program or transfer to a medium security facility. A "medium security facility" may have a secure perimeter but cannot have major internal restraining construction, such as locked cells. A medium security facility must otherwise meet all the standards of a licensed program and provide intensive staff supervision and counseling services.

All determinations to place a minor in a secure facility will be reviewed and approved by the regional Juvenile Coordinator. INS officers must also provide any minor not placed in a licensed program with a written notice of the reasons for housing the minor in a secure or medium security facility.

**(j) Notice of right to bond redetermination and judicial review of placement.** A minor in removal proceedings shall be afforded a bond redetermination hearing before an immigration judge in every case, unless the minor indicates on the Notice of Custody Determination form that he or she refuses such a hearing. A juvenile who is not released or placed in a licensed program shall be provided (1) a written explanation of the right of judicial review (copy attached) and (2) the list of free legal services providers compiled pursuant to INS regulations (unless previously given to the minor).

**(k) Transportation and transfer.** Unaccompanied minors should not be transported in vehicles with detained adults except when being transported from the place of arrest or apprehension to an INS office or where separate transportation would be otherwise impractical, in which case minors shall be separated from adults. INS officers shall take all necessary precautions for the protection of minors during transportation with adults.

When a minor is to be released, the INS will assist him or her in making transportation arrangements to the INS office nearest the location of the person or facility to whom a minor is to be released. The INS may, in its

discretion, provide transportation to such minors.

Whenever a minor is transferred from one placement to another, she shall be transferred with all of her possessions and legal papers; provided, however, that if the minor's possessions exceed the amount permitted normally by the carrier in use, the possessions must be shipped to the minor in a timely manner. No minor who is represented by counsel should be transferred without advance notice to counsel, except in unusual and compelling circumstances such as where the safety of the minor or others is threatened or the minor has been determined to be an escape-risk, or where counsel has waived notice, in which cases notice must be provided to counsel within 24 hours following transfer.

**(l) Periodic reporting.** Statistical information on minors placed in proceedings who remain in INS custody for longer than 72 hours must be reported to the Juvenile Coordinator by all INS district offices and Border Patrol stations. Information will include: (a) biographical information, including the minor's name, date of birth, and country of birth, (b) date placed in INS custody, (c) each date placed, removed or released, (d) to whom and where placed, transferred, removed or released, (e) immigration status, and (f) hearing dates. INS officers should also inform the Juvenile Coordinator of the reasons for placing a minor in a medium-security facility or detention facility as described in paragraph (i).

**(m) Attorney-client visits by Plaintiffs' counsel.** The INS will permit the lawyers for the *Flores v. Reno* plaintiff class to visit minors, even though they may not have the names of minors who are housed at a particular location. A list of Plaintiffs' counsel entitled to make attorney-client visits with minors is available from the district Juvenile Coordinator. Attorney-client visits may also be conducted by any staff attorney employed by the Center for Human Rights & Constitutional Law of Los Angeles, California, or the National Center for Youth Law of San Francisco, California, provided that such attorney presents credentials establishing his or her employment prior to any visit.

Visits must occur in accordance with generally applicable policies and procedures relating to attorney-client visits at the facility in question. Upon Plaintiffs' counsel's arrival at a facility for attorney-client visits, the facility staff must provide Plaintiffs' counsel with a list of names and alien registration numbers for the minors housed at that facility. In all instances, in order to memorialize any visit to a minor by Plaintiffs' counsel, Plaintiffs' counsel must file a notice of appearance with the INS prior to any attorney-client meeting.

Plaintiffs' counsel may limit the notice of appearance to representation of the minor **in connection with his placement or treatment during INS custody.** Plaintiffs' counsel must submit a copy of the notice of appearance by hand or by mail to the local INS juvenile coordinator and a copy by hand to the staff of the facility.

A minor may refuse to meet with Plaintiffs' counsel. Further, the minor's parent or legal guardian may deny Plaintiffs' counsel permission to meet with the minor.

**(n) Visits to licensed facilities.** In addition to the attorney-client visits, Plaintiffs' counsel may request access to a licensed program's facility (described in paragraph (h)) or to a medium-security facility or detention facility (described in paragraph (i)) in which a minor has been placed. The district juvenile coordinator will convey the request to the facility's staff and coordinate the visit.

The rules and procedures to be followed in connection with such visits are set out in Exhibit 4 of the *Flores v. Reno* Settlement Agreement, unless Plaintiffs' counsel and the facility's staff agree otherwise. In all visits to any facility, Plaintiffs' counsel and their associated experts must treat minors and staff with courtesy and dignity and must not disrupt the normal functioning of

the facility.

EXHIBIT 4

**AGREEMENT CONCERNING FACILITY VISITS UNDER PARAGRAPH 33**

The purpose of facility visits under paragraph 33 is to interview class members and staff and to observe conditions at the facility. Visits under paragraph 33 shall be conducted in accordance with the generally applicable policies and procedures of the facility to the extent that those policies and procedures are consistent with this Exhibit.

Visits authorized under paragraph 33 shall be scheduled no less than seven (7) business days in advance. The names, positions, credentials, and professional association (e.g., Center for Human Rights and Constitutional Law) of the visitors will be provided at that time.

All visits with class members shall take place during normal business hours.

No video recording equipment or cameras of any type shall be permitted. Audio recording equipment shall be limited to hand-held tape recorders.

The number of visitors will not exceed six (6) or, in the case of a family foster home, four (4), including interpreters, in any instance. Up to two (2) of the visitors may be non-attorney experts in juvenile justice and/or child welfare.

No visit will extend beyond three (3) hours per day in length. Visits shall minimize disruption to the routine that minors and staff follow.

**NOTICE OF RIGHT TO JUDICIAL REVIEW**

The INS usually houses persons under the age of 18 in an open setting, such as a foster or group home, and not in detention facilities. If you believe that you have not been properly placed or that you have been treated improperly, you may ask a federal judge to review your case. You may call a lawyer to help you do this. If you cannot afford a lawyer, you may call one from the list of free legal services given to you with this form.

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## Appendix 17-5 Table of Terrorist Organizations Designated by the Secretary of State (Added IN98-04)

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**Table of Terrorist Organizations Designated by the Secretary of State**  
(October, 1997)

Table of names, abbreviations, and acronyms of terrorist organizations<sup>1</sup> designated by the Secretary of State<sup>2</sup>

<i>Name / Acronym</i>	<i>Cross Reference</i>	<i>Active in Country or Region</i>	<i>Description of Group</i>
17 November	see <b>Revolutionary Organization 17 November</b>		
A.I.C. Comprehensive Research Institute	see <b>Aum Shinrikyo</b>		
A.I.C. Sogo Kenkyusho	see <b>Aum Shinrikyo</b>		
Abu Ghunaym Squad of the Hizballah Bayt Al-Maqdis	see <b>Palestine Islamic Jihad-Shaqaqi Faction</b>		
Abu Nidal Organization	·ANO	Headquarters in Libya; has	International terrorist organization
	Arab Revolutionary Brigades	members in Bekaa Valley, Lebanon plus overseas support	led by Sabri al-Banna. Split from the PLO in 1974. Made up of

	Arab Revolutionary Council	structure; has presence in Sudan; in thepast,	various functional committees, including
	Black September	received aid from Iraq and Syria.	political, military and financial.
	Fatah Revolutionary Council		
	Revolutionary Organization of Socialist Muslims		
<b>Abu Sayyaf Group</b>	·Al Harakat Al Islamiyya	Islamic extremist group in the southern Philippines.	Led by Abdurajik Abubakar Janjalani. Split from the Moro National Liberation Front in 1991; using bombing, assassination and kidnappings, seeks to promote an Iranian style Islamic state in Mindanao, Philippines.
<b>AIG</b>	·see <b>Armed Islamic Group</b>		
<b>AIIB</b>	·see <b>Japanese Red Army</b>		
<b>Al Harakat Al Islamiyya</b>	·see <b>Abu Sayyaf Group</b>		
<b>al-Faran</b>	see <b>Harakat ul-Ansar</b>		
<b>al-Gama'at</b>	·see <b>Gama'a al-Islamiyya</b>		
<b>al-Hadid</b>	·see <b>Harakat ul-Ansar</b>		
<b>al-Hadith</b>	·see <b>Harakat ul-Ansar</b>		
<b>al-Jama'ah al-Islamiyah</b>	·see <b>Armed Islamic Group</b>		
<b>al-Musallah</b>			
<b>al-Jihad</b>	Egyptian al-Jihad	Egyptian Islamic extremist group;	Organized into two apparent factions:
	Egyptian Islamic Jihad	appears to have members or	the original Jihad led by Abbud al-
	New Jihad	supporters in Afghanistan, Pakistan	Zumar, imprisoned in Egypt; and the
	Talai'i al-Fatah	and Sudan.	Vanguards of Conquest led by

	Tala'ah al-Fatah		Dr. Ayman al-Zawahiri, whereabouts
	Tala'al al-Fateh		unknown. Preeminent spiritual
	Tala' al-Fateh		leader is Shaykh Umar Abd al-
	Talaah al-Fatah		Rahman. Specializes in armed
	Tala'al-Fateh		attack against officials of the
	Vanguards of Conquest		secular
	Vanguards of Victory		Egyptian government (i.e.
			assassination of President
			Anwar
			Sadat in 1981).
<b>ANO</b>	·see <b>Abu Nidal</b>		
	<b>Organization</b>		
<b>Ansar Allah</b>	·see <b>Hizballah</b>		
<b>Anti-Imperialist</b>	·see <b>Japanese Red Army</b>		
<b>International Brigade</b>			
<b>Anti-War Democratic</b>	·see <b>Japanese Red Army</b>		
<b>Front</b>			
<b>Arab Revolutionary</b>	·see <b>Abu Nidal</b>		
<b>Brigades</b>	<b>Organization</b>		
<b>Arab Revolutionary</b>	·see <b>Abu Nidal</b>		
<b>Council</b>	<b>Organization</b>		
<b>Armed Islamic Group</b>	·AIG	Islamic extremist group in Algeria;	GIA aims to overthrow the secular
	Al-Jama'ah al-Islamiyah al-	has support among expatriates in	Algerian government and replace it
	Musallah	Western Europe; may receive	with an Islamic state. GIA uses
	GIA	support from Iran and Sudan.	assassinations, bombings, and
	Groupement Islamique		kidnappings in which the throats of
	Arme		victims are often slit.
<b>ASG</b>	see <b>Abu Sayyaf Group</b>		
<b>Aum Shinrikyo</b>	A.I.C. Comprehensive	Japanese cult.	Founded by Shoko Asahara;

	Research Institute		aims to
	A.I.C. Sogo Kenkyusho		take over Japan and then the world
	Aum Supreme Truth		with an organizational structure
			mimicking a nation-state, with "ministries" and a "pope-secretariat."
			Its religious status was revoked by
			Japanese law following a poison gas
			attack on the Japanese public in the
			Tokyo subway.
<b>Aum Supreme Truth</b>	see <b>Aum Shinrikyo</b>		
<b>Basque Fatherland and Liberty</b>	see <b>Euzkadi Ta Askatasuna</b>		
<b>Black September</b>	see <b>Abu Nidal Organization</b>		
<b>Committee for the Safety of the Roads</b>	see <b>Kach</b>		
<b>Communist Party of Peru on the Shining Path of Jose Carlos Mariategui</b>	see <b>Shining Path</b>		
<b>Democratic Front for the Liberation of Palestine</b>	see <b>Democratic Front for the Liberation of Palestine - Hawatmeh Faction</b>		
<b>Democratic Front for the Liberation of Palestine - Hawatmeh Faction</b>	Democratic Front for the Liberation of Palestine	Palestine Authority and Israeli-occupied territories; has a presence in Syria and Lebanon.	Marxist group that split from the PFLP; hard-line faction is headed by Nayif Hawatmeh; opposes the Israel-PLO peace process; engages in

Red Star Forces

cross-border terrorist raids  
into

Israel.

**Dev Sol** see **Revolutionary People's Liberation Party / Front**

**Dev Sol Armed Revolutionary Units** see **Revolutionary People's Liberation Party / Front**

**Dev Sol SDB** see **Revolutionary People's Liberation Party / Front**

**Dev Sol Silahlı Devrimci Birlikleri** see **Revolutionary People's Liberation Party / Front**

**Devrimci Halk Kurtulus Partisi-Cephesi** see **Revolutionary People's Liberation Party / Front**

**Devrimci Sol** see **Revolutionary People's Liberation Party / Front**

**DFLP** see **Democratic Front for the Liberation of Palestine - Hawatmeh Faction**

**DHKP / C** see **Revolutionary People's Liberation Party / Front**

**Dikuy Bogdim** see **Kach**

**DOV** see **Kach**

**EGP** see **Shining Path**

**Egyptian al-Gama'at al-Islamiyya** see **Gama'a al-Islamiyya**

**Egyptian al-Jihad** see **al-Jihad**



<b>Egyptian Islamic Jihad</b>	see <b>al-Jihad</b>		
<b>Ejercito de Liberacion Nacional</b>	see <b>National Liberation Army</b>		
<b>Ejercito Guerrillero Popular</b>	see <b>Shining Path</b>		
<b>Ejercito Popular de Liberacion</b>	see <b>Shining Path</b>		
<b>ELA</b>	see <b>Revolutionary People's Struggle</b>		
<b>Ellalan Force</b>	see <b>Liberation Tigers of Tamil Elam</b>		
<b>ELN</b>	see <b>National Liberation Army</b>		
<b>Epanastatiki Organosi 17 Noemvri</b>	see <b>Revolutionary Organization 17 November</b>		
<b>Epanastatikos Laikos Agonas</b>	see <b>Revolutionary People's Struggle</b>		
<b>EPL</b>	see <b>Shining Path</b>		
<b>ETA</b>	see <b>Euzkadi Ta Askatasuna</b>		
<b>Euzkadi Ta Askatasuna</b>	Basque Fatherland and Liberty  ETA	Basque region of Spain and in southwestern France.	Seeks an independent homeland in Spain's autonomous Basque region; has engaged in kidnapping, robbery and extortion; has also targeted French interests in response to French operations against the group.
<b>FARC</b>	see <b>Revolutionary Armed Forces of Colombia</b>		

<b>Fatah Revolutionary Council</b>	see <b>Abu Nidal Organization</b>		
<b>Followers of the Prophet Muhammad (or "Mohammed")</b>	see <b>Hizballah</b>		
<b>FPMR</b>	see <b>Manuel Rodriguez Patriotic Front Dissidents</b>		
<b>FPMR/A</b>	see <b>Manuel Rodriguez Patriotic Front Dissidents</b>		
<b>FPMR/D</b>	see <b>Manuel Rodriguez Patriotic Front Dissidents</b>		
<b>Frente Patriotico Manuel Rodriguez</b>	see <b>Manuel Rodriguez Patriotic Front Dissidents</b>		
<b>Frente Patriotico Manuel Rodriguez-Autonomos</b>	see <b>Manuel Rodriguez Patriotic Front Dissidents</b>		
<b>Fuerzas Armadas Revolucionarias de Colombia</b>	see <b>Revolutionary Armed Forces of Colombia</b>		
<b>Gama'a al-Islamiyya</b>	al-Gama'at	Indigenous Egyptian Islamic	Loosely organized; no single head,
	Egyptian al-Gama'at al-Islamiyya	extremist group.	though the preeminent spiritual leader is Shaykh Umar Abd al-
	IG		Rahman (the "blind sheik"). Seeks
	Islamic Gama'at		to overthrow the secular Egyptian
	Islamic Group		government with an Islamic state;
			has used armed attacks against the
			government, tourists, and Coptic
			Christians among others, to accomplish its goals.

<b>GIA</b>	see <b>Armed Islamic Group</b>		
<b>Groupement Islamique Arme</b>	see <b>Armed Islamic Group</b>		
<b>Halhul Gang</b>	see <b>Popular Front for the Liberation of Palestine</b>		
<b>Halhul Squad</b>	see <b>Popular Front for the Liberation of Palestine</b>		
<b>HAMAS</b>	Harakat al-Muqawama al-Islamiya	The occupied territories of Israel, land under control of the Palestinian Authority; has members and support in Jordan; receives funding from Iran, from Palestinian expatriates and from benefactors in Saudi Arabia and other Arab states.	HAMAS uses both political and violent means to accomplish its goal of replacing Israel with an Islamic Palestinian state. It is loosely structured, and is an outgrowth of the Palestinian branch of the Muslim Brotherhood.
	Islamic Resistance Movement		
	Izz al-Din al-Qassim (or "Qassam") Battalions		
	Izz al-Din al-Qassim Brigades		
	Izz al-Din al-Qassim Forces		
	Students of Ayyash		
	Students of the Engineer		
	Yahya Ayyash Units		
<b>Harakat al-Muqawama al-Islamiya</b>	see <b>HAMAS</b>		
<b>Harakat ul-Ansar</b>	al-Faran	Kashmir region of India; has members and supporters in Muzaffarabad, Pakistan and the Doda area of India.	A militant Islamic group seeking Kashmir's accession to Pakistan; formed of the two former groups, Harakat ul-Jihad al-Islami and Harakat ul-Mujahedin. Uses
	al-Hadid		
	al-Hadith		
	Harakat ul-Jihad al-Islami		
	Harakat ul-Mujahedin		

	HUA		machine guns, explosives, mortars, and other weaponry in its attacks. Has been involved in guerrilla warfare in Tajikistan, the Arakan mountains of Burma, and Bosnia.
<b>Harakat ul-Jihad al-Islami</b>	see <b>Harakat ul-Ansar</b>		
<b>Harakat ul-Mujahedin</b>	see <b>Harakat ul-Ansar</b>		
<b>Hizballah (or "Hezbollah")</b>	Ansar Allah Followers of the Prophet Muhammad (or "Mohammed") Islamic Jihad Islamic Jihad for the Liberation of Palestine Islamic Jihad Organization Organization of the Oppressed on Earth Organization of Right Against Wrong Party of God Revolutionary Justice Organization	Radical Shiite Muslim group formed in Lebanon; allied with, and often (but not always) directed by Iran. Has established cells in Europe, Africa, North and South America.	D Violently anti-Western and anti-Israeli group, known or suspected to have engaged in numerous anti-U.S. attacks such as the U.S. Embassy and Marine Barracks in Beirut, Lebanon.
<b>Holy War Brigade</b>	see <b>Japanese Red Army</b>		
<b>HUA</b>	see <b>Harakat ul-Ansar</b>		
<b>IG</b>	see <b>Gama'a al-Islamiyya</b>		
<b>Islamic Gama'at</b>	see <b>Gama'a al-Islamiyya</b>		

<b>Islamic Group</b>	see <b>Gama'a al-Islamiyya</b>		
<b>Islamic Jihad</b>	see <b>Hizballah</b>		
<b>Islamic Jihad for the Liberation of Palestine</b>	see <b>Hizballah</b>		
<b>Islamic Jihad in (or "of") Palestine</b>	see <b>Palestine Islamic Jihad-Shaqaqi Faction</b>		
<b>Islamic Jihad Organization</b>	see <b>Hizballah</b>		
<b>Islamic Resistance Movement</b>	see <b>HAMAS</b>		
<b>Izz al-Din al-Qassim (or "Qassam") Battalions</b>	see <b>HAMAS</b>		
<b>Izz al-Din al-Qassim (or "Qassam") Brigades</b>	see <b>HAMAS</b>		
<b>Izz al-Din al-Qassim (or "Qassam") Forces</b>	see <b>HAMAS</b>		
<b>Japanese Red Army</b>	AIBB	Japan; believed to have cells in	International terrorist group that
	Anti-Imperialist	Manila, Philippines, as well as	broke from the Japanese Communist
	International Brigade	Singapore and Kuala Lumpur; also	League - Red Army Faction. Leader
	Anti-War Democratic Front	known to have close ties to	Fusako Shigenobu is believed to be
	Holy War Brigade	Palestinian terrorist groups.	in the Bekaa Valley, Lebanon.
	JRA		Group has engaged in air hijackings,
	Nihon Sekigun		and the massacre at Lod Airport,
	Nippon Sekigun		Israel. Suspected of bombing a USO
			facility in Naples, Italy that killed five.
<b>Jihad Group</b>	see <b>al-Jihad</b>		
<b>JRA</b>	see <b>Japanese Red Army</b>		
<b>Judea Police</b>	see <b>Kach</b>		

Judean Voice

**Kach**

**see Kahane Chai**

Committee for the Safety of

the Roads

Dikuy Bogdim

DOV

Judea Police

Repression of Traitors

State of Judea

Sword of David

**Kahane Chai**

Kahane Lives

Judean Voice

Kfar Tapuah Fund

Israel and Israeli-occupied territories.

Israel and Israeli-occupied territories.

Founded by Rabbi Meir Kahane;

avowed goal is the restoration of the

biblical state of Israel. (Kahane Chai

is an offshoot of Kach.) Has

threatened and claimed credit for

attacks on Palestinians, Arabs and

Israeli government officials.

Founded by the son of Rabbi Meir

Kahane after his assassination;

avowed goal is the restoration of the

biblical state of Israel. (Kahane Chai

is an offshoot of Kach.) Like Kach,

Kahane Chai ("Kahane Lives") has

threatened and claimed credit for

attacks on Palestinians, Arabs and

Israeli government officials.

**Kahane Lives**

**Kfar Tapuah Fund**

**Khmer Rouge**

**see Kahane Chai**

**see Kahane Chai**

National Army of

Democratic Kampuchea

Party of Democratic

Cambodia.

Communist insurgency that, under

the leadership of Pol Pot, engaged in

the genocide of more than

	Kampuchea		one million people in Cambodia; though most victims are Cambodian villagers, Khmer Rouge has been known to target tourists and other foreigners in Cambodia.
<b>Kurdistan Workers' Party</b>	Partiya Karkeran Kurdistan PKK	Southeastern Turkey; has supporters in Europe and Asia; receives support from Syria, Iran, Iraq.	Marxist-Leninist insurgent group primarily composed of Kurds, seeking to create an independent Kurdish state in southeast Turkey. Has engaged in attacks on Turkish diplomatic and commercial targets in Europe and elsewhere.
<b>Liberation Tigers of Tamil Elam</b>	Ellalan Force LTTE Tamil Tigers	Sri Lanka; has operated in southern India (Tamil Nadu State).	Founded to establish an independent Tamil state in Sri Lanka; uses an integrated military and terror strategy to accomplish this goal. Uses political assassination (for instance, Indian Prime Minister Rajiv Gandhi in 1991) to achieve this goal.
<b>LTTE</b>	see <b>Liberation Tigers of</b>		

<b>Manuel Rodriguez</b>	<b>Tamil Elam</b>		
<b>Patriotic Front</b>	see <b>Manuel Rodriguez</b>		
<b>Manuel Rodriguez</b>	<b>Patriotic Front Dissidents</b>		
	FPMR	Chile.	Initially began as the armed wing of
<b>Patriotic Front</b>	FPMR/A		the Chilean Communist Party;
<b>Dissidents</b>	FPMR/D		named for the hero of Chilean
	Frente Patriotico Manuel		independence from Spain. Has
	Rodriguez		attacked and bombed civilians and

*(table continued on next page)*



(table continued from previous page)

	Frente Patriotico Manuel Rodriguez-Autonomos Manuel Rodriguez Patriotic Front		international targets in Chile.
<b>MEK</b>	see <b>Mujahedin-e Khalq Organization</b>		
<b>MKO</b>	see <b>Mujahedin-e Khalq Organization</b>		
<b>Movimiwnto Revolucionario Tupac Amaru</b>	see <b>Tupac Amaru Revolutionary Movement</b>		
<b>MRTA</b>	see <b>Tupac Amaru Revolutionary Movement</b>		
<b>Mujahedin-e Khalq</b>	see <b>Mujahedin-e Khalq Organization</b>		
<b>Mujahedin-e Khalq Organization</b>	MEK	Dissidents who oppose the regime in	The group was initially formed by
	MKO	Iran, operating from Iraq; uses front	college educated students to oppose
	Mujahedin-e Khalq	organizations such as the Muslim	the westernization of Iran under the
	National Liberation Army of Iran	Iranian Students' Society in other	Shah; now opposes the Islamic
	Organization of the People's Holy Warriors of	countries to solicit funds and support. Has a residual support network in France.	regime and uses a worldwide campaign of propaganda and violence to do so. Philosophy

	Iran		mixes
	People's Mujahedin		Marxism with Islam. Several thousand fighters are based in Iraq.
	Organization of Iran		
	PMOI		
	Sazeman-e Mujahedin-e		
	Khalq-e Iran		
<b>Muslim Iranian Student's Society</b>	see <b>Mujahedin-e Khalq Organization</b>		
<b>National Army of Democratic Kampuchea</b>	see <b>Khmer Rouge</b>		
<b>National Council of Resistance</b>	see <b>Mujahedin-e Khalq Organization</b>		
<b>National Liberation Army</b> <sup>3</sup>	Ejercito de Liberacion Nacional	Colombia.	Rural-based, anti-U.S., Maoist-Marxist-Leninist guerrilla group opposed to the Colombian government.
	ELN		
<b>National Liberation Army of Iran</b>	see <b>Mujahedin-e Khalq Organization</b>		
<b>New Jihad</b>	see <b>al-Jihad</b>		
<b>Nihon Sekigun</b>	see <b>Japanese Red Army</b>		
<b>Nippon Sekigun</b>	see Japanese Red Army		
<b>Organization of Right Against Wrong</b>			
Hizballah			
Organization of the Oppressed on Earth	see <b>Hizballah</b>		
Organization of the People's Holy Warriors of Iran	see <b>Mujahedin-e Khalq Organization</b>		
<b>Palestine Islamic Jihad-</b>	Islamic Jihad in (or "of")	Land under control of the	Loosely affiliated factions of

<b>Shaqaqi Faction</b>	Abu Palestine	Palestinian Authority and Israeli-occupied territories.	militant Palestinians that arose in the Gaza Strip. Dedicated to the destruction of Israel and creation of an Islamic Palestinian state. The group sees the U.S. as an enemy because of its support of Israel; also opposes moderate / secular Arab states.
Ghunaym Squad of the Hizballah Bayt Al-Maqdis	PIJ	PIJ-Shaqaqi Faction	
Palestine Liberation Front	see <b>Palestine Liberation Front - Abu Abbas Faction</b>		
<b>Palestine Liberation Front - Abu Abbas Faction</b>	Palestine Liberation Front	Israeli-occupied territories; receives safe haven in Iraq; obtains logistic and military support from the PLO, Libya and Iraq.	Terrorist group that split from PFLP-GC, and split once again into pro-PLO, pro-Syrian and pro-Libyan factions. This (pro-PLO) faction is led by Muhammad Abbas, a.k.a. Abu Abbas. It has carried out attacks in Israel, but also against others, such as the cruise vessel Achille Lauro in which U.S. citizen Leon Klinghoffer was murdered.
Partido Comunista del Peru en el Sendero Luminoso de Jose Carlos	see <b>Shining Path</b>		

Mariategui			
Partiya Karkeran	see <b>Kurdistan Workers' Party</b>		
Kurdistan	<b>Party</b>		
Party of Democratic Kampuchea	see <b>Khmer Rouge</b>		
Party of God	see <b>Hizballah</b>		
PCP	see <b>Shining Path</b>		
People's Aid of Peru	see <b>Shining Path</b>		
People's Guerrilla Army	see <b>Shining Path</b>		
People's Liberation Army	see <b>Shining Path</b>		
People's Mujahedin	see <b>Mujahedin-e Khalq Organization</b>		
Organization of Iran	<b>Organization</b>		
PFLP	see <b>Popular Front for the Liberation of Palestine</b>		
PFLP-GC	see <b>Popular Front for the Liberation of Palestine - General Command</b>		
PIJ	see <b>Palestine Islamic Jihad-Shaqaqi Faction</b>		
PIJ-Shaqaqi Faction	see <b>Palestine Islamic Jihad-Shaqaqi Faction</b>		
PKK	see <b>Kurdistan Workers' Party</b>		
PLF	see <b>Palestine Liberation Front - Abu Abbas Faction</b>		
PLF-Abu Abbas	see <b>Palestine Liberation Front - Abu Abbas Faction</b>		
PMOI	see <b>Mujahedin-e Khalq Organization</b>		
<b>Popular Front for the Liberation of Palestine</b>	Halhul Gang	Israel, the Israeli-occupied territories,	Marxist-Leninist group founded by
	Halhul Squad	and Lebanon; receives assistance	George Habash; advocates a Pan-
	PFLP	from Syria, Libya.	Arab revolution and opposes

	Red Eagle Gang		the Israeli-Arab peace accords. Has
	Red Eagle Group		carried out numerous attacks against
	Red Eagles		Israelis and moderate Arabs.
<b>Popular Front for the Liberation of Palestine - General Command</b>	PFLP-GC	Israeli-occupied territories; receives support and probably direction from Syria. Believed to have bases in Lebanon and cells in Europe.	Split from the PFLP in late 1960s in order to focus on fighting, not politics. Violently opposed to the PLO under Yasser Arafat. Led by former Syrian Army Captain Ahmad Jibril. Carries out cross-border attacks into Israel.
Popular Revolutionary Struggle	see <b>Revolutionary People's Struggle</b>		
Red Eagle Gang	see <b>Popular Front for the Liberation of Palestine</b>		
Red Eagle Group	see <b>Popular Front for the Liberation of Palestine</b>		
Red Eagles	see <b>Popular Front for the Liberation of Palestine</b>		
Red Star Battalions	see <b>Democratic Front for the Liberation of Palestine - Hawatmeh Faction</b>		
Red Star Forces	see <b>Democratic Front for the Liberation of Palestine - Hawatmeh Faction</b>		
Repression of Traitors	see <b>Kach</b>		
<b>Revolutionary Armed</b>	FARC	Colombia; has occasionally	Largest, best-trained and equipped

**Forces of Colombia**

Fuerzas Armadas  
Revolucionarias de Colombia

conducted operations in  
Venezuela,  
Panama and Ecuador.

guerrilla organization in  
Colombia.  
Goal is to overthrow present  
government and ruling class;  
engages in attacks on the  
military  
and police. Many members  
engage  
in for-profit crimes (e.g., bank  
robbery, extortion, narcotics  
trafficking).

Revolutionary Justice  
Organization  
Revolutionary Left

see **Hizballah**  
see **Revolutionary  
People's Liberation Party  
/ Front**

**Revolutionary**

17 November

Greece.

Obscure, and probably small  
radical

**Organization 17  
November**

Epanastatiki Organosi 17  
Noemvri

leftist group opposed to Greek  
establishment, neighboring  
Turkey;  
also anti-NATO, anti-U.S. Has  
assassinated Greek and U.S.  
citizens, and attacked facilities  
in  
Europe.

Revolutionary  
Organization of Socialist  
Muslims

see **Abu Nidal  
Organization**

**Revolutionary People's  
Liberation Party / Front**

Dev Sol  
Dev Sol Armed  
Revolutionary Units  
Dev Sol SDB

Greece; also carries out  
attacks in  
Turkey. Raises funds in  
Europe, but  
also engages in robbery  
and  
extortion in Greece to do so.

A splinter of the Turkish  
People's  
Liberation Party / Front.  
Virulently  
anti-U.S., anti-NATO and pro-  
Marxist. Uses rockets in its

	Dev Sol Silahlı Devrimci Birlikleri	May have received training from radical Palestinians.	attacks on facilities (i.e., U.S. Consulate). Also engages in assassination of U.S. and Turkish military and civilian personnel.
	Devrimci Halk Kurtulus Partisi-Cephesi Devrimci Sol DHKP / C Revolutionary Left		
<b>Revolutionary People's Struggle</b>	ELA	Greece; no known outside sponsors or supporters.	Extreme leftist group, self-described as revolutionary, anti-capitalist / anti-imperialist. Cooperates with the groups "1May" and "Revolutionary Solidarity." Might have ties with "Revolutionary Organization 17 November" group. Has carried out bombings against Greek and U.S. government, economic and business facilities.
	Epanastatikos Laikos Agonas		
	Popular Revolutionary Struggle		
	Revolutionary Popular Struggle		
Revolutionary Popular Struggle	see <b>Revolutionary People's Struggle</b>		
Sazeman-e Mujahedin-e Khalq-e Iran	see <b>Mujahedin-e Khalq Organization</b>		
Sendero Luminoso	see <b>Shining Path</b>		
<b>Shining Path</b>	Communist Party of Peru	Peru, primarily in rural regions.	The larger of Peru's two insurgent

(on the Shining Path of Jose  
Carlos Mariategui)  
EGP  
  
Ejercito Guerrillero Popular  
  
Ejercito Popular de  
  
Liberacion  
  
EPL  
  
Partido Comunista del Peru  
  
(en el Sendero Luminoso de  
Jose Carlos Mariategui)  
PCP  
People's Aid of Peru  
People's Guerrilla Army  
People's Liberation Army  
Sendero Luminoso  
SL  
Socorro Popular del Peru  
SPP

movements; one of the most  
ruthless guerrilla / terrorist  
organizations. Stated goal is  
to  
destroy Peruvian institutions  
and  
replace them with a  
revolutionary  
peasant regime.  
*Indiscriminately*  
uses bombs, as well as  
selective  
assassinations. Is involved in  
narco-  
trafficking in the region.

**SL** see **Shining Path**  
**Socorro Popular del Peru** see **Shining Path**  
**SPP** see **Shining Path**  
**State of Judea** see **Kach**  
**Students of Ayyash** see **HAMAS**  
**Students of the Engineer** see **HAMAS**  
**Sword of David** see **Kach**  
**Tala'ah al-Fatah** see **al-Jihad**  
**Tala'ai al-Fateh** see **al-Jihad**  
**Tala'al-Fateh** see **al-Jihad**



**Tala'al-Fateh** see **al-Jihad**  
**Talaah al-Fatah** see **al-Jihad**  
**Talai'i al-Fath** see **al-Jihad**  
**Tamil Tigers** see **Liberation Tigers of Tamil Elam**  
**Tupac Amaru** Movimiento Revolucionario Peru.  
**Revolutionary Movement** Tupac Amaru  
 ·MRTA  
**Vanguards of Conquest** see **al-Jihad**  
**Vanguards of Victory** see **al-Jihad**  
**Yahya Ayyash Units** see **HAMAS**

Traditional Marxist-Leninist  
 revolutionary movement; greatly  
 diminished in recent years. Engages  
 in bombings, kidnappings and  
 assassination. Notable recent act:  
 takeover of Japanese Ambassador's  
 residence in December, 1996 during  
 reception at which hundreds of  
 hostages were taken.

#### Footnotes for Appendix 17-5

- 1/ The information about these organizations that is contained in the columns, "Active in Country or Region" and "Description of Group" was derived and excerpted from the April 1997 Department of State document entitled, *Patterns of Global Terrorism 1996*. It is not intended to fully duplicate that document, which should be obtained and read in full for more exhaustive information. Note that not all of the organizations contained in that document have been designated by the Secretary of State. This Table is limited strictly to the designated organizations
- 2/ These organizations were designated by the Secretary of State pursuant to Section 219 of the Immigration and Nationality Act, by publication in the Federal Register on October 8, 1997 (see 62 FR 52650-01). They do not constitute a comprehensive listing of organizations known or believed by the United States to have engaged in terrorism. However, the specific designation of these particular groups under this provision of law renders their "representatives" and current "members" subject to removal from the United States under immigration laws, whether or not they have engaged in specific terrorist acts. The removal provisions became effective immediately upon publication of the list on October 8th..
- 3/ There is also a National Liberation ("ELN") operating in Bolivia, otherwise known as the Netor Paz Zamora Commission ("CNPZ"). It is not at this time a Secretary of State - designated terrorist organization.

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**Appendix 17-7 H-1B Fraud Refusal Notification Report (Added IN01-14)**

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## **H-1B Fraud Refusal Notification Report**

**PORT OF ENTRY:** \_\_\_\_\_

**OFFICER:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**PETITION #:** \_\_\_\_\_

**NAME OF ALIEN:** \_\_\_\_\_

**NOTIFICATION SENT TO:**

	Nebraska Service Center ATTN: (b) (6)		Texas Service Center ATTN: (b) (6)
--	--	--	---------------------------------------

Fax: (402) 323-2451

Fax: (214) 767-7412

California Service Center  
ATTN: (b) (6)

Vermont Service Center  
ATTN: (b) (6)

Fax (949) 389-3402

Fax (802) 527-4877

**Additional Comments:**

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**Pages to Follow:** \_\_\_\_\_

**Attachment: I-275**

# Appendix 17-8 Detention Logs

**U.S. DEPARTMENT OF HOMELAND SECURITY**  
**Bureau of Customs and Border Protection**

PERSONAL DETENTION LOG SHEET

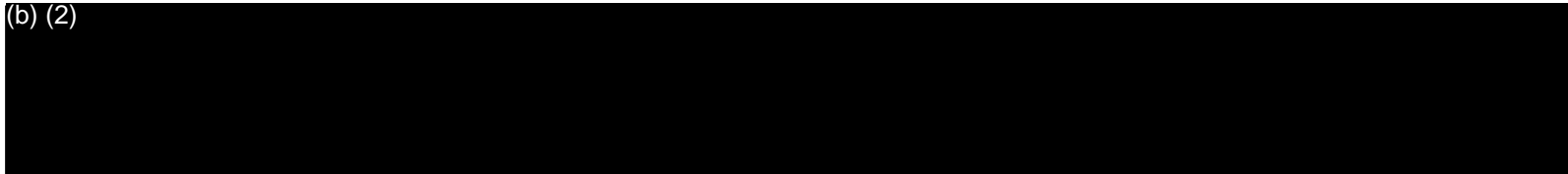
Directive 3340-030A

Port Code/Name \_\_\_\_\_

Name of Person		Date of Birth	Date/ Time In	Officer Badge #	Date/ Time Out	Officer Badge #
Race	Gender	Reason Detained			IOIL/SAS #	
Observations - Physical and Mental Conditions					(b) (2)	
					1	2
					3	4
					5	6
					7	8
					9	10
					11	12
					13	14
					15	16

	17	18
	19	20
	21	22
	23	24
	25	26
	27	28
	29	30
	31	32
	33	34
	35	36

(b) (2)



CBP Form 3501 (03/04)

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

**MASTER DETENTION LOG SHEET**

Directive 3340-030A

Port Code/Name \_\_\_\_\_

Name of Person	Date of Birth	Date/ Time In	Officer Badge #	Date/ Time Out	Officer Badge #



CAUTION SHEET ON DETAINED INDIVIDUAL

CD 3440-030A

Subject Name:		
DOB:	Date:	Time:

Check appropriate box(es):

<input type="checkbox"/>	Medical Condition:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Requires Medication Type/Frequency:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Hostile or Uncooperative:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Depressed or Suicidal:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Suspected or Known Communicable Disease:
<input type="checkbox"/>	Remarks:



Political Assylum:

Remarks:

Juvenile:

Remarks:

Other:

Remarks:

Instructions/Observations/Disposition:
--

Immigration Information

onlineplus



TEXT ONLY HOME WHAT'S NEW PAGE SEARCH GLOSSARY FEEDBACK TRANSLATE PRINTPAGE

CONTENTS PREVIOUS NEXT QUERY QUERY HELP CLEAR SEARCH HIT LIST PREVIOUS HIT NEXT HIT LAWS HOME

INSERTS PLUS/Inspectors Field Manual/Appendix 17-8 Detention Logs

## Appendix 17-8 Detention Logs

**U.S. DEPARTMENT OF HOMELAND SECURITY**  
Bureau of Customs and Border Protection

PERSONAL DETENTION LOG SHEET

Directive 3340-030A

Port Code/Name \_\_\_\_\_

Name of Person		Date of Birth	Date/ Time In	Officer Badge #	Date/ Time Out	Officer Badge #
Race	Gender	Reason Detained			IOIL/SAS #	
Observations – Physical and Mental Conditions					15 Minute Checks – Time and Officers Initials	
					1	2
					3	4
					5	6
					7	8
					9	10
					11	12
					13	14
					15	16

	17	18
	19	20
	21	22
	23	24
	25	26
	27	28
	29	30
	31	32
	33	34
	35	36

This log sheet will be used when a person is left **unattended** in a secure area. Observation entries will be made every 15 minutes to ensure the safety of the person. If the person is removed from the secure area and taken to a different location within the CBP facility, (i.e., fingerprint room, interview room, etc.), it shall be annotated on the sheet. After the person is released or transferred to another agency or facility, the Personal Detention Log Sheet will be retained on file locally, in chronological order, for two years and three months from the date of detention. Local reproduction of this form is authorized.

CBP Form 3501 (03/04)

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

**MASTER DETENTION LOG SHEET**

Directive 3340-030A

Port Code/Name \_\_\_\_\_

Name of Person	Date of Birth	Date/ Time In	Officer Badge #	Date/ Time Out	Officer Badge #



**CAUTION SHEET ON DETAINED INDIVIDUAL**

CD 3440-030A

Subject Name:		
DOB:	Date:	Time:

Check appropriate box(es):

<input type="checkbox"/>	Medical Condition:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Requires Medication Type/Frequency:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Hostile or Uncooperative:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Depressed or Suicidal:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Suspected or Known Communicable Disease:
<input type="checkbox"/>	Remarks:

<input type="checkbox"/>	Political Assylum:
<input type="checkbox"/>	Remarks:
<input type="checkbox"/>	Juvenile:
<input type="checkbox"/>	Remarks:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Remarks:

Instructions/Observations/Disposition:
--

CBP Form 3503 (03/04)

[Go to the Next Page >>>](#)

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**Appendix 22-1 Memorandum of Understanding Between U. S.  
Customs Service and Immigration and Naturalization  
Service**

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
U.S. CUSTOMS SERVICE  
AND  
IMMIGRATION AND NATURALIZATION SERVICE**

The United States Customs Service of the Department of the Treasury and the Immigration and Naturalization Service of the Department of Justice hereby enter into the following Memorandum of Understanding (MOU).

**A. PURPOSE OF AGREEMENT**

To promote mutual respect and support for the mission of each agency in the international air passenger environment.

**B. AGREEMENT**

The U.S. Customs Service (Customs) and the Immigration and Naturalization Service (INS) agree that mutual cooperation in both policy and operational matters enhances both the facilitation and enforcement objectives of each agency.

In order to encourage and ensure the continuation of the cooperative spirit and efforts of both agencies, Customs and INS hereby agree that:

**I. FACILITY PLANNING**

The Federal Inspection Services (FIS) agencies, which include Customs and INS, each have clearly defined requirements for the design of airport facilities. However, in today's environment, the operations of each agency are no longer as physically separate as they once were and it has become necessary to approve designs of facilities in a cooperative manner. In light of this, it is agreed that:

A national interagency group will be established to deal with the appropriate airport entity in a unified manner regarding the planning, design, and construction of facilities.

facilities will only be approved which, through physical design, enable INS to control passengers from their primary area to their secondary area, while at the same time, giving Customs ready access to and view of the INS primary area.

Both Customs and INS must have ready access to the coordination center.

In single level facilities the coordination center must be located so that personnel have an unobstructed view and ready access to the INS primary area without affecting either agency's facility requirements. In two level facilities other means for coordination center access and viewing capabilities between the two agencies must be established.

## 2. COORDINATION CENTER

The coordination center is a joint-use facility available to personnel from Customs and INS, as well as other FIS agencies. The center serves as a central location point for the coordination of the enforcement activities which link the agencies.

Customs and INS will staff the coordination center with a supervisor or lead inspector. It is agreed that other issues regarding staffing and operation of the coordination center will remain with each agency's local management.

### 3. (b)(2), (b)(7)(E) QUERY

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) will routinely evaluate the method of implementation of this responsibility based on facility, location, and operational considerations as



well as introduction of technical and automated changes.

4. **U. S. CUSTOMS SERVICE** (b)(2), (b)(7)

Customs has developed an inspectional strategy which incorporates selectivity methods, behavioral analysis and targeting techniques. This strategy is implemented by the use of (b)(2), (b)(7)(F)  
(b)(2), (b)(7)(E)

5. **CARRIAGE OF WEAPONS**

It is agreed that the carriage of weapons by either Customs or INS personnel is a matter of each agency's policy.

U. S. Customs and INS personnel retain the right to carry weapons throughout the airport complex to the extent allowed by law and by regional and headquarters policy.

6. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) In order for each agency to fully exert its jurisdiction and authority without jeopardizing the enforcement processes of the other agency, we have agreed to the following cooperative effort.

(b)(2), (b)(7)(E)

fall within the jurisdiction of

Customs. Procedures for (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) hits fall within the jurisdiction of INS. In these instances, INS will ensure that Customs processing is also completed through procedures developed locally.

(b)(2), (b)(7)(E)

## 7. PREINSPECTION

It is anticipated that the growth of INS preinspection at foreign sites of embarkation will continue. Customs supports this INS operation. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) it becomes necessary to ensure the information is transmitted to Customs in the U. S.

It is agreed that, where possible, INS will provide Customs, at the port of arrival, in advance of arrival, with the information relating to the queries performed at the preinspection site. In addition, INS will provide USCS with positive identification of all subject hits.

## 8. (b)(2), (b)(7)(E) SYSTEM

The (b)(2), (b)(7)(E) System (b)(2), (b)(7)(E) provides both Customs and INS with capabilities for enhanced enforcement and facilitation.

It is agreed that in instances in which (b)(2), (b)(7)(E) is received from either a carrier or a foreign government, the agencies will work cooperatively to develop facilitative processing of the APIS arrivals.

It is agreed that INS and Customs will cooperate to promote participation in the (b) (2) program by the airlines and foreign government

**9. MACHINE READABLE PASSPORTS AND VISAS**

It is agreed that INS and Customs will engage in a joint effort to promote the development and use of machine readable passports and visas.

**10. SPECIAL REQUESTS**

It is agreed that any special requests for inspection services that involve the FIS agencies will be decided in joint consultation.

**C. OTHER TERMS OF AGREEMENT**

1. This agreement will be effective from the date of signature and will continue indefinitely until terminated in writing by mutual agreement.
2. Revisions, amendments and modifications to this agreement may be made upon the written approval of both agencies and shall become effective upon the date of approval.
3. This document is an internal government agreement and is not intended to confer any right or benefit on any private person or party.

**DATE:** October 17, 1990

**APPROVED:**

Carol Hallett	Gary McNary
Commissioner	Commissioner
U.S. Customs Service	U.S. Immigration and Naturalization Service

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## Appendix 22-2 IATA International Airline Codes (May, 1996)

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### A

AA	American Airlines
AB	Falcon Airlines
AD	Lone Star Airlines
AE	Mandarin Airlines
AF	Air France
AG	Provincial Airways (pax)
AG	Air Bridge Carriers (cgo)
AH	Air Algeria
AI	Air India
AJ	Air Belgium
AK	Island Air
AL	Alsair
AM	Aeromexico
AN	Ansett Australia
AO	Aviaco
AP	Aliadriatica
AR	Aerolineas Argentinas
AS	Alaska Airlines
AT	Royal Air Maroc
AU	Austral
AV	Avianca

AW	Aeroquetzal
AX	Air Aurora
AY	Finnair
AZ	Alitalia
<b>B</b>	
BA	British Airways
BB	Sansa
BC	Brymon Airways
BD	British Midland A.
BE	Braniff International
BF	Markair
BG	Biman Bangladesh
BH	Augusta Airways
BI	Royal Brunei Airlines
BJ	Eliambassador
BK	Paradise Island A.
BM	ATI-Aero Transporti Italiani (pax)
BM	Belize Air International (cgo)
BN	Tropical Sea Airlines
BO	Bouraq Indonesia A.
BP	Air Botswana
BQ	Aeromar (cgo)
BR	Eva Airways
BS	Gamair (pax)
BS	Air Exchange (cgo)
BU	Braathens S.A.F.E.
BV	Bopair
BW	BWIA International Trinidad and Tobago Airways Corp.
BX	Coast Air
BY	Brittania

BZ Keystone Air Service

**C**

CA Air China

CB Suckling Airways

CD Trans Provincial A.

CE Aircity

CF Compania De Aviacion Faucett

CG Caicos Caribbean Airways (cgo)

CH Bemidji Airlines

CI China Airlines

CJ China Northern A.

CK Gambia Airways

CM COPA

CO Continental Airlines

CO Air Micronesia

CP Canadian Airlines International

CQ Air Alpha

CS Florida Air

CT C.A.V.E.

CU Cubana

CV Cargolux Airlines

CW Air Marshall Islands

CX Cathay Pacific A.

CY Cyprus Airways

CZ China Southern A.

**D**

DA Dan-Air Services

DB Brit Air (pax)

DB Air Niagara (cgo)

DC	Golden Air Commuter
DE	Condor Flugdienst
DF	Indian Ocean Airlines
DI	Deutsche BA
DJ	NorthCross Airways
DK	Kampuchea Airlines
DL	Delta Air Lines
DM	Maersk Air
DN	Corporate Air
DO	Dominicana de Aviacion
DP	Eastland Air
DQ	Coastal Air Transport
DS	Air Senegal
DT	TAAG-Angola Airlines
DU	Hemus Air (pax)
DU	Aerial Transit Co. (cargo)
DV	Nantucket Airlines
DX	Danair
DY	Alyemda-Democratic Yemen Airlines

## **E**

EB	Emery Worldwide (cargo)
ED	CC Air (pax)
ED	Andes Airlines (cgo)
EF	Far Eastern Air Transport
EG	Japan-Asia Airways
EH	SAETA
EI	Aer Lingus
EJ	New England Airlines
EK	Emirates
EL	Nippon
EM	Empire Airlines

EN	Air Dolomiti
EO	Air Nordic Sweden
EP	Blackhawk Airways
EQ	TAME
ER	DHL Airways
ET	Ethiopian Airlines
EU	Equatoriana
EV	Atlantic Southeast Airlines
EW	Eastwest Airlines
EX	A/S Norving
EY	Europe Aero-Service
EZ	Sun-Air

## **F**

FA	Finnaviation (pax)
FA	Safair Freighters (cgo)
FB	Promair Australia
FC	Berliner Spezial Flug
FD	CityFlyer Express
FF	Tower Air
FG	Ariana Afghan Airlines
FI	Icelandair
FJ	Air Pacific
FK	Flamenco Airways
FL	Coast to Coast Airlines
FM	Federal Express (cgo)
FN	Niue Airlines
FO	Western New South Wales Airlines
FQ	Air Aruba
FR	Ryanair
FS	Missionary Aviation Fellowship
FU	Air Littoral



FV Viva Air  
FW Isles of Scilly Skybus  
FY Metroflight Airlines

**G**

GA Garuda Indonesia  
GB Great Barrier Airlines (pax)  
GB Airborne Express (cgo)  
GC Lina Congo  
GD TAESA  
GE Trans Asla Airways  
GF Gulf Air  
GH Ghana Airways  
GI Air Guinee  
GJ Equatorial-International Airlines of Sao  
Tome  
GL Gronlandsfly  
GM Flitestar  
GN Air Gabon  
GO Air Stord  
GP China General Aviation  
GQ Big Sky Airlines  
GT GB Airways  
GU AVIATECA  
GV Talair  
GW Central American A.  
GX Goll Aviation (pax)  
GX Air Ontario (cgo)  
GY Guyana Airways Corp.  
GZ Air Rarotonga

**H**

HA	Hawaiian Airlines
HB	Mali Tinbouctou Air Service
HC	Naske Air
HD	New York Helicopters
HF	Hageland Aviation
HG	Harbor Airlines, Inc.
HI	Papillon Airways
HJ	Holmstroem Air (pax)
HJ	Air Haiti (cgo)
HK	Time Air Sweden
HM	Air Seychelles
HN	KLM City Hopper
HO	Airways International
HP	America West Airlines
HQ	Business Express
HR	Southern Pacific
HS	Air North International
HU	Slov-Air (pax)
HU	Northern Air Cargo (cgo)
HV	Transavia
HW	North Wright Air
HX	Hamburg Airlines
HY	Uzbekistan Airways
HZ	Euroflight Sweden

**I**

IB	Iberia
IC	Indian Airlines
IE	Solomon Airlines
IF	Great China Airlines
IH	Loken Aviation (pax)

IH Falcon Aviation (cgo)  
II Business Air  
IJ T.A.T. European A.  
IK Roadair Lines  
IL Istanbul Airlines  
IM Australia Asia Airlines  
IN IPEC Aviation (cgo)  
IO T.A.T. Export European Airlines (pax)  
IO I.L.P.O. Aruba Cargo (cgo)  
IP Airlines of Tasmania  
IQ Interot Airways  
IR Iranair  
IS Island Airlines  
IT Air Inter  
IU Helitrans Air Service  
IV Air Gambia  
IW AOM Minerve  
IX Flandre Air  
IY Yemenia Yemen Airways  
IZ Arkia Israeli Airlines

**J**

JA Norway Airlines (pax)  
JA Bankair (cgo)  
JB Helijet Airways  
JC Rocky Mountain Airways  
JD Japan Air System  
JE Manx Airlines  
JF L.A.B. Flying Service  
JH Nordeste (pax)  
JH Amerijet International (cgo)  
JI Midway Airlines

JJ	Brasil Central
JK	Link Airways (Austr.)
JL	Japan Airlines
JM	Air Jamaica
JN	Japan Air Commuter
JO	LMT
JP	Adria Airways
JQ	Trans Jamaica Airlines
JR	Aero California
JS	Chosonminhang Korean Airways DPR of Korea
JU	JAT
JV	Bearskin Lake Air Service
JW	Arrow Air (cgo)
JX	JES Air Service
JY	Jersey European Airways
JZ	Avia

## K

KA	Dragonair
KB	Druk-Air
KD	Kendall Airlines
KE	Korean AIR
KF	Air Botnia
KG	King Island Airlines
KH	Kyrnair
KI	Air Atlantique
KJ	Sultan Air
KK	Transportes Aereos Regionais
KL	KLM
KM	Air Malta
KQ	Kenya Airways

KR	Karair (pax)
KR	Kitty Hawk Air Cargo (cgo)
KS	Peninsula Airways
KT	Turtle Airways Ltd.
KU	Kuwait Airways
KV	Transkei Airways
KW	Carnival Air Lines
KX	Carman Airways
KZ	Nippon Cargo Airlines

## L

LA	Lan Chile
LB	LAB (Lloyd Air Boliviana)
LC	Loganair Ltd. (pax)
LD	LADE (pax)
LD	AHK Air Hong Kong (cgo)
LE	Airlink
LF	Linjeflyg
LG	Luxair
LH	Lufthansa
LI	LIAT
LJ	Sierra National Airlines
LK	Goldfields Air Services (pax)
LK	Link America (cgo)
LL	Bell Air
LM	ALM
LN	Jamahiriya Libyan Arab Airlines
LO	LOT-Polish Airlines
LP	Nyge-Aero
LR	LACSA
LS	Iliamna Air Taxi (pax)
LS	Channel Express (cgo)

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LT	LTU
LU	Theron Airways
LV	Aerpostal
LW	Air Nevada
LX	Crossair
LY	El-Al Israel Airlines
LZ	Balkan
<b>M</b>	
MA	Malev
MB	Western Airlines
MD	Air Madagascar
ME	MEA
MF	Xiamen
MG	MGM Grand Air
MH	Malaysia Airlines
MI	Silk Air (pax)
MI	Four Star Air Cargo (cgo)
MJ	LAPA
MK	Air Mauritius
ML	Aero Costa Rica Acori
MM	SAM
MN	Commercial Airways
MO	Calm Air International
MP	Martinair Holland
MR	Air Mauritanie
MS	Egyptair
MT	Melbourne Regional A.
MU	China Eastern Airlines
MV	Ansett W.A.
MW	Maya Airlines
MX	Mexicana

MY Helifrance  
MZ Merpati Nusantara Airlines

**N**

NA National Airlines  
NB Sterling Airways  
NC Norskair  
ND Inter-Canadien  
NF Air Vanuatu  
NG Lauda Air  
NH All Nippon Airways Co., Ltd.  
NI Portugalia  
NJ Namakwaland Ludgiens  
NL Atlantic Air Transport  
NM Mount Cook Airlines  
NN Air Martinique  
NO Aus-Air (pax)  
NO NPA (cgo)  
NR Norontair  
NS NFD  
NT Norcanair  
NU Southwest Airlines (Japan)  
NV Northwest Territorial Airways  
NW Northwest Airlines  
NX Nationair Canada  
NZ Air New Zealand

**O**

OA Olympic Airways  
OB Monarch Air  
OC Sunshine Air

OD	Zuliana de Aviacion
OE	Westair Commuter A.
OG	Air Guadeloupe
OH	Comair
OI	Heli-Transport
OJ	Air St. Barthelemy
OK	Czechoslovak Airlines
OL	OLT-Ostfriesische Luftransport (pax)
OL	Aeronorte Internacional (cgo)
OM	Air Mongol-MIAT
ON	Air Nauru
OO	Skywest Airlines
OP	Chalks International A.
OQ	Arizona Pacific Airways
OR	Air Comores
OS	Austrian Airlines
OT	Evergreen Helicopters
OU	Coatia Airlines
OV	Estonia Air
OW	Metavia Airlines
OX	Air Hudik
OY	Sunair
OZ	Asiana Airliens

**P**

PB	Air Burundi
PC	Fiji Air
PD	Pem-Air
PF	Vayudoot (pax)
PF	Mid Pacific Air (cgo)
PG	Bangkok Air
PH	Polynesian Air



PI	Sunflower Air
PJ	Air St. Pierre
PK	Pakistani International Airlines
PL	Aeroperu
PN	Societe Nouvelle Air Martinique
PO	Aeropelican Air Services
PQ	Pacific Coast Airlines
PR	Philippine Airlines
PU	PLUNA
PX	Air Niugini
PY	Surinam Airways
PZ	LAP

## Q

QA	Aerocaribe
QC	Air Zaire
QD	Grand Airways
QF	Qantas Airways
QG	Dynamic Air
QH	Qwestar
QI	Cimber Air
QJ	Jet Airways
QK	Air Nova
QL	Lesotho Airways
QM	Air Malawi
QP	Airkenya Aviation
QQ	Reno Air
QR	Air Satellite
QS	Tatra Air
QT	S.A.R. Avions Taxis (pax)
QT	Tampa Airlines (cgo)
QU	Uganda Airlines

QV	Lao Aviation
QW	Turks and Caicos National Airline
QX	Horizon Air
QZ	Zambia Airways

## **R**

RA	Royal Nepal Airlines
RB	Syrian Arab Airlines
RC	Atlantic Airways, Faroe Islands
RD	Avionova
RE	Aer Arann Teo
RF	Emirates Air Services
RG	VARIG
RH	Meridiana Air
RI	P.T. Mandala Airlines (pax)
RI	Airpac Airlines (cgo)
RJ	Royal Jordanian
RK	Air Afrique
RN	Euralair
RO	TAROM
RP	Precision Airlines
RQ	Air Engiadina
RR	Royal Air Force
RS	Intercontinental de Aviacion
RT	Lincoln Airlines
RV	Reeve Aleutian A.
RW	Rhineland AAirt Services (pax)
RW	Alas de Transportes Internacionales (cgo)
RY	Air rwanda
RZ	Trans World Express

**S**

SA	South African Airways
SB	Air Caledonie Internacional
SC	Cruzeiro
SD	Sudan Airways
SE	Wings of Alaska (pax)
SE	Dairo Air Services (cgo)
SF	Shanghai Airlines
SG	Sempati Air
SH	SAHSA
SI	Friesenflug
SJ	Southern Air
SK	SAS
SL	Rio-Sul Servicos Aereos Regionais
SM	Aberdeen Airways
SN	Sabena Belgian World Airlines
SO	Austrian Air Services
SP	SATA Air Acores
SQ	Singapore Airlines
SR	Swissair
SS	Carnival Airlines
ST	Yanda Airlines
SU	Aeroflot
SV	Saudia
SW	Air Namibia
SX	Christman Air System
SZ	China Southwest

**T**

TA	Taca International A.
TC	Air Tanzania Corp.

TD	TNT Sava
TE	Lithuanian Airlines
TF	Air Transport Pyrenees
TG	Thai Airways International
TH	LAR Transregional
TI	Baltic International Airlines
TJ	Tikal Jets (cgo)
TK	Turkish Airlines
TL	Skyport (pax)
TM	LAM-Linhas Aereas de Mocambique
TN	Australian Airlines
TO	Alkan Air
TP	TAP Air Portugal
TQ	Transwede Airways
TR	Transbrasil
TS	Samoa Aviation
TU	Tunis Air
TV	Haiti Trans Air
TW	TWA
TY	Air Caladonie (pax)
TY	Trans-Air Link (cgo)
TZ	American Trans Air

## U

UA	United Airlines
UB	Myanma Airways
UC	Ladeco
UD	Hexair (pax)
UD	Fast Air Carrier (cgo)
UE	Air L.A.
UF	Saro Air
UG	Tuninter

UH	Transport Air Centre
UI	Norlandair
UJ	Air Sedona
UK	Air UK
UL	Air Lanka
UM	Air Zimbabwe
UO	Direct Air Inc.
UP	Bahamasair
UQ	O'Connor Airlines
UR	British International Helicopters
US	USAIR
UT	UTA
UU	Air Austral
UV	Air Kangaroo Island
UW	Perimeter Airlines
UY	Cameroon Airlines
UZ	Regional Air

**V**

VA	VIASA
VB	Birmingham European Airways
VC	Servivensa
VD	Air Liberte
VE	AVENSA
VG	RFG-Regionalflug
VH	Air Burkina
VI	Vieques Air Link
VK	Air Tunganu Corp. (pax)
VK	Zantop International Airlines (cgo)
VM	Regional Airlines
VN	Vietnam Airlines
VO	Viking International (Eagle)

VP	VASP
VQ	Oxley Airlines
VR	Transportes Aereos de Cabo Verde
VS	Virgin Atlantic Airways
VT	Air Tahiti
VU	Air Ivoire
VV	Flexair
VW	Transportes Aeromar
VX	ACES
VZ	Aquatic Airways

**W**

WA	Newair
WB	SAN
WC	Islena Airlines
WE	Rheintalflug Seewald (pax)
WE	Challenge Air Cargo (cgo)
WF	Wideroe's Flyveselskap
WG	Taiwan Airways
WI	Rottnest Airbus(pax)
WI	Tradewinds International (cgo)
WJ	Labrador Airways
WL	Aeroperlas
WM	Windward Islands Airways International
WN	Southwest Airlines
WO	Polarwing
WP	Aloha Islander
WQ	Service Aerien Francais
WR	Royal Tongan Airlines
WS	Westates Airlines
WT	Nigeria Airways
WV	Southern Airlines

WX Ansett Express  
WY Oman Aviation Services  
WZ B.A.S.E. Business A.

**X**

XC Air Caribbean  
XE South Central Air  
XF Sky Bus Express  
XG Alsavia  
XJ Mesaba Airlines  
XK Compagnie Aerienne Corse Mediterranee  
XL Country Connection A.  
XO Xinjiang Airlines  
XQ Action Airlines  
XT Air Exel Netherlands  
XU Aerovias S.A.  
XW Walkers International  
XX Aeronaves del Peru  
XY Ryan Air (Alaska)  
XZ Eastair (Iceland)

**Y**

YC Flight West Airlines  
YE Grand Canyon A.  
YI Air Sunshine  
YJ National Airlines  
YK Cyprus Turkish A.  
YL Long Island A.  
YN Air Creebec  
YO Heli Air Monaco  
YQ Helikopterservice AB

YR	Scenic Airlines
YS	Proteus
YT	Skywest Airlines
YU	Dominair
YV	Mesa Airlines
YW	Stateswest Airlines
YX	Midwest Express A.
YZ	Transportes Aereos da Guine Bissau

**Z**

ZA	Zas Airlines
ZB	Monarch Airlines
ZC	Royal Swazi National A
ZD	Ross Aviation
ZE	Arcus Air Logistic
ZF	Airborne of Sweden
ZG	Sabair Airlines
ZH	Turk Hava Tasimaciligi
ZI	Aigle Azur
ZJ	Teddy Air

*(table continued on next page)*



*(table continued from previous page)*

ZL	Hazelton Air Services (pax)
ZL	Affretair (pvt.)(cgo)
ZM	Scibe-Airlift
ZN	Key Airlines
ZO	Mohawk Airlines
ZP	Virgin Air
ZQ	Ansett New Zealand
ZR	Muk Air
ZS	Hispaniola Airways
ZT	SATENA
ZU	Freedom Air(pax)
ZU	Aerovias Colombianas (cgo)
ZV	Air Midwest
ZW	Air Wisconsin
ZX	Air B.C.
ZY	Ada Air

**2**

2D	Southeast Airlines
2E	Markair Express
2F	Frontier Flying Service
2J	Majestic Airlines
2K	Kitty Hawk Airways
2L	Alberni Airways

2P	Prairie Flying Service
2Q	Letaba Airways
2S	Island Express
2U	Air Caraibes (Dominica)
2V	Northeast Express
2W	Wairarapa Airlines
2Y	Koyukon Air
2Z	Servicios Aereos Litoral

### 3

3A	Alliance Airliens
3B	Borinqueen Air
3C	Camai Air
3E	Northwestern Air Lease
3G	Virgin Island Seaplane Shuttle
3J	Air Alliance
3K	tatonduk Flying Service
3L	West Isle AIR
3M	GulfstreamInternational
3N	Airvantage
3P	Equator Airlines
3R	Macair
3S	Shuswap Flight Center
3T	Contact Air
3V	Waglisla Air

### 4

4B	Olson Air Service
4C	AIRES
4D	Air Sinai
4E	Tanana Air Service

4F	Frontier Air Service
4H	Hanna's Air Saltspring
4K	Kenn Borek Air
4L	Air Alma
4M	Island Air
4N	Air North
4Q	Trans North Aviation
4U	Dorado Air
4V	Voyageur Airways
4W	Warbelow's Air Ventures
4Y	Yute Air Alaska

## **5**

5A	Alpine Aivation
5B	Bellair
5C	Conquest AIrlines
5E	Sky One Express
5F	Arctic Circle Air
5K	Kenmore AIR
5N	Connectair Charters
5P	Ptargmigan Airways
5S	Airspeed Aviation
5T	Aviacion del Noroeste
5U	Skagway Air Service
5W	Air San Juan Chartair
5X	United Parcel Service

## **6**

6A	AVIACSA
6B	Baxter Aviation
6C	Cape Smythe AIR Service

6D	Alaska island AIR
6E	Malmo/City Air
6G	Las Vegas AIRlines
6H	Trans AIR Cambodia
6J	Southeast European A.
6L	Aktak Air Ltd.
6M	40-Mile Air
6P	Aero Puma
6Q	Barrow Air
6S	Ketchikan Air Service
6T	Tyee Airways
6V	Air Vegas
6W	Wilderness Airline

## **7**

7A	Haines Airways
7B	Simpson Air
7C	Columbia Pacific Air
7D	Air Molokai
7E	Nepal Airways
7F	First Air
7H	ERA Aviation
7J	L.A.P.S.A.
7K	Larry's Flying Service
7L	Lake Union Air Service
7M	Aeromonterrey
7N	Air Manitoba
7P	APA International Air
7R	Redwing Airways
7S	Region Air
7T	Translift
7V	Alpha Air

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7W Air Sask Aviation

7Y Albanian Airlines

**8**

8B Baker Aviation Inc

8E Bering Air

8G GP Express Airlines

8H Harbor Air Service

8J Jetall

8K Air Vitkovice

8L Servicio Aereo Leo Lopez

8M Skymaster

8N Flagship Airlines

8P Pacific Coastal Airlines

8R WRA, Inc.

8S Salair

8T Travelair

8V Wright Air Service

8W Burlington Air Express

8Y Ecuato Guineana de Aviacion

**9**

9A Air Atlantic

9B Intourtrans

9E Express Airlines

9F Skycraft Air Transport

9K Cape Air

9L Colgan Air

9M Central Mountain Air

9N Trans States Airlines

9P Pelangi Air

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9Q	Taquan Air Service
9S	Sabourin Lake Airways
9T	Athabaska Airways
9V	Air Schefferville
9W	Northwinds Northern
9X	Ontario Express
9Y	Yutana Airlines

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## **Appendix 24-1    Bilateral Agreement (Added INS - TM2)**

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The "Agreement Between the Government of the United States of America and the Government of Canada on Air Transport Preclearance" states:

The Government of the United States of America, and the Government of Canada,

Considering that preclearance facilitates air travel between the two countries and that it should be continued (and established) for eligible flights at various locations in Canada and the United States, where the facilities and other conditions are adequate to enable the United States and Canadian inspection agencies to carry out their missions, in respect to the inspection of passengers and their possessions, aircraft crew, baggage and aircraft stores entering the United States and Canada,

Agree as follows:

### **ARTICLE I**

(a) "Preclearance" refers to the procedure of conducting in the territory of one of the Parties, inspections required for entry/admission into the territory of the other Party.

(b) Flights eligible for preclearance are common carriage flights of large aircraft (as defined in Part 298 of the U.S. Civil Aeronautics Board Economic Regulations, or the maximum authorized take-off weight on wheels of 35,000 pounds or more, or 30 seats or more) scheduled or charter, including ferry flights. Air taxi-type operations, private flights, or state aircraft flights are not included.

(c) "Law enforcement officer" may include local peace officers as well as the Royal Canadian Mounted Police and law enforcement officers of federal agencies in the United States.

### **ARTICLE II**

(a) The Parties agree that preclearance shall be continued at Montreal, Toronto, Winnipeg, and Vancouver, and instituted at locations specified in Annex A to this Agreement in accordance with the following paragraph. The preclearance program shall be extended to provide service in multiterminal complexes at such locations.

(b) The Parties further agree that preclearance will be instituted by Canada into cities in the United States or by the United States into additional cities in Canada upon the concurrence of both Parties to that effect expressed in writing.

### ARTICLE III

Where preclearance exists in the territory of a Party, that Party shall:

(a) permit inspection agencies of the other Party to carry out preclearance of passengers and their possessions, aircraft, crew, baggage and aircraft stores destined to the territory of the inspecting Party and, in this context, permit such inspection agencies to determine the procedures under which the inspections will be carried out and the utilization of manpower;

(b) provide at each preclearance location facilities acceptable to the other Party's inspection agencies as defined in Annexes B or C, as appropriate, to this Agreement;

(c) permit the installation and operation by the other Party of such communications and other modern inspection aids as it requires;

(d) provide appropriate law enforcement assistance to the other Party's inspectors including *inter alia*, upon request of the other Party's inspection officer:

(i) search by a law enforcement officer of the territory where inspection takes place of any person and his effects which are subject to preclearance in accordance with the Agreement if, under the law of the country in which preclearance takes place, that law enforcement officer has authority and sufficient grounds to believe that the person to be searched is seeking to carry into the other country merchandise or other articles the possession of which constitutes an offense under the law of the country in which preclearance takes place;

(ii) search by a law enforcement officer of any accomplice or abettor of a person searched for reasons and under the conditions specified in paragraph (i) above;

(iii) if a search, conducted pursuant to paragraph (d)(i) and (ii) above, discloses merchandise or other articles the possession of which constitutes an offense under the law of the territory in which preclearance takes place, take whatever steps would have ordinarily been taken if the articles or merchandise would have been found under circumstances unrelated to preclearance;



(e) wherever possible, conduct searches under Article III paragraph (d) in the presence of the other Party's inspection officer. When a person refuses to submit to search, such person shall not be permitted to board a precleared flight.

#### **ARTICLE IV**

The Party conducting preclearance shall:

(a) provide a sufficient number of inspectors to carry out with reasonable speed and efficiency preclearance of passengers and their possessions, crew, baggage and aircraft stores on eligible flights of carriers to which preclearance has been extended in accordance with Article VI;

(b) have its inspection agencies consult with the airport manager, the appropriate authorities of the other Party and with the air carriers concerned in the implementation of this Agreement;

(c) have the prerogative to require post-clearance as it deems necessary of any aircraft, passenger or passengers and their possessions on any flight that has been precleared. Any flight that is diverted or required to be post-cleared shall be given preferential treatment for the purpose of post-clearance inspection;

(d) in any case where required under its law and in particular where there is likely to be commingling of cleared and uncleared passengers or baggage, have the right to deny preclearance.

#### **ARTICLE V**

Each Party agrees to take all appropriate steps to protect:

(a) the facilities and premises used by the other Party in preclearance against any intrusion or damage and to prevent any disturbance of the peace on the premises; and,

(b) the official archives and documents maintained by the inspection agencies.

#### **ARTICLE VI**

Preclearance being a facilitation procedure, the Parties agree that each air carrier should have the option to use either preclearance or post-clearance subject to the following conditions:

(a) If an air carrier applies for preclearance, it shall use the procedures for all of its flights on a given route. Ordinarily, three months notice to the appropriate inspectional agencies will be sufficient at locations where other routes or carriers are being precleared; however, the inspection agencies may require an additional reasonable delay before compliance in order to obtain or reduce personnel or facilities required by the

anticipated change in service.

(b) An air carrier desiring to withdraw entirely from preclearance at any location must give twelve months notice to both Parties, but if neither Party objects, it may withdraw sooner. To withdraw from preclearance only in respect to one or more eligible routes, the inspection agencies may require reasonable notice.

(c) Inspection agencies may decline to conduct pre-clearance on any carrier until that carrier has filed tariffs acceptable to the appropriate government regulatory agency permitting the carrier to deny carriage to anyone failing to submit to a preclearance inspection and to anyone who, having submitted to such inspection, is found ineligible by inspection agencies to board a precleared flight.

#### **ARTICLE VII**

Except as may be agreed by the Parties and included in Annex A, the cost of preclearance shall be allocated in accordance with the following principles:

(a) Neither the Party in whose territory inspection is conducted nor the airport authorities shall be responsible for additional cost attributable to preclearance facilities and either or both as appropriate shall be compensated for space used for preclearance;

(b) The inspecting Party shall be responsible for the normal cost of its inspection personnel;

(c) Any charges upon air carriers related to preclearance shall be based on participation at a particular airport location and shall be assessed in an equitable and non-discriminatory manner.

#### **ARTICLE VIII**

The inspecting Party may extend the application of any of its customs, immigration, agriculture and public health laws and regulations to aircraft, passengers, aircraft crew, baggage, cargo and aircraft stores in the territory of the other Party which are subject to preclearance to the extent consistent with the law of the country in which the inspection takes place.

#### **ARTICLE IX**

Either Party may at any time request in writing consultations concerning the interpretation, application and modification of this Agreement and of its Annexes. Such consultations shall begin within 60 days from the date on which such request is received by the other Party.

#### **ARTICLE X**

This Agreement together with its Annexes shall into force on the date of signature. Thereafter it shall continue

to be in force unless terminated by either Party giving one year's notice in writing to the other Party.

IN WITNESS WHEREOF the undersigned, duly authorized by their respective Governments, have signed the present Agreement.

DONE in duplicate at Ottawa in the English and French languages, both versions being equally authentic, this 8th day of May, 1974.

William J. Porter (ss)

For the Government of the  
United States of America

J. Marchand (ss)

For the Government of  
Canada

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## **ANNEX A    PRECLEARANCE LOCATIONS**

### 1. In the United States

Boston	Los Angeles
Chicago	Miami
Cleveland	Newark
Dallas/Ft. Worth	New York
Denver	San Francisco
Honolulu	Tampa
Houston	

### 2. In Canada

Calgary	Quebec
Edmonton	Toronto *
Halifax	Vancouver *

London

Victoria

Montreal \*

Winnipeg \*

Ottawa

3. Those points at which preclearance exists are indicated by an asterisk. Facilities meeting the standards of Annex D will be placed into operation at Montreal no later than the opening of Mirabel Airport for international traffic. Except as waived by the inspection agencies concerned, facilities meeting standards of Annex C will be introduced at all other existing points in accordance with schedules to be agreed upon by the Parties.

4. In accordance with Article II(b) at such time as traffic justifies it and acceptable facilities are available, preclearance will be introduced at other points at the request of either Party. Such agreement shall contain specific provision for cost of construction of facilities. The inspecting Party will make available necessary personnel within 18 months.

## **ANNEX B CANADIAN INSPECTION AGENCIES GUIDELINES FOR A PRECLEARANCE FACILITY**

Preclearance facilities shall meet the following standards:

1. Reasonable passenger sterility from inspection control points to aircraft;
2. Reasonable baggage sterility from inspection control point to turn over to airlines with prerogative to spot check baggage in the sterile area;
3. Office space for officers in charge of inspection agencies which conform to the inspecting Government's standards;
4. Common room with locker facilities for inspection agency staff which conform to the inspecting Government's standards;
5. Search room facilities to provide inspection agencies with an area in which a more detailed examination can be carried out;
6. Sufficient examination space to ensure privacy to the traveller at check in positions, and to provide adequate service to the travelling public;
7. Locked drawers provided in working area to store documents, stamps, etc, as well as cash collections; if sufficient volume of collections, space for a centrally located cashier;
8. Adequate wash room and communications facilities;
9. Parking facilities for staff.

## **ANNEX C    UNITED STATES INSPECTION AGENCIES GUIDELINES FOR A PRECLEARANCE FACILITY**

### INTRODUCTION

When planning a preclearance facility, sufficient space must be provided to allow the Federal Inspectional Agencies (FIA) to conduct their examinations effectively, and ensure the sterility of the precleared passenger to be preserved from the point of examination until boarding the aircraft. Airport planners are urged to work closely with the FIA during all stages of planning and development to ensure maximum utilization of all areas of the facility.

Below are general descriptions of the FIA space and equipment requirements for a preclearance operation.

#### (1) INSPECTION AREA

The inspection area must have sufficient space for the number of inspection counters required to process passengers in an orderly and expeditious manner. In determining this space, the following dimensions should be kept in mind:

Immigration inspection booths are usually 25 feet square with a 3 foot outside aisle. Customs baggage inspection counters are approximately 25 feet long and 2 feet 8 inches wide. Counters are paired, and form a rectangle with the inspector's work station (which houses the CRT equipment) at one end and the communications printer at the other. There should be 5 foot aisles on both sides of the counters. Specifications and technical drawings for the inspector work station and the baggage inspection counters are available from the inspectional agencies upon request.

To minimize confusion and congestion in the inspection area, it is recommended that a 40 foot queue space be provided for the Immigration inspection booths and that a 30 foot queue be provided between Immigration inspection booths and Customs baggage counters. (A schematic drawing is attached.)

Under normal conditions, the Immigration Service can process approximately 50 passengers per hour per booth and Customs can process approximately 100- 120 passengers per hour through each set of inspection counters.

## (2) STERILE AREA

A sterile area large enough to accommodate the anticipated per-hour passenger load must be provided contiguous to the FIA passenger processing area. A minimum of 10 square feet per passenger is recommended.

Public toilet facilities should be provided in the sterile hold room area and must be constructed to maintain the sterility by precluding contact with noncleared passengers and the general public.

## (3) BAGGAGE

A very important part of the preclearance operations is the baggage handling following the inspection. Provisions must be made for passengers' "hold baggage" to proceed under sterile conditions from the baggage inspection area directly to a sterile baggage make-up area. A sterile hold area of sufficient size to accommodate the preexamined baggage must also be provided. With adequate planning, most problems with the baggage handling requirements can be overcome.

## (4) INSPECTOR WORK STATIONS

Two inspector work stations must be provided for each set of baggage inspection counters. The forward work station must be constructed to house a CRT unit, and the rear work station must accommodate a small ADP printer. The CRT unit and ADP printer are inspectional aids used to expedite the processing of passengers. Specifications and detailed drawings for these stations are available from the United States Customs Service upon request.

## (5) SEARCH ROOMS

As a part of the inspection process, it is sometimes necessary to require passengers to submit to a more thorough examination than is given the average traveller. Therefore, search rooms are required in or immediately adjacent to the inspectional area. A minimum of two search rooms is necessary, and locations with heavy passenger traffic may require additional search rooms. Search rooms should contain at least 80 square feet of space and should have a corner bench and a shelf, with coat hooks, permanently affixed to the structure.

## (6) CASHIER'S OFFICE



The need for a cashier's office at a particular preclearance facility will depend upon the number of dutiable declarations filed at the location. When a cashier's office is required, it should have at least 80 square feet and should be constructed of a material that will deter unlawful entry.

#### (7) OFFICE SPACE

The FIA will require adequate office space for supervisory and clerical support personnel as follows. The officers-in-charge of the Customs, the Immigration and the Agriculture Services will each require offices of 350 square feet, which will also accommodate their clerical support staffs. In addition, the Customs floor supervisory officer on duty requires an office of 120-150 feet located in the inspection area, where he will provide direct supervision of the operation. At least three Immigration interview rooms, approximately 120 square feet each, located in the immediate vicinity of the inspection area are required and the Agriculture Service will require a work office of approximately 150 square feet for laboratory and scientific study and analysis.

#### (8) FEDERAL INSPECTIONAL AGENCY EMPLOYEE FACILITIES

Each preclearance facility must include, as a minimum, the following employee amenities:

- a. separate toilet facilities for male and female inspectional personnel. Each toilet facility should have an adjacent locker room whose size and number of showers will depend on the number of inspectional personnel assigned;
- b. a combination employee lounge and lunch room large enough to accommodate the FIA personnel assigned to duty at that location;
- c. parking facilities for staff.

#### (9) GENERAL

Each preclearance facility should provide for passenger convenience such items as: (a) central climatic control devices for heating and air conditioning; (b) adequate seating to accommodate the precleared passenger; and (c) maintenance and janitorial services in the preclearance area to ensure public acceptance.

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## **ANNEX D    SPECIFIC REQUIREMENTS FOR DORVAL**

In redeveloping the Montreal International Airport (DORVAL), when the international air carriers have been relocated in MIRABEL, the following requirements will be included in a revised U.S. Federal Inspection Agencies (FIA) area.

1. A one-stop FIA centralized processing area with preservation of the respective airline independent checkin.
2. Provision of mechanized baggage transfer of tagged baggage from airline counters to the vicinity of the FIA location; claim and transfer to the inspection position to be done by the passenger. Processed baggage shall then be transferred secure from sorting and makeup.
3. Accommodation in the FIA centralized area will be to U.S. Government standards including: customs inspection counters, queuing space, search rooms, supervisory offices, cashier accommodations, immigration inspection booths, public toilets.
4. The accommodation shall be such as to permit the secure use of electronic aids with appropriate provision for any necessary equipment rooms.
5. Processed passengers will be afforded the necessary convenience in accommodations so as to protect the sterility requirements and preclude the need for secondary examination prior to boarding.
6. Associated facilities shall be provided including clerical support accommodation, lunch room, locker rooms, vehicle parking, staff toilets and lounges.

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**Appendix 24-2 NOTE BY THE DEPARTMENT OF STATE, Pursuant to  
Public Law 89-497 (Added INS - TM2)**

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Pursuant to Public Law 89-497, approved July 8, 1966 (80 Stat. 271; 1  
U.S.C. 118) --

“ . . . the Treaties and Other International Acts Series issued under the  
authority of the Secretary of State shall be competent evidence . .  
. . of the treaties, international agreements other than treaties, and  
proclamations by the President of such treaties and international  
agreements other than treaties, as the case may be, therein  
contained, in all the courts of law and equity and of maritime  
jurisdiction, and in all the tribunals and public offices of the United  
States, and of the several States, without any further proof or  
authentication thereof.”

**BERMUDA**

**Aviation: Preclearance for Entry into the United States**

**Agreement signed at Hamilton January 15, 1974;**

**Entered into force January 15, 1974**

**AGREEMENT BETWEEN THE GOVERNMENT OF THE UNITED STATES OF AMERICA AND THE  
GOVERNMENT OF BERMUDA ON PRECLEARANCE**

The Government of the United States of America and the Government of Bermuda;

Considering that preclearance, the procedure of conducting in Bermuda inspection by United States inspection agencies required for entry into the United States of passengers destined nonstop to the United States on flights of aircraft, facilitates travel between the two countries; and

Considering that the laws of the two countries in respect to merchandise or articles the entry of which is prohibited are sufficiently similar to enable U.S. inspection agencies to carry out their missions, subject to provision of facilities adequate to enable them to use their manpower efficiently and to insure proper security safeguards for passengers, aircraft, crew, baggage and aircraft stores entering the United States;

Agree as follows:

### **Article I**

The Government of Bermuda shall:

(a) Permit United States inspectors to carry out preclearance of passengers, aircraft, crew, baggage and aircraft stores destined non-stop to the United States.

(b) Provide the following facilities as set forth in the Annex to this Agreement in accordance with the indicated time schedule:

(i) by August 1, 1974 the interim facility; and

(ii) by February 28, 1977 the permanent facility.

(c) Permit the installation and operation of such communications and other modern inspection aids as required by the United States inspection agencies.

(d) Furnish appropriate law enforcement assistance to the United States inspectors, including, upon request of a United States inspector, search by a Bermudan law enforcement officer in the presence of a United States inspection officer of any person subject to preclearance in accordance with this Agreement to determine if such person is seeking to carry into the United States:

(i) anything the possession of which is prohibited under the law of Bermuda; or

(ii) documents relevant to his immigration status which are fraudulent or misused.

Further, the Bermudan law enforcement officer, if so requested by a United States inspector, shall prevent such person from boarding an aircraft destined for the United States. If it appears that there is at the airport an accomplice who is assisting such a person, and that he may have in his possession something falling in the categories described in (i) or (ii) above, such accomplice shall also be subject to search if such search is

requested by the United States inspector.

(e) Upon the request of a United States inspection agency:

(i) seize and confiscate articles or merchandise if such articles or merchandise are falsely declared or not declared at the time of time preclearance and if the possession or exportation of such articles or merchandise is prohibited under the laws of Bermuda; or

(ii) if possession or exportation of such articles or merchandise falsely declared or not declared is not prohibited under the laws of Bermuda, submit to prosecution within its Constitutional authority the allege offender for knowingly making a false declaration.

(f) In coordination and cooperation with the United States Government, seek to add to the articles prohibited for possession or exportation as may be deemed necessary and, if required by the exigencies of the then applicable situation, seek such other legal sanctions as may be deemed desirable.

(g) Grant to all United States citizen employees of the Government of the United States of America assigned to duties in Bermuda in connection with the Agreement, and their families, the same privileges and immunities as are accorded to administrative and technical personnel of a diplomatic mission or the families of such personnel, respectively, under the Vienna Convention on Diplomatic Relations of 1961, as given effect in the Consular Relations Act, 1977, of the Government of Bermuda.

(h) Permit the United States inspection agencies to determine procedures for carrying out inspections and utilization of their manpower.

## **Article II**

The Government of the United States shall:

(a) Provide sufficient inspectors to carry out preclearance of all passengers, crew, baggage and aircraft stores on flights of aircraft (scheduled or charter) in air transportation as defined in the United States Federal Aviation Act of 1958, as amended, destined nonstop to the United States with reasonable speed and efficiency and with care to avoid undue inconvenience to travelers from Bermuda to the United States.

(b) Conduct preclearance under this procedure unless the officers in charge of the United States federal inspection agencies after consultation with the Bermudan authorities and the air carriers concerned determine that adequate manpower is not available or that the accumulation of passengers will overtax the facilities. It is anticipated that the facilities will accommodate up to 700 passengers per hour under normal circumstances. If, after such consultation, it is necessary for United States inspection agencies to require post-clearance on

arrival in the United States instead of, or in addition to, preclearance in Bermuda, the United States inspection agencies will select flights for such post- clearance on a reasonable and non-discriminatory basis.

### **Article III**

It is understood that the United States may extend the application of any of its customs, immigration, agriculture, and public health laws and regulations to aircraft, passengers, aircraft crew, baggage, cargo and aircraft stores in Bermuda which are subject to preclearance, for the purpose of establishing and enforcing penalties for violations of these laws and regulations upon arrival in the United States.

### **Article IV**

Any person wishing to defer United States Customs inspection until his arrival in the United States may do so either (a) by traveling on any post-cleared flight or (b) by sending his luggage as unaccompanied baggage to any port of entry in the United States where there are full customs facilities, and submitting his person and carried on items to preclearance procedures.

### **Article V**

Either Government may at any time request consultations concerning the interpretation, application, or amendment of this Agreement, including the Facilities Annex attached thereto. Such consultations shall begin within 60 days from the date the other Government receives the request.

### **Article VI**

This agreement shall enter into force upon signature. It shall remain in force for eight years and shall continue in force thereafter until terminated as provided herein. Either party may, by giving one year's written notice, terminate this Agreement at the end of the initial eight year period or at any time thereafter.

Done in duplicate at Hamilton, Bermuda this 15th day of January 1974.

D B McCue

F John Barritt

Donald B. McCue  
United States Consul General  
For the Government of the

F. J. Barritt  
Minister for Marine and Air Services  
For the Government of Bermuda

United States of America

E T Richards

Sir Edward T. Richards  
Premier, Government of Bermuda

**Facilities Annex to the Agreement Between the Government of the United States and the Government of Bermuda on Preclearance**

I. Interim facilities shall include the installation of "H" system inspection counters in accordance with U.S. Customs standards and additional facilities as described in III below.

II. Permanent facilities shall include sterility of passengers and baggage from initial inspection through boarding of aircraft with additional facilities as described in III below.

III. The following additional facilities will be provided:

(a) Provide for such passenger comforts as a central climatic control device that includes air conditioning.

(b) Provide suitable seating accommodations in the sterile hold area that will be conducive to passenger comforts.

(c) Provide for adequate janitorial services in the preclearance area, as well as perform any necessary repairs or maintenance.

(d) Construct two search rooms that provide approximately 80 square feet per room.

(e) Construct a cashier's booth of sufficient size to accommodate two teller/cashiers, if requested.

(f) Provide hooded baggage conveyor systems that will insure adequate security as directed by the United States Secretary of the Treasury for the transport of the precleared baggage to a segregated baggage make-up area.

(g) Provide baggage make-up areas that will be secured by mutually acceptable fences. The gates used to secure these enclosures shall be equipped with adequate locking mechanisms.

(h) Provide office space to house adequately the Customs Officer-in-Charge, a Supervisor of Customs, a Supervisor of Immigration and Agriculture Officer as well as interview rooms and clerical support staff; and toilet facilities in the sterile area, which shall be constructed in such a manner as to preclude contact with non-precleared passengers and the general public.

(i) Provide that precleared air passengers are not allowed to commingle with other arriving or departing passengers.

D B M

F J B



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**Appendix 26-1 Memorandum of Understanding (On Advance  
Passenger Information Entry Facilitation Trials)  
(Added INS - TM2)**

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**MEMORANDUM OF UNDERSTANDING**

(On Advance Passenger Information Entry  
Facilitation Trials)

**BETWEEN**

THE COMMONWEALTH OF AUSTRALIA  
acting through the Department of Immigration,  
Local Government and Ethnic Affairs (DILGEA)

**AND**

THE UNITED STATES OF AMERICA IMMIGRATION  
AND NATURALIZATION SERVICE (INS)

**A. OBJECTIVES OF THIS MEMORANDUM**

- 1.1 The objective of Advance Passenger Information (API) is to reduce on-arrival formalities for passengers by collecting immigration clearance data at the point of departure, rather than the point of entry. Upon arrival, API flights will face reduced clearance times, all the necessary checking against law enforcement indices having already been completed.

**B. THE UNDERSTANDING**

- 1.2 DILGEA and INS agree to conduct joint trials of API in two phases. Phase 1 will test systems to facilitate the entry processing of passengers on selected United States-bound flights. Phase 2 will test systems to facilitate the entry of passengers on direct Los Angeles-Sydney flights, operated by Qantas Airways.
- 1.3 DILGEA will be responsible for liaising with all Australian agencies with an interest in the trials (for example, the Australian Customs Service and Federal Airports Corporation); likewise, INS will be responsible for liaising with appropriate United States agencies.

### **PHASE 1 – UNITED STATES-BOUND FLIGHTS**

- 2.1 At Australian ports of departure, as passengers pass through immigration control, their personal particulars (name, date of birth, citizenship and travel document number) will be collected and recorded on DILGEA databases. Stickers will be placed on passengers' travel documents to help U.S. authorities identify them as API passengers.
- 2.2 Data on cleared flights will be extracted from the DILGEA TRIPS system – after the flights have closed – and transmitted to the United States to be recorded on the Interagency Border Inspection System (IBIS). Under normal circumstances, transmission will take place within one hour of the flight's departure. To the extent that this data relates to United States citizens and lawful permanent residents, INS will ensure that it is maintained in compliance with the Privacy Act, 5 United States Code 552(a). The system of records of which the data will be part is an inter-agency system maintained by the United States Customs Service.
- 2.3 The data transmitted from Australia will be used by INS and other U.S. inspection agencies to complete appropriate data analysis before designated flights arrive. INS will facilitate inspection of API flights by processing passengers through INS "Blue Lane" arrangements.

### **PHASE 2 – AUSTRALIA-BOUND FLIGHTS**

- 3.1 Passengers will present their passports and visas for processing by Australian Consulate-General staff at one of three points – the Qantas First Class Lounge, Business Class Lounge, or the departure gate. Their travel documents will be read by a passport/visa reader and the data checked against Australian warning lists.
- 3.2 Passengers cleared for entry will have their passports stamped in accordance with the pre-clearance

provisions of the Migration Act of 1958 as amended (the Act) and then board the flight.

- 3.3 The data on such passengers will then be transmitted to DILGEA databases in Canberra, within an hour of the flight's departure. The flight may be declared a pre-cleared flight for the purposes of Sections 17 and 19 of the Act.
- 3.4 The data received from the United States will be checked, again, against warning lists and the visa file by DILGEA and made available to other agencies to facilitate Customs, health, quarantine and security clearance.
- 3.5 No immigration processing will be necessary when the cleared flight arrives in Australia, and passengers will be free to proceed directly to baggage claim for streamlined Customs, health, quarantine and security processing.

#### **TERMS OF IMPLEMENTATION**

- 4.1 Formal transmission of Advance Passenger Information under Phase 1 will commence from signature of this Memorandum and following Ministerial approval and publication of arrangements in the Commonwealth Gazette as required by Migration Regulation 148A. Phase 2 will commence in a subsequent stage on a subsequent date agreed upon between DILGEA and INS.

#### **PERIOD OF THE UNDERSTANDING**

- 5.1 The understanding contained in this document will be operative in respect of both Phase 1 and Phase 2 for a period agreed upon between the participants.

#### **EVALUATION OF TRIALS AND FUTURE ARRANGEMENTS**

- 6.1 At the conclusion of both phases of the trials, DILGEA and INS will evaluate, independently and jointly, the effectiveness of API. The evaluation process will have regard to the effectiveness of entry facilitation, administrative performance, systems performance, involvement of other agencies, and resource implications.
- 6.2 If, following the evaluation process, both participants agree that API should continue, the terms of an ongoing arrangement will be negotiated between them. Consideration will be given to the feasibility of INS officers acting as DILGEA's agents for southbound clearance and to DILGEA officers acting as INS' agents for northbound clearance.

## **USE AND SAFEGUARD OF INFORMATION**

- 7.1 Advance passenger information transmitted by DILGEA to IBIS is for entry facilitation purposes only and will not be used for other purposes. The information provided is collected under the authority of the Act and Migration Regulations and with regard to the requirements of Australian laws applying to the privacy of personal information. INS undertakes to take all reasonable action to prevent unauthorized access to, or use of, the information, and to comply with all reasonable privacy requirements and restrictions.

## **DISCLAIMER**

- 8.1 Notwithstanding the terms of this Memorandum, both DILGEA and the INS reserve the rights to subject any person traveling on an API flight to on-arrival processing, should it appear desirable to the respective participant in the country of the flight's arrival. In the same way, both participants also reserve the right to deny entry to, or cancel the entry visa of, any person traveling on an API flight.

## **CONTACT OFFICERS**

- 9.1 DILGEA nominates [REDACTED], Director, Entry Systems and Tourism Support Section as its contact officer for the API trials. INS nominates [REDACTED], Assistant Commissioner, Office of Inspections, as its contact officer.
- 9.2 If either participant is concerned that the aims and objectives of the Memorandum have not been complied with to its reasonable satisfaction, it will notify the other participant in writing. Resolution of any disagreement will be through normal liaison channels and procedures.

## **C. OTHER TERMS OF THE MEMORANDUM**

- 10.1 This Memorandum may be varied by way of a further Memorandum of Understanding in writing which is signed by both participants.
- 10.2 The operation of this Memorandum will be reviewed by representatives of the participants when one of the participants so requests the other in writing.

- 10.3 This Memorandum may be terminated by either participant at any time during the term of this document by notice in writing.
- 10.4 Notwithstanding anything expressed or implied to the contrary in this Memorandum, it is the shared intention of the participants that any agreements or understandings contained in this document will not be enforceable at law or in equity.
- 10.5 Any attachment annexed by a participant to this document with the consent of the other participant will form part of this Memorandum.

**SIGNED on behalf of the  
COMMONWEALTH OF AUSTRALIA  
acting through the Department  
of Immigration, Local Government  
and Ethnic Affairs by:**

Mark Sullivan  
First Assistant Secretary  
Temporary Entry, Compliance  
& Systems  
Department of Immigration,  
Local Government and Ethnic  
Affairs

June 12, 1991    June 12, 1991

**SIGNED on behalf of the  
UNITED STATES OF AMERICA  
Immigration and  
Naturalization Service by:**

Michael T. Lempres  
Executive Commissioner  
U.S. Immigration and  
Naturalization Service

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## **Appendix 26-2 Advance Passenger Information System, Memorandum of Understanding (Added INS - TM2)**

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### **ADVANCE PASSENGER INFORMATION SYSTEM Memorandum of Understanding**

This Advance Passenger Information System (APIS) Memorandum of Understanding (MOU) is made voluntarily between (hereafter referred to as "the Provider") and the United States Government Border Inspection Agencies, consisting of the United States Customs Service (USCS), the United States Immigration and Naturalization Service (INS), and the United States Animal and Plant Health Inspection Service (APHIS) (hereafter referred to collectively as "the Government").

It is understood and agreed by the parties that this MOU is not intended to be legally enforceable by either party. No claims, liabilities, or rights shall arise from or with respect to this MOU except as provided for by Federal statute or the Code of Federal Regulations. All terms of this MOU are subject to applicable local laws.

Both the Provider and the Government agree to work toward the mutual goal of enhancing the APIS program. The Provider will accomplish this through the provision of accurate, timely, and complete data. The Provider and Government are committed to work in a cooperative and coordinated spirit, with the ultimate goal being that, while maintaining effective enforcement, statutory and regulatory operations, in the normal course of actions, for all APIS flights complying with the provisions of this MOU, all passengers requiring only primary inspection will be processed and cleared through the Government inspection facility exit within 30 minutes of entry of the first passenger into the FIS arrivals area. The Government and Provider further agree that in order to meet processing goal times, appropriate staffing levels must be maintained at the airport of arrival.

This MOU will be effective upon signature of an appropriate representative of the Provider and one Government representative, on behalf of all three inspection agencies. This MOU will remain in effect for a period of three (3) years unless terminated or extended by mutual agreement of the Provider and the

Government.

\*\*\*\*\*

FOR THE PROVIDER:

FOR THE GOVERNMENT:

(Signature)

\_\_\_\_\_  
(Signature)

(Printed Name)

Michael D. Cronin

(Title)

Assistant Commissioner,  
Inspections

(Company)

U.S. Immigration and  
Naturalization Service

(Date)

(Date)

**ADVANCE PASSENGER INFORMATION SYSTEM  
Memorandum of Understanding**

**1. PROVIDER DATA RESPONSIBILITIES:**

- 1.1 As of **April 1, 1998**, the Provider agrees to provide the following data elements for APIS flights: Airline IATA code, flight number, passenger last name(s), passenger first name(s), passenger date-of-birth, departure location IATA code, U.S. arrival location(s) IATA code(s), and date of flight arrival. (This will be known as **Level 1.**)
- 1.2 Not later than **January 1, 1999**, the Provider agrees to provide the following data elements for APIS flights: All data from Level 1, passenger travel document nationality (or passenger nationality when the passenger is exempt from documentary requirements for travel), and passenger travel document

number (except when passenger is exempt from documentary requirements for travel). (This will be known as **Level 2.**)

- 1.3 Not later than **October 1, 1999**, the Provider agrees to provide the following data elements for APIS flights: All data from Level 2 and passenger gender. (This will be known as **Level 3.**)
- 1.4 As of **April 1, 1998**, the Provider agrees to collect and transmit **Level 1** data with a minimum sufficiency rate of **60%**, per APIS flight.
- 1.5 Not later than **January 1, 1999**, the Provider agrees to collect and transmit **Level 2** data with a minimum sufficiency rate of **75%**, per APIS flight.
- 1.6 Not later than **October 1, 1999**, the Provider agrees to collect and transmit **Level 3** data with a minimum sufficiency rate of **80%**, per APIS flight.
- 1.7 Not later than **April 1, 2000**, the Provider agrees to collect and transmit **Level 3** data with a minimum sufficiency rate of **90%**, per APIS flight.

## **2. PROVIDER OPERATIONAL RESPONSIBILITIES:**

- 2.1 In the Provider's judgment, where it is operationally feasible, the Provider agrees to utilize a machine reader as the input device for APIS data, when a valid machine readable travel document (MRTD), conforming to ICAO and ISO standards, is presented by the passenger.
- 2.2 When more than one valid MRTD is presented, the Provider agrees to scan only one document, using the following order of preference: a U.S. Alien Registration Card, a U.S. Border Crossing Card, a U.S. non-immigrant visa, a U.S. Refugee Travel Document or Re-Entry Permit, a U.S. Passport, a non-U.S. passport.
- 2.3 The Provider agrees to compare the information collected with the travel document itself, to insure that the correct information was collected, that the document appears to be valid for travel to the U.S., and that the passenger is the person to whom it was issued.
- 2.4 The Provider agrees to work with the Government and the airport authority at the airport of arrival to erect appropriate signage, make appropriate announcements and verify that sufficient and appropriate personnel are available to segregate passengers into the correct primary inspection lanes, monitor those lanes and otherwise assist in the primary inspection process, to include the provision of appropriate interpreters.



- 2.5 Not later than **April 1, 2000**, the Provider agrees to transmit APIS data for all non- precleared U.S. bound flights.
- 2.6 Not later than **April 1, 2001**, the provider agrees to provide APIS data on all crew members, and to designate them as "crewmember" during the data transmission.

**3. GOVERNMENT RESPONSIBILITIES:**

- 3.1 The Government agrees to process only passengers on Blue Lane eligible APIS flights through appropriate Blue Lanes at the primary inspection area. All APIS flights meeting the requirements of paragraphs 1.1 - 1.7 and 2.1 - 2.6 on the required dates will be designated as Blue Lane eligible flights.
- 3.2 As of **April 1, 1998**, the Government agrees to eliminate the requirement that APIS passengers be in possession of Blue Lane stickers on their travel documents.
- 3.3 The Government agrees, as a goal, in the normal course of actions, while maintaining effective enforcement and regulatory operations, to complete **ALL** clearance of properly manifested passengers\* requiring not more than a primary inspection, within the following processing times:

<b>Beginning Not Later Than:</b>	<i>Processing Goal Times Will Be:</i>
January 1, 1999	40 Minutes
October 1, 1999	35 Minutes
April 1, 2000	30 Minutes

\*Provided that the passengers arrive on a flight that is designated as Blue Lane eligible.

The normal course of actions means that API has been collected at the last foreign port of embarkation, transmitted, processed and posted to the airport of arrival in advance of the flight; that all passengers deplane and proceed to the inspection area in a continuous fashion; and that checked baggage is delivered in a timely manner to the facility.

**Processing cycle time will begin with first passenger entry into the FIS arrivals area and will end with last passenger, requiring only primary inspection, through the facility exit.**

The Government agrees that in order to meet processing goal times, appropriate staffing levels must be maintained at the airports of arrival.

- 3.4 The Government will develop operational plans to improve primary lane segregation and queuing in

order to further the facilitation of Blue Lane eligible flights.

- 3.5 The Government will further develop systems for electronic, automated primary inspection (INSPASS), incorporating APIS data, MRTD's, and biometrics, for use by pre-enrolled passengers.
- 3.6 The Government will develop operational plans to further improve the primary inspection process through the consolidation or elimination of certain tasks that do not diminish the integrity of the inspections process.
- 3.7 The Government agrees to work with the local airport authority to provide preferential baggage carousel assignments to APIS Blue Lane eligible flights, whenever operationally feasible. Preferential carousels are determined by the Provider's local representative.
- 3.8 The Government agrees that greater resources for flight clearance will be provided to APIS Blue Lane eligible flights over non-APIS Blue Lane eligible flights, but will continue to insure that all passengers arriving on non-APIS Blue Lane eligible flights are processed within Congressionally mandated times.
- 3.9 The Government agrees to work toward increasing the use of APIS data to begin the inspection and clearance process in-advance of the arrival of the flight, through a system of advance name checks, targeting analysis, and risk assessment.
- 3.10 The Government agrees to provide necessary MRTD readers on a no-fee loan basis, that allows for efficient APIS data collection. The Government will use the current procurement regulations to select a vendor(s) that will provide a high quality reader, with the capability for technology upgrades. The Government will explore funding and procurement mechanisms in an effort to provide additional equipment to the Provider, on a no-fee loan basis, that will further assist with the use of the MRTD readers on airline and common use check-in systems, as well as with APIS data collection.
- 3.11 The Government will develop and test processes, based upon the provision of accurate and complete APIS data, that permit the direct transfer of checked baggage that is in-transit through the United States on a low-risk Blue Lane eligible flight to a non-U.S. port. If testing is successful, implementation of "in- transit baggage bypass" will take place.
- 3.12 The Government will develop and test systems, based upon the provision of accurate and complete APIS data, to make certain paper forms available via electronic means. If testing is successful, implementation of "electronic forms" will take place.
- 3.13 The Government will develop and test, based upon the provision of accurate and complete APIS data, an electronic, "self-declaration" secondary, that will allow low-risk APIS passengers to complete routine baggage related clearance requirements using an automated system. If testing is successful,

implementation of "self-declaration" secondary will take place.

- 3.14 The Government will develop and test specialized technology, such as (b)(2), (b)(7)(E) systems to screen baggage, that will fulfill its enforcement requirements and provide expeditious and non-intrusive inspections.

#### 4. DATA ACCURACY:

- 4.1 A **deficiency** will be defined as: Any passenger data element that prevents the system from performing a valid query or causes an inspector to modify any data element that does not match the data recorded on the passenger's travel document (if required), or any passenger for whom no API record has been transmitted, or any API record(s), other than duplicate records, transmitted in excess of the total number of travelers disembarking at the U.S. destination POE.

- 4.2 The **deficiency rate** is: The total number of deficiencies, divided by the total number of passengers, times one hundred (100), expressed as a percentage.

$$\text{DEFICIENCIES} \div \text{TOTAL PASSENGERS} \times 100 = \text{DEFICIENCY RATE (\%)}$$

- 4.3 The **sufficiency** rate is: 100% minus the deficiency rate

$$100\% - \text{DEFICIENCY RATE} = \text{SUFFICIENCY RATE}$$

- 4.4 A deficiency will be charged only once per record.
- 4.5 Deficiencies will not be assigned to records that can be automatically corrected (modified) by the APIS mainframe software prior to performing a name check.
- 4.6 Deficiencies will not be assigned to duplicate records, provided that a valid query can be conducted with one record.
- 4.7 Sufficiency rates will be calculated on a flight-by-flight basis, using a weekly average (7 days data).
- 4.8 The Government will make available to the Provider, upon request, a comprehensive carrier performance report showing, for each APIS flight, the percentage of passengers with APIS data and the data accuracy level. This performance report for all APIS flights arriving at U.S. gateways will be available to the Provider at any local airport on a daily (not sooner than two (2) hours after block time), weekly, or monthly basis. The Government will work toward improving reporting mechanisms through the exploration of an on-line data sufficiency report accessible by air carrier representatives.

## **5. ADMINISTRATION:**

- 5.1 The Provider will designate a national APIS coordinator, in writing, within thirty (30) days of signing this MOU. As a minimum, the name, title, address, telephone number, facsimile number, and SITA address will be provided.
- 5.2 The INS Assistant Commissioner, Inspections, is the official Government administrator of this MOU. However, the Government (by agency) will designate national APIS coordinators for day-to-day administration of the MOU, as well as field APIS coordinators responsible for resolution of local day-to-day compliance.
- 5.3 The Government port directors will jointly administer the provisions of this MOU at the local level using existing joint management mechanisms such as port quality improvement committees.
- 5.4 The Provider will designate a local APIS coordinator for each airport served, in writing, within thirty (30) days of signing this MOU. Notice will be given to the local agency port directors, and will contain the name, title, telephone number, and facsimile number of the coordinator.
- 5.5 The Government will designate local APIS coordinators for each agency. Where no designation is specified, the local port director will be the coordinator.
- 5.6 The Provider will give 30 days advance notice, where possible, for the addition or deletion of a flight in the APIS program. Such notification will be made through the local APIS coordinators to the local INS port director who will then coordinate the request.

## **6. PERFORMANCE:**

- 6.1 For flights that fail to meet the performance levels stated in paragraphs 1.1 - 1.7 and 2.1 - 2.6, Providers will be given written notice by the INS port director, which will include examples (data accuracy reports) of deficient performance.
- 6.2 The Government will work with Providers, when necessary, to correct deficiencies.
- 6.3 Sixty (60) days after the written notice, any flight that has not improved to the minimum current performance levels in paragraphs 1.1 - 1.7 and 2.1 - 2.6, will be removed from Blue Lane eligible status.

**6.4** Reinstatement of non-performing flights can be accomplished after the Provider gives written notice to the local INS port director. The written notice will outline the problem and measures taken to correct the problem. Reinstatement is contingent upon the flight meeting minimum current performance levels in paragraphs 1.1 - 1.7 and 2.1 - 2.6.

The Provider or Government can terminate the MOU with sixty (60) days written notice to/from the Assistant Commissioner, Inspections, INS Headquarters.

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**Appendix 26-3 Notice of Deficient Advance Passenger  
Information and Notice of Revocation of Blue Lane  
Eligibility (Added INS - TM2)**

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U.S. Department of Justice  
Immigration and Naturalization Service

*(Date)*

To: *(Carrier APIS Coordinator)*  
From: Port Director  
*(POE)*

Re: **NOTICE OF DEFICIENT ADVANCE PASSENGER INFORMATION**

For the seven day reporting period ending *(date)*, the following flight(s) failed to meet the minimum APIS sufficiency rate required for Blue Lane processing:

*(Flights)*

A copy of the APIS carrier performance report for these flights is attached.

Please be advised that any of these flights which do not improve to the minimum current APIS sufficiency rate within the next 60 days will be removed from Blue Lane eligible status and will NOT be processed through Blue Lanes at this port-of-entry.

Sincerely,

(Name)

U.S. Department of Justice  
Immigration and Naturalization Service

(Date)

To: (Carrier APIS Coordinator)  
From: Port Director  
(POE)

Re: **NOTICE OF REVOCATION OF BLUE LANE ELIGIBILITY**

As you are aware, the following flight(s) have been in a Blue Lane probationary status for the past eight weeks. In addition, these flights have also failed to meet the minimum APIS sufficiency rate required for Blue Lane processing for at least the last four consecutive weeks of this period:

(Flights)

A copy of the APIS carrier performance report for these flights is attached.

Effective immediately, these flights have been removed from Blue Lane eligible status and WILL NOT be processed through APIS Blue Lanes at this port-of-entry. These flights will continue to be denied Blue Lane processing benefits until such time that you request, in writing, that the flights be reinstated.

Any written requests for reinstatement of a flight must be directed to this office and must explain the problems that caused the poor performance. The request must also outline the measures taken to correct those problems.

Upon receipt of your written request, we will review the current flight performance reports and, if the flight is meeting current minimum standards, reinstate the flight at that time.

Sincerely,

*(Name)*



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**Appendix 31-1 Lookout Work Sheet (Added INS - TM2)**

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Legal name (LAST, First, Middle): \_\_\_\_\_

Alias: \_\_\_\_\_

Date of birth (mmddyy): \_\_\_/\_\_\_/\_\_\_

A-file number: A\_\_\_ \_\_\_ \_\_\_

FBI/State/ other record number: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Passport number/passport issuing country: \_\_\_\_\_

Armed and dangerous? Y / N

Case codes/flag: \_\_\_\_\_

Sex/race: \_\_\_\_\_

Description: (Hair color/ eye color/ height/ weight): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Scars/ marks/ tatoos: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continued on next page)

Requester's name: \_\_\_\_\_

Requesting agency: \_\_\_\_\_

Requester's (area code) and phone number: (\_\_\_\_) \_\_\_\_\_

INS POE office code: \_\_\_\_\_

Comments: (Briefly explain, in plain language the place, date of event, source of information, documentary evidence, brief summary of grounds of inadmissibility, INS action taken, and action to be taken if subject is intercepted in the future.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Appendix 31-2 SAMPLE LETTERS (Added INS - TM2)**

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**SAMPLE LETTER 1**

EXM 70/20.9

Name  
Address

Dear Mr./Ms. \_\_\_\_\_ :

This is in reference to your letter of DATE OF LETTER in which you request that the Immigration and Naturalization Service (INS) review the inclusion of Mr./Ms. \_\_\_\_\_ in the lookout system.

The lookout database is considered a law enforcement system of records of which the INS is not the sole proprietor. The records to which INS officers have access during the inspection process may include entries made by law enforcement and government agencies other than the INS. As a practice, the INS neither confirms nor denies an individual's presence in these records, as so doing could interfere with or allow circumvention of enforcement activities. The INS will acknowledge, however, if a file exists that contains evidence that a person is prima facie excludable from the United States.

Each applicant for admission is subject to a complete inspection upon each arrival in the United States, notwithstanding his/her presence or absence in any lookout system maintained by the INS or any other agency. No one is permitted to enter the United States until the examining immigration officer is satisfied that the individual is either a citizen of the United States or an alien who is admissible to the United States. The applicant bears the burden of proof of establishing admissibility.

The information that you have provided has been taken under consideration. Any changes to the database deemed necessary by and within the control of the INS have been made. Since the lookout system is

generated from a multi-agency database, the INS may take the liberty of forwarding your inquiry to another agency for further review, if appropriate. Thank you for bringing this matter to our attention.

Sincerely,

District Director

CC: A \_\_\_\_\_ (FCO- \_\_\_\_)

## **SAMPLE LETTER 2**

EXM 70/20.9

Mr./Ms.  
Address

Dear Mr./Ms.:

This is in reference to your letter of DATE OF LETTER in which you request that the Immigration and Naturalization Service (INS) review the inclusion of Mr./Ms. \_\_\_\_\_ in the lookout system.

The lookout database is considered a law enforcement system of records of which the INS is not the sole proprietor. The records to which INS officers have access during the inspection process may include entries made by law enforcement and government agencies other than the INS. As a practice, the INS neither confirms nor denies an individual's presence in these records, as so doing could interfere with or allow circumvention of enforcement activities. The INS will acknowledge, however, if a file exists that contains evidence that a person is prima facie inadmissible from the United States.

In the present case, our records indicate that Mr./Ms. \_\_\_\_\_ is amenable to removal under Section **212(a)** \_\_\_\_\_ of the Immigration and Nationality Act (INA) in that STATE BASIS FOR INADMISSIBILITY.

Mr./Ms. \_\_\_\_\_ may apply for a waiver of these inadmissibility grounds at the American Consulate in XXXXX, pursuant to INA Section **212(d)(3)**. Alternatively, Mr./Ms. \_\_\_\_\_ may contest the basis for inadmissibility before an Immigration Judge by requesting a hearing at the time of application for admission to the United States. At that time he/she will be placed in removal proceedings.

Thank you for bringing this matter to our attention.

Sincerely,

District Director

CC: A \_\_\_\_\_ (FCO - \_\_\_\_\_)

**SAMPLE LETTER 3**

EXM 70/20.9

Mr./Ms.  
Address

Dear Mr./Ms. \_\_\_\_\_:

This is in reply to your letter of DATE OF LETTER, regarding your request to remove your client's name from the lookout system of the Immigration and Naturalization Service (INS).

The lookout system which we maintain is considered a law enforcement system of records. As a practice, we neither confirm nor deny any individual's presence on the list as so doing could interfere with, or circumvent enforcement procedures. However, Section 601(c) of the Immigration Act of 1990 (Public Law 101-649) allows us to disclose the pertinent content of a record that indicates that grounds already exist to support removal proceedings against your client. Found was a historical record of this removal from the United States for attempted entry by fraud or misrepresentation. Based on the documentation you provided, that Mr. \_\_\_\_\_ was granted a waiver of this ground for inadmissibility, the record has been removed.

Every applicant-for-admission is subject to a complete inspection on each arrival in the United States, notwithstanding his/her presence or absence on any watchlist maintained by the INS or any other agency. No one may enter the United States until he/she has satisfied the examining Immigration Officer that he/she is either a citizen of the United States or an alien who has overcome all grounds for inadmissibility. The applicant bears the burden of proof of establishing admissibility.

Rest assured that we have carefully considered the information that you have provided and we have made any changes to our database deemed necessary. Thank you for bringing this matter to our attention.

Sincerely,

District Director

CC: DOS, ATTN: AMCONGEN, Location of Consular Post . FYI.

CC: A \_\_\_\_\_ (FCO-\_\_\_\_)

**SAMPLE LETTER 4**

EXM 70/20.9

Mr./Ms.  
Address

Dear Mr./Ms. \_\_\_\_\_:

This is in reference to your letter of DATE OF LETTER , concerning your request to remove your name from the lookout system of the Immigration and Naturalization Service (INS).

The lookout system that we maintain is considered a law enforcement system of records. As a practice, we neither confirm nor deny any individual's presence on the list as so doing could interfere with or allow circumvention of enforcement procedures. However, Section 601(c) of the Immigration Act of 1990 (Public Law 101-649) allows us to disclose the pertinent content of a record that grounds already exist to support removal proceedings. [ACKNOWLEDGE ANY GROUNDS HERE]

Each applicant for admission is subject to a complete inspection on each arrival in the United States, notwithstanding his/her presence or absence on any watchlist maintained by the Immigration Service or any other agency. No one is allowed to enter the United States until they have satisfied the examining immigration officer that he/she is either a citizen of the United States or an alien who has overcome all grounds for inadmissibility. The applicant bears the burden of proof of admissibility.

Rest assured that the information that you have provided has been taken under consideration and any changes to the database deemed necessary were made.

Thank you for bringing this matter to our attention.

Sincerely,

District Director

CC: A \_\_\_\_\_ (FCO- \_\_\_\_\_)

**SAMPLE LETTER 5**

EXM 70/20.9

M. \_\_\_\_\_, Esquire  
Address

Dear Mr. \_\_\_\_\_:

This is in reply to your letter of DATE OF LETTER, regarding your client, MR./MS. NAME OF PERSON. Your letter requests an inquiry into MR./MS. NAME 's difficulties during inspection procedures upon arrival to the United States.

Each applicant for admission is subject to a complete inspection on each arrival in the United States, notwithstanding his/her presence or absence on any watchlist maintained by the Immigration and Naturalization Service or any other agency.

Rest assured that the information that you have provided has been taken under consideration and any changes to the database deemed necessary have been made.

We have taken the liberty of forwarding your letter to the State Department for whatever action it may deem appropriate.

Thank you for bringing the matter to our attention.

Sincerely,

District Director

CC: DOJ/OSI. FYI, Mr. \_\_\_\_\_ is the subject of a State Department CLASS lookout as "Possibly Inadmissible (b)(2), (b)(7)(E) \_\_\_\_\_". We have no record. Please advise us and DOS.

CC: DOS CA/VO, ATTN (b) (6) \_\_\_\_\_ Mr. \_\_\_\_\_ is the subject of a CLASS record (IBIS Record P\_\_\_\_\_). Please respond to Mr. \_\_\_\_\_.



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## Appendix 31-3 Text of Letter from Department of State to Persons Listed in their Lookout System

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### TEXT OF LETTER FROM DEPARTMENT OF STATE TO PERSONS LISTED IN THEIR LOOKOUT SYSTEM

[SEAL]

**United States Department of State**  
Washington, D.C. 20520

9/27/00

Dear Sir/Madam:

**Regarding: Consular Lookout and Support System, information and instructions**

The Department of State maintains a computerized lookout system, the Consular Lookout and Support System (CLASS). As part of our efforts to assist in the administration of U.S. law, selected portions of the databases are shared with other government agencies for the use of port of entry inspection personnel. Every effort is made to ensure that the information in this database is accurate. However, some individual entries are no longer applicable. Please review below the steps you may take to remove such entries that relate to you.

If you are now either a United States citizen or a lawful permanent resident alien (LPR) and you believe your name is included in the visa lookout database because you were once refused a visa or were potentially ineligible to receive a visa, please proceed as follows:

- Submit proof of your citizenship or legal permanent residency to the Chief, Systems Liaison and Procedures Division, Visa Office, U.S. Department of State, Washington, D.C. 20522-0113. If available, please provide a copy of one of the following documents as proof of citizenship or LPR status: U.S. passport, Certificate of Naturalization, Alien Registration Card (Form I-551), and Re-Entry Permits (Form I-132). Other forms of proof may be acceptable if they clearly establish that you are a U.S. citizen or lawful permanent resident alien.
  
- Include with your submission a brief note providing a daytime telephone number for use in the event that we have questions. As a U.S. citizen or a lawful permanent resident, you are not required to justify the removal of your name from the visa lookout database.

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If you are neither a United States citizen nor lawful permanent resident but are concerned about a lookout, you should contact the U.S. Foreign Service post where your visa was issued or the nearest U.S. Foreign Service post to your residence for further advice regarding your case.

Sincerely yours,

Division Chief  
Systems and Interagency Liaison  
for Visa Services

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**Appendix 42-1 TWOV Contract Carriers -- Signatory to Form I-426 Agreement (Amended 10/1/97; IN97-07) (Amended 8/5/98; IN98-20) (Amended 8/11/98; IN98-18) (Revised 12/21/98; IN99-05)(Revised November 23, 1999) (Revised July 21, 2000)**

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ACES Airlines  
Achille Lauro Armatore (Lauro Lines)  
Aero California, S.A. de C.V.  
Aero Continente  
Aero Continente Chile  
Aero Costa Rica, S.A.  
Aerolineas Argentinas  
Aerolineas Centrales de Colombia, S.A.  
Aerolineas Dominicanas S.A.- Dominair  
Aerolineas INI & Cia., S.A.  
Aerolineas Nicaraguense, S.A.  
Aeromar Airlines  
Aeromexico Airlines  
Aeroposta  
Aeropostal Alas de Venezuela, C.A.  
Aerotours Dominicano Airlines/Dominair/Dominican A  
Aerovias Brasil  
Aerovias Condor de Colombia, Ltd.  
Aerovias de Mexico, S.A. de C.V.

Aerovias Guest, S.A.  
Aerovias Inter-Americanas de Panama, S.S.  
Aerovias Nacionales de Colombia  
Aerovias Panama Airways  
Aerovias Venezolanas, S.A.  
AIH  
Air 2000 Airlines Limited  
Air Aruba, N.V.  
Air B. C., Limited  
Air B.V.I., Ltd.  
Air Belgium  
Air Belgium Int'l., S.A.  
Air Caribbean Ltd.  
Air Club International, Inc  
Air Columbus  
Air Espana, S. A.  
Air Europa  
Air Europe Italy  
Air Europe, S. p. A.  
Air Florida Airlines  
Air France  
Air Gambia, Ltd.  
Air Guadeloupe  
Air India, Limited  
Air Jamaica Limited  
Air Japan Co., Ltd.  
Air Liberte, S.A.  
Air Manila, Inc.  
Air Martinique  
Air Micronesia, Inc.  
Air Nauru  
Air Outre Mer  
Air Pacific Limited  
Air Pacific, Inc  
Air Panama International  
Air Paraguay/LAPSA  
Air Plus Argentina

Air Siam Air Company, Ltd.  
Air Specialties Corp.  
Air Tahiti  
Air Transat  
Air Transat A.T., Inc.  
Air Tungaru Coroporation  
Air Tungaru Corporation  
Air Ukraine  
Air West, Inc  
AirBC Limited  
AirClub International  
Airline of the British Virgin Islands  
Airours Int'l. Airways, Ltd.  
Airtours International Airways, Ltd.  
Alaska Airlines Inc.  
Alcoa Steamship Company, Inc  
ALIA-The Royal Jordanian Airlines  
Alitalia  
Alitalia-Linee Aeree Italiane  
All Islands Air Taxi, Inc.  
All Nippon Airways Co., Ltd.  
Alliance Air, Inc.  
ALM 1997 Airline N.V.  
America West Airlines, Inc.  
American Airlines, Inc.  
American Eagle, Inc.  
American Banner Lines, Inc.  
American Export Lines, Inc.  
American International Airways, Inc.  
American President Lines, Ltd.  
American Trans Air  
American Trans Air, Inc.  
American-Israeli Shipping Co., Inc.  
ANA  
Antilliaannse Luchtvaart Maatschappij  
Antone Sylvester Tug Services, Inc.  
AOM French Airlines

APA International Air, S.A.  
Argonaut Trading Agency, Inc.  
Arosa Line (Canada) Ltd.  
Arosa Line, Inc. "Panama"  
Asiana Airlines, Inc.  
Atlantic Air, BVI, Ltd  
Atlantic Coast Jet, Inc.  
Atlantic Gulf Airlines  
Atlantis Airways, Ltd  
Austrian Airlines  
Austrian Airlines AUA  
Avensa  
Aviacion y Comercio, S.A.  
Aviaco Airlines  
Avianca Airlines/Pan American World Airways System  
Aviateca S.A.

Bahamasair  
Bahamasair Holdings, Ltd  
Balair A G  
Balkan-Bulgarian Airlines  
Blue Star Line, Inc.  
BMA  
BOAC  
Bradley Services, Ltd.  
Braniff Airways, Inc.  
Braniff International Airways  
Brazilian International Airlines  
Britannia Airways, Ltd.  
British Midland Airways Ltd.  
British Overseas Airways Corporation  
British United Airlines Ltd./Caledonian Airways (P  
Business Express Airlines, Inc.  
BWI Int'l./Trinidad & Tobago (BWIA Int'l.) Airways  
BWIA International Airways Ltd.

CAL  
Caledonian Airways Limited

Canada 3000 Airlines, Ltd.  
Canadian Airlines International, Ltd.  
Canadian National Railway Co.  
Canadian Pacific Airlines/ Pacific Western Airline  
Canadian Partner  
Cape Air  
CaribAirCaribbean Atlantic Airlines, Inc./Caribbea  
Caribbean Airlines Co., Ltd.  
Caribbean Express, Inc.  
Catamaran Cruiselines  
Cathay Pacific Airways, Ltd.  
Cayman Airways, Ltd.  
Challenge International Airlines  
Chicago & Southern Air Lines, Inc./Delta-C&S Air L  
China Airlines, Ltd.  
China Eastern Airlines  
Cinta Airlines/Chilean Airlines  
City Bird  
Compagnie Francaire (Air France)  
Compagnie Generale Transatlantique  
Companhia Colonial de Navegacao  
Companhia Nacional de Navegacao, S.A.R.L.  
Compania Mexicana de Aviacion, S.A. de C.V.  
Compania Nacional de Turismo Aero, Ltd.  
Compania Panamena de Aviacion, S.A.  
Compania Trasatlantica Espanola, S.A.  
Condor  
Condor Flugdienst GmbH  
Consortio Aviaxsa S.A de C.V.  
Continental Air Micronesia  
Continental Airlines  
Continental Micronesia  
COPA  
Corse-Air International, S.A.  
CTA Ltd./c/o SWISSAIR  
Cunard Line Limited  
Czech Airlines

Czechoslovak Airlines/Ceskoslovenske Aerolinie

d.b.a. LanChile Airlines

Daido Kaiun Kaisha, Ltd.

Daido Line

Dan-Air Services, Ltd.

Delaware and Hudson Railroad Corp.

Delta Air Lines, Inc.

Ditley-Simonsen Lines

Dominion Far East Line (Hong Kong), Ltd.

Donaldson International Airways

Donaldson Line (Air Services), Ltd.

Dorado Wings, Inc.

Eagle Airlines

East African Airways

Eastern & Australian Steamship Co, Ltd. (The)

Ecuadoriana de Aviacion, S.A.

Egyptair

El Al Israel Airlines Ltd.

Empresa Ecuatoriana de Aviacion/Ecuatoriana Airlin

Era Aviation, Inc.

Ethiopian Airlines

Eurofly S.p.A.

Eva Air

EVA Airways Corporation

Excalibur Airways, Ltd.

Executive Air Charter

Falcon Air Express, Inc.

Finnair

Finnair Oyj

Five Star Airlines

Florida Air, Inc.

Flugfelag Islands/Icelandic Airways/Iceland Airway

Flying Colours Airlines Ltd.

Fred Olsen Line, Ltd.

French Line



Furness, Withy & Co., Ltd.

General Airways, Inc.

General Steamship Corporation, Ltd.

Glaessel Shipping Corporation

Global Chartering & Brokerage Co., Inc.

Gray Coach Lines, Ltd.

Greyhound Lines-East

Grimaldi Siosa Lines

Guam Marianas Air

Guest Airways Mexico/Guest Aerovias Mexico, S.A.

Gulf Air Company

Guy-America Airways, Inc.

Guyana Airways Corporation

Haiti Air

Halisa Air

Hamburg-American Line

Hamburg-Atlantik Linie, GmbH & Co.

Hapag-Lloyd A.G./North German Lloyd Passenger

Hapag-Lloyd Kreuzfahrten GmbH

Harbor Airlines

Hawaiian Airlines, Inc.

Haytian Aviation Line, SA

Holland America Line Westours Inc.

Home Lines Agency Inc. (Agent)

Home Lines Inc.

Hugo Stinnes Transocean Schiffahrts, GmbH

Iberia Airlines

Iberia Airlines of Spain

Iberia Lineas Aereas de Espana

Iberworld Airlines, S.A.

Icelandair

Incres Steamship Company, Ltd.

Inexadria Airways

Intair, Inc.

Iran Air

Iran National Airlines Corporation  
Island Aviation Incorporated  
Island Flying Service  
Italian Line

J. D. Valenciana Airline  
Jadrolinija Steamship Co.  
JAL  
JALways Co., Ltd.  
Japan Airlines Co., Ltd.  
JAT  
Jim Pattison Industries, Ltd.  
Jugolinija  
Jugoslavenska Linijska Plovidba

Kamabara Kisen Co., Ltd.  
KIWI International Air Lines, Inc.  
KIWI International Holdings  
KLM-Royal Dutch Airlines  
Kloster Cruise Limited (See Norwegian Cruise Line)  
Koninklijke Luchtvaart Maatschappij N.V./Northwest  
Koninklijke Nederlandsche Stoomboot-Maatschappij  
Korea Shipping Corporation, Ltd.  
Korean Air Lines

La Caribeenne des Transportes Aeriens  
LACSA Airlines  
Ladeco, Ladeco Airlines  
Laker Airways  
Laker Airways Incorporated  
Lan Chile  
Lan Peru, S.A.  
LAPSA  
Lauda Air S.p.A.  
Lauda Air, LDI  
Lauro Lines  
Leisure International Airways Ltd.  
Linea Aerea Del Cobre, S.A.

Linea Aerea Nacional-Chile, S.A.  
Lineas Aereas Costarricenses, S. A.  
Lineas Aereas Paraguayas, S.A.  
Lineas Aereas Privadas Argentinas, S.A.  
Lloyd International Airways Limited  
LOT-Polish Airlines  
LTU International Airways  
Lufthansa German Airlines  
Luftverkehrsunternehmen Atlantis G.m.b.H.

Mackey International, Inc.  
Magadan (Mavial) Airlines  
Malaysian Airline System Berhad  
Malev-Hungarian Airlines Public Limited  
Mamencic Line  
Marina Mercante Nicaraguense, S.A.  
Martinair Holland, N.V.  
Maui Airlines, Inc.  
Mesaba Aviation, Inc.  
Mexicana  
Mexicana de Aviacion/Mexicana Airlines  
Miami Air International, Inc.  
Middle East Airlines  
Monarch Airlines Ltd.  
Montana Flugbetrieb  
Mulheim-Ruhr, Germany  
Murray Hill Limousine Service, Ltd.

Nationair Canada  
National Hellenic American Line, S.A.  
Nauru Pacific Line Agency  
Naviera Aznar, S.A.  
Nederland Line  
Nevis Express Ltd  
New York Central Railroad  
NICA/Aeronica  
Nippon Cargo Airlines Co., Ltd.

Nippon Yusen Kaisha (NYK)/Crystal Cruises/NYK Line  
Nolisair International Inc.  
North American Airlines, Inc.  
North Central Airlines  
Northwest AirlinK  
Norwegian Cruise Lines  
NYK Cruises Co., Ltd.

Omni Air International, Inc.  
Ontario Express, Ltd.  
Orient Overseas Line  
Orient Steam Navigation Co., Ltd.  
Orion Shipping & Trading Co., Inc.  
Out Island Airways Ltd.  
Overseas National Airways

P. R. Express International Airline  
Pacific Far East Line, Inc.  
Pacific Island Aviation, Inc.  
Pacific Islands Transport Line/ Caribbean Atlantic  
Pacific Micronesia Line, Inc.  
Pacific Shipowners Limited  
Pakistan International Airlines  
Pan Am Express  
Pan American World Airways, Inc.  
Panagra Airways, Inc.  
Peninsular & Occidental Steamship Company (The)  
Penn Central Company (The)  
Philippine Airlines  
Piedmont Airlines, Inc.  
Pilgrim Airlines  
Pilgrim Aviation & Airlines, Inc.  
pka Northern Consolidated Airlines, Inc.  
Polynesian Airlines (Holdings) Limited  
Pomair N.V.  
Ports of Call Air  
Presidential Airways, Inc.

PRINAIR

Pro Air, Services.

Puerto Rico International Airlines, Inc.

Qantas Airways, Ltd.

Qantas Empire Airways, Ltd./British Commonwealth P

Real S/A-Transportes Aereos

Red Star Line/Holland-America Line

Rederiaktiebolaget Transatlantic

Republic Airlines, Inc.

Resort Commuter, Inc.

Resorts

Riddle Airlines, Inc.

Royal Air Maroc

Royal Hawaiian Air Service

Royal Hawaiian Airways, Inc.

Royal Jordanian

Royal Mail Lines, Ltd.

Royal Netherlands Steamship Co.

SAA

SAETA S.A./Saeta Airlines

Samoa Aviation, Inc.

Samoa Inc./Samoa Airlines

San Juan Airlines

Saudi Arabian Airlines

Sea Enterprises Corp.

Servicios Avensa, S.A.

Servivensa

Shawnee Airlines, Inc.

Sicula Oceanica, S.A.

Singapore Airlines, Ltd.

Siosa Lines

Sitmar Line

Sky Trek International Airlines, Inc.

Sky World Airlines

Skylink Airlines Ltd.

Skystar International, Inc.  
SkyWorld Airlines  
Sobelair N.V./S.A.  
Sociedad Ecuatoriana de Transportes Aereos Ltd.  
Societa Italiana Trasporti Marittimi of Genoa  
Societa' per Azioni di Navigazione, Genoa  
Societe Nouvelle Air Guadeloupe  
Societe Nouvelle Air Martinique  
South African Airways  
Southern Airways, Inc.  
Spanair, S.A.  
Spantax Airlines  
Sterling Airways  
Sterling European Airlines A/S  
Suckling Airways  
Sun Land Airlines, Inc.  
Surinam Airways Ltd.  
Swiss Air Transport Co. Ltd.  
Swiss World Airways, S.A.  
Swissair  
Sylvester Marine, Inc.

TAM Airlines  
Tampa Airlines  
TAP - Air Portugal  
TEA France  
Texas International Airlines, Inc.  
Thai Airways International, Ltd.  
The Blue Star Line, Inc.  
The China Navigation Co., Ltd.

The Cunard Steam-Ship Co., Ltd.  
The Sun Lane to Europe  
Total Air  
Tower Air, Inc.  
Tower Airlines, Inc.  
Toyo Yusen Co., Ltd.  
Trans European Airways France, S.A.  
Trans World Airlines, Inc.  
Trans World Express  
TransAero Airlines  
Transair Limited  
Transamerica Airlines  
Transatlantic Steamship Co., Ltd./Johnson Line  
Transavia Airlines C.V.  
Transbrasil Airlines, Inc.  
Transbrasil S/A Linhas Aereas  
Translift Airways Ltd.  
Transporte Aereo NAO Regular, S.A.  
Transportes Aereos Mercantiles Panamericanos, S.A.  
Transportes Aereos Meridionale  
Transportes Aereos Portugueses S.A.R.L. (TAP)  
Triton Shipping, Inc.  
Turk Hava Yollari A.O.  
Turkish Airlines, Inc.  
Turks and Caicos Airways, Ltd  
TWA

Ukrainian State Airline  
United Air Lines, Inc.

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United Airlines, Inc.  
United States Lines Co.  
Universal Airlines, Inc.  
US Airways, Inc.  
USAfrica Airways, Inc.  
USAir Express  
USAir Express/US Air  
Uzbekistan Airways

Varig  
VASP Brazilian Air Lines  
Venezolana Internacional de Aviacion, S.A.  
Via Rail Canada, Inc.  
Viacao Aerea Rio-Grandense/Varig Airlines  
Viacao Aerea Sao Paulo, S.A. (VASP)  
VIASA  
Viking International Airlines, Inc.  
Virgin Atlantic Airways Ltd.

Wardair Canda (1975) Ltd.  
West Coast Airlines, Inc.  
Wien Consolidated Airlines, Inc.  
Win Air, Inc.  
Winair, Inc.  
Windward Island Airways  
Windward Island Airways International N.V.

Y Guahan Airways, Inc.  
Yugoslav Airlines

Zambia Airways Corporation Limited  
Zim Israel Navigation Co., Ltd.



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**Appendix 42-2 Visa Waiver Program (VWP) Carriers** (Revised 6/20/01, IN01-04); (Revised 10/31/97; IN98-01) (Revised 3/31/98; IN98-11) (Revised 6/24/98; IN98-14) (Revised 12/21/98; IN99-05) (Revised November 23, 1999) (Revised July 21, 2000)

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A/S Conair  
ACES Airlines  
ACI  
ACL  
Admiral Cruise Lines  
Admiral Cruises, Inc  
Aer Lingus P.L.C.  
Aer Turas Teoranta  
Aero California, S.A. de C. V.  
Aero Coach Airlines  
Aero Coach Aviation Int'l, Inc.  
Aero Coach Aviation International, Inc.  
Aero Continente Chile  
Aero Peru  
Aerpostal Alas de Venezuela, C.A  
Aeroflot Russian International Airlines  
Aerolineas Argentinas  
Aerolineas Centrales de Colombia, S.A.  
Aerolineas Dominicanas S.A.- Dominair  
Aerolineas Nicaraguense, S.A.

Aeromar Airlines  
AEROMAR/AERO MAR  
Aeromexico Airlines  
Aeronautica de Cancun, S.A. de C.V.  
Aeroperu  
Aeroposta  
Aeropostal Airlines/Linea Aeropostal Venezolana  
Aeropostal Alas de Venezuela, C. A.  
Aerotours Dominicano Airlines/Dominair/Dominican A  
Aerovias de Mexico, S.A. de C.V.  
Aerovias Nacionales de Colombia  
Aerovias Venezolanas, S.A.  
Agent Chrysses Demitriades & Co.  
Agent Transocean Tour  
Agent Ulysses Cruises, Inc.  
AIH  
Air 2000 Airlines Limited  
Air Afrique  
Air America  
Air Anguilla Inc.  
Air Aruba, N.V.  
Air Atlanta Icelandic  
Air Atonabee, Ltd.  
Air B. C., Limited  
Air B.V.I., Ltd.  
Air Belgium  
Air Belgium Int'l., S.A.  
Air Borinquen, Inc.  
Air Canada  
Air Canada's Connector  
Air Caraibes Exploitations  
Air Caribbean Ltd.  
Air Caribe International, Inc.  
Air Center Helicopters, Inc.  
Air Charter, Inc.  
Air China  
Air Club International/Lignes Aeriennes Globe Azur

Air Columbus  
Air Comet  
Air Contiente  
Air Culebra  
Air Espana, S. A.  
Air Europa  
Air Europe Italy  
Air Europe, Ltd.  
Air Europe, S. p. A.  
Air Evasion  
Air Florida  
Air France  
Air Gambia, Ltd.  
Air Georgian Ltd.  
Air Guadeloupe  
Air India, Limited  
Air Jamaica Limited  
Air Japan Co., Ltd.  
Air L. A., Inc.  
Air Liberte, S.A.  
Air Malta  
Air Mango, Ltd.  
Air Marshall Islands, Inc.  
Air Martinique  
Air Micronesia, Inc.  
Air Nauru  
Air New Zealand Limited  
Air Niagara Express, Inc.  
Air North Canada  
Air North Charter & Training  
Air Nova, Inc  
Air Ontario  
Air Operations of Europe AB  
Air Outre Mer  
Air Pacific Limited  
Air Paraguay/LAPSA  
Air Plus Argentina

Air Plus Comet  
Air St. Barthelemy  
Air St. Martin  
Air Sunshine Inc.  
Air Sweden  
Air Tahiti  
Air Tahiti Nui  
Air Toronto  
Air Transat  
Air Transat A.T., Inc.  
Air Transport Int'l., LLC  
Air Tungaru Corporation  
Air Ukraine  
AirBC Limited  
AirFlite, Inc  
Airline of the British Virgin Islands  
Airmark Aviation, Inc.  
Airours Int'l. Airways, Ltd.  
Airtours International Airways, Ltd.  
Airways International  
Airways International, Inc.  
Alaska Airlines Inc.  
ALIA-The Royal Jordanian Airlines  
Alitalia  
Alitalia-Linee Aeree Italiane  
All Nippon Airways Co., Ltd.  
ALM 1997 Airline N.V.  
Aloha Airlines, Inc.  
America West Airlines, Inc.  
American Airlines, Inc.  
American Eagle  
American International Airways, Inc.  
American Trans Air  
American Trans Air, Inc.  
American Viking Cruise Line  
American Viking Lines Limited Company  
Amerijet International Inc.

ANA  
Antilliaanse Luchtvaart Maatschappij  
AOM French Airlines  
APA International Air, S.A.  
Apelearir  
Arrow Air Inc.  
Asiana Airlines, Inc.  
Astral Aviation, Inc.  
Athabaska Airways Ltd.  
ATI  
Atlantic Air, BVI, Ltd  
Atlantic Coast Jet, Inc.  
Atlantic Container Line  
Austrian Airlines  
Austrian Airlines AUA  
Av Atlantic  
Avensa  
Avianca Airlines/Pan American World Airways System  
Aviateca S.A.  
Aviation Services, Ltd.

B. S. L. Cruises, Inc.  
Bahamasair  
Bahamasair Holdings, Ltd  
Balair A G  
Balkan-Bulgarian Airlines  
Bermuda Star Line  
Bering Air, Inc.  
Biman Bangladesh Airlines  
Bimini Island Air, Inc.  
Black Sea Shipping Co.  
Blackbeard's Cruises  
Bluewater Adventures Ltd.  
Bohlke International Airways, Inc.  
Bradley Services Limited  
Britannia Airways A.B.  
Britannia Airways GMBH

Britannia Airways, Ltd.  
Britannia GMBH  
British Air  
British Airways Plc  
British Midland Airways, Ltd.  
British United Airlines Ltd./Caledonian Airways (P  
Business Express Airline, Inc.  
BWI Int'l./Trinidad & Tobago (BWIA Int'l.) Airways  
BWIA International Airways Ltd.

CAAC

CAL

Caledonian Airways Limited  
Canada 3000 Airlines, Ltd.  
Canadian Airlines International, Ltd.  
Canadian Pacific Airlines/ Pacific Western Airline  
Canadian Partner  
CanAir Cargo Ltd.  
CanAir Cargo/CanAr/Nolinor  
Canberra Cruises  
Cape Air  
Cape Canaveral Cruise Line  
Cargolux Airlines International, S.A.  
CaribAirCaribbean Atlantic Airlines, Inc./Caribbea  
Caribbean Air Carrier, Inc.  
Caribbean Airlines Co., Ltd.  
Carnival Cruise Lines, Inc.  
Cathay Pacific Airways, Ltd.  
Cayman Airways, Ltd.  
Celebrity Cruises  
Central Mountain Air, Ltd.  
Chalk's International Airlines  
Chandris Fantasy Cruises  
Chandris, Inc.  
Chicago & Southern Air Lines, Inc./Delta-C&S Air L  
China Airlines, Ltd.  
China Eastern Airlines

China Southern Airlines  
City Bird  
City Express  
City Wings, Inc.  
Civil Aviation Administration of China  
Clair Aero, Inc.  
Clint Aero, Inc.  
Clinton Aviation Services  
Clipper  
Clipper Adventure Cruises  
Clipper Cruise Line  
Coastal Air Transport  
Comair, Inc.  
Commodore Cruise Line, Ltd.  
Compagnie des Iles du Ponant  
Compagnie Francaire (Air France)  
Compagnie Francaise de Croisieres  
Compagnie Francaise de Transports Aeriens  
Compania Mexicana de Aviacion, S.A. de C.V.  
Compania Panamena de Aviacion, S.A.  
Conair of Scandinavia  
Condor  
Condor Flugdienst GmbH  
Conifair Aviation/Royal Airlines  
Consortio Aviaxsa S.A. de C.V.  
Containership Agency, Inc  
Continental Air Micronesia  
Continental Airlines  
Continental Micronesia  
COPA  
Corporacion Ferries del Caribe  
Corse-Air International, S.A.  
Costa Crociere S.P.A.  
Costa Cruises, Inc.  
Crown Cruise Line  
CrownAir  
Crystal Cruises, Inc.

CTA Ltd./c/o SWISSAIR  
CTC Cruise Lines  
Cunard Line Limited  
Czech Airlines  
Czechoslovak Airlines/Ceskoslovenske Aerolinie

d.b.a. LanChile Airlines  
Daimler Chrysler Aviation GmbH  
Delta Air Lines, Inc.  
Delta Connections  
Deutsche Seereederei Rostock GmbH  
Deutsche Seetouristik GmbH  
Diamond International Airlines, Inc.  
Discovery Cruise Line, Inc  
Disney  
Disney Cruise Line (dba)  
Division of Soundair Corporation  
Dolphin Cruise Lines  
Dolphin Maritime Ltd.  
Domtrave Airways  
DSR Lines

Eagle Airlines  
Eastern Airlines, Inc  
Eastern Metro Express/Aviation Associates, Inc.  
Ecuadoriana de Aviacion, S.A.  
Egyptair  
El Al Israel Airlines Ltd.  
Empire Airlines  
Empresa Ecuatoriana de Aviacion/Ecuadoriana Airlin  
Empressa de Transporte Aereo del Peru  
Epirotiki Lines, Inc.  
Era Aviation, Inc.  
Ethiopian Airlines  
Euro City Line  
Eurofly S.p.A.  
Eva Air



EVA Airways Corporation  
Excalibur Airways, Ltd.  
Express One International, Inc.

Falcon Air Express, Inc.  
Faucett Airlines  
Festival Cruises, Inc.  
Festival Shipping & Tourist Enterprises, Ltd.  
Finnair  
Finnair Oyj  
First Air  
Flugfelag Islands/Icelandic Airways/Iceland Airway  
Flying Colours Airlines Ltd.  
formerly CalAir International  
Francis & Lane Inter-Island Transport Services, Lt  
Fred Olsen Line, Ltd.  
Freedom Air  
Frontier Cruises Ltd.

Garuda Indonesia  
Ghana Airways  
Glacier Wings Flying Services Ltd.  
Globe Azur Airline, Inc.  
Golden Airlines, Inc.  
Gorda Aero Services, Inc.  
Great American Airways, Inc  
Great Lakes Cruises, Inc.  
Grupo Taca  
Guam Marianas Air  
Gulf Air Company  
Gulf Air Transport/Gulf Air  
Gulfstream International Airlines, Inc.  
Guyana Airways Corporation

H.C.L. Aviation, Inc.  
Haiti Trans Air  
Halisa Air

Hanseatic Cruises, GmbH  
Hapag Lloyd Fluggesellschaft MBH  
Hapag-Lloyd A.G./North German Lloyd Passenger  
Hapag-Lloyd Kreuzfahrten GmbH  
Happy Days Shipping Limited  
Harbour Air Ltd.  
Harlequin Air Corporation  
Hawaiian Airlines, Inc.  
Haytian Aviation Line, SA  
Helijet Airways, Inc.  
Holland America Line Westours Inc.  
Horizon Air/Horizon Air Industries, Inc./Manha  
Horizon Airlines

Iberia Airlines  
Iberia Airlines of Spain  
Iberia Lineas Aereas de Espana  
Icelandair  
Imperial Airlines, Ltd.  
IMS Health Transportation Services Corporation  
Independent Air, Inc.  
Inland Air Charters, Ltd.  
Intair, Inc.  
Inter-Island Boart Services  
ious dba Eastern Metro Express  
Isla Nena Air Service, Inc.  
Ivaran Lines

J. D. Valenciana Airline  
JAL  
JALways Co., Ltd.  
Japan Air Charter Co., Ltd.  
Japan Air System Co., Ltd.  
Japan Airlines Co., Ltd.  
Japan Asia Airways Co. Ltd.  
Japan Cruise Line Inc.  
Japan Universal System Transport Co., Ltd.

JAT

Jet Center, Inc.

Jim Pattison Industries, Ltd.

JMC Airlines Limited

Kenmore Air Harbor, Inc.

Key Air, Inc.

Key Airlines

KIWI International Air Lines, Inc.

KIWI International Holdings

KLM-Royal Dutch Airlines

Kloster Cruise Limited

Kloster Cruise Limited (See Norwegian Cruise Line)

Koninklijke Luchtvaart Maatschappij N.V./Northwest

Korean Air Lines

Kuwait Airways Corporation

La Caribeenne des Transportes Aeriens

LAB Airlines

LACSA Airlines

Ladeco, Ladeco Airlines

Lady Lou Shipping Co., Ltd.

Laker Airways

Laker Airways Incorporated

Lan Chile

Lan Peru, S.A.

LAPSA

Lauda Air S.p.A.

Lauda Air, LDI

Leeward Island Air Transport Services (LIAT)

Leisure Air

Leisure International Airways Ltd.

LIAT

Liat (1974) Ltd.

Lignes Aeriennes Globe Azur

Linea Aerea Del Cobre, S.A.

Linea Aerea Nacional-Chile, S.A.

Lineas Aereas Allegro, S.A. de C.V.

Lineas Aereas Costarricenses, S. A.  
Lineas Aereas Paraguayas, S.A.  
Lineas Aereas Privadas Argentinas S.A.  
Lloyd Aereo Boliviano, S.A.  
Lone Star Airlines  
LOT-Polish Airlines  
Louis Cruise Lines  
LTU International Airways  
Lufthansa German Airlines  
Luxair  
Luxembourg Shipping Services

M & N Aviation, Inc.  
Magadan (Mavial) Airlines  
Magical Cruise Company, Limited  
Majesty Cruise Lines  
Malaysian Airline System Berhad  
Malev-Hungarian Airlines Public Limited  
Mar Line Universal Shipping Co.  
Martinair Holland, N.V.  
Maxim Gorkiy Shipping Co., Ltd.  
Mediterranean Transportation Inc.  
Mesaba Aviation, Inc.  
Mexicana  
Mexicana de Aviacion/Mexicana Airlines  
MGM Grand Air  
Miami Air International, Inc.  
Midwest Express Airlines, Inc  
Midwest Express Airlines, Inc./Midway Express Hold  
Midwest Express Holdings, Inc.  
Minerva Airlines  
Minerve

Misty Fjords Air & Outfitting  
Mitsui O.S.K. Lines, (Passenger) Ltd.  
Monarch Airlines Ltd.  
MS Berlin  
MS Deutschland  
MSC Mediterranean Shipping Co., S.A.

Nationair Canada  
National Air Charters, Inc.  
Native Son, Inc.  
Nevis Express Ltd.  
New York Central Railroad  
New World Ship Management Company, LLC  
NICA/Aeronica  
Nigeria Airways Ltd.  
Nippon Cargo Airlines Co., Ltd.  
Nippon Yusen Kaisha (NYK)/Crystal Cruises/NYK Line  
Nishinohon Kisen Co., Ltd.  
Nolisair International Inc.  
North American Airlines, Inc.  
Northwest Airlines, Inc.  
Northwest Airlink  
Northwest Orient Airlines  
Norwegian Cruise Lines  
Novair International Airways, Ltd.  
NSB  
NSB Niederelbe Schifffahrt Gesellschaft MBH & Co.  
NYK Cruises Co., Ltd.

Oasis International Airlines  
Ocean Quest International  
Odessa America Cruise Co.  
Odessa Cruise German Shipmanagement Ltd.  
Odyssey Aviation Limited  
Olympic Airways, S.A.  
Omni Air International, Inc.  
Ontario Express, Ltd.  
Orion Air  
Orion Lift Service, Inc.

P & O Cruises, Ltd.

*Pace Airlines*

Pacific Island Aviation, Inc.

Pakistan International Airlines

Pan Am Express

Pan American World Airways, Inc.

Paradise Island Airlines, Inc.

Passat Ship Management Company Ltd.

Penn Central Company (The)

Peter Island Resort & Yacht Harbor

Petrol Air, S.A.

Philippine Airlines, Inc.

Phoenix Air

Phoenix Air Group, Inc.

Piedmont Airlines, Inc.

*Planet Airways, Inc.*

Poetto Shipping Co., Ltd.

Points of Call Airlines, Ltd.

Polynesian Airlines (Holdings) Limited

Ponant, Compagnie des Isles du

Premiair A/S

Premier Aviation, Inc.

Premier Cruise Lines

*Prince of Fundy Cruises Limited*

Princess Cruises

PrivatAir S.A.

Promech Air, Inc.

Qantas Airways, Ltd.  
Qantas Empire Airways, Ltd./British Commonwealth P  
Quassar de Mexico, S.A.

Radisson Seven Seas Cruises  
Red Lion Charter/Spirit of America/  
Red Star Line/Holland-America Line  
Reeve Aleutian Airways, Inc.  
Regency Cruises, Inc.  
Regional Air Charters, Inc.  
Renaissance Cruises, Inc.  
Reno Air, Inc.  
Rich International Airways, Inc.  
Royal Air Maroc  
Royal Aviation, Inc.  
Royal Caribbean Cruise Line  
Royal Jordanian  
Royal Viking Line  
Ryan International Airlines

Sabena Belgian World Airlines  
Sabena, S.A.  
SAETA S.A./Saeta Airlines  
San Juan Jet Charters, Inc.  
SAS  
Saudi Arabian Airlines  
Scanair  
Scandinavian Airlines System  
Schiffahrtsgellschaft MS Berlin Kreuzfahrten mbH &  
Schiffahrtsgesellschaft MS Deutschland GMBH & Co.  
Schiffahrtsgesellschaft MS Berlin GmbH & Co.  
Sea Delphin Shipping, Ltd.  
Seaborne Aviation, Inc.  
Seabourn Cruise Line  
SeaEscape, Ltd.  
Service et Transports Cruise Lines, S.A. (STCLS)  
Servicios Aereos Litoral, S.A. de C.V.

Servicios Aereos Profesionales, Inc.  
Servicios Avena, S.A.  
Servicios E Transportes Aereos, S.A.  
Servivensa  
Seven Seas Cruise Line Ltd.  
Showa Line, Ltd.  
Silversea Cruises  
Singapore Airlines, Ltd.  
Sky Trek International Airlines, Inc.  
Skyservice F.B.O., Inc.  
Smith's Ferry Services, Ltd.  
Sobelair N.V./S.A.  
Sociedad Ecuatoriana de Transportes Aereos Ltd.  
Societe Caribbeenne de Transport Aerien  
Societe Nouvelle Air Guadeloupe  
Societe Nouvelle Air Martinique  
South African Airways  
Spanair, S.A.  
St. Lawrence Cruise Lines Inc.  
Star Clippers, Inc.  
STCL-Services et Transports Cruise Lines, S.A.)  
Sterling Airways  
Sterling European Airlines A/S  
Suckling Airways  
Summit Air Charters  
Sun Country Airlines  
Sunair Express  
Sunworld International Airlines, Inc.  
Surinam Airways Ltd.  
Swiss Air Transport Co. Ltd.  
Swiss World Airways, S.A.  
Swissair

TACA

Taca International Airlines, S.A.

TAESA Airlines

Tall Ship Adventures, Inc.



TAM Airlines  
Tampa Airlines  
TAN (Transportes Aereos Nacionales, S.A.)  
Tan Airlines or Tan Sahsa  
TAP - Air Portugal  
Taquan Air Service Inc.  
TAROM - Romanian Air Transport  
TEA France  
Thai Airways International, Ltd.  
The China Navigation Co., Ltd.  
The Cunard Steam-Ship Co., Ltd.  
The Delta Connection  
Time Air Sweden AB  
Topaz International Shipping, Inc.  
Tower Air, Inc.  
Tower Airlines, Inc.  
Tradewinds Airlines, Inc.  
Trans Continental Airlines, Inc.  
Trans European Airways France, S.A.  
Trans International Airlines  
Trans Meridian Airlines  
Trans World Airlines, Inc.  
Trans-Caribbean Air Export-Import, Inc.  
Trans-Provincial Airlines Ltd.  
TransAero Airlines  
Transavia Airlines C.V.  
Transbrasil Airlines, Inc.  
Transbrasil S/A Linhas Aereas  
Translift Airways Ltd.  
TransMeridian Airlines  
TransOcean Airways  
Transporte Aereo Dominicano, S.A.  
Transporte Aereo NAO Regular, S.A.  
Transportes Aereos Ejecutivos, S.A. de C.V.  
Transportes Aereos Mercantiles Panamericanos, S.A.  
Transportes Aereos Meridionale  
Transportes Aereos Nacionales, S.A.

Transportes Aereos Portugueses S.A.R.L. (TAP)  
Transportes Aeromar, S.A. de C.V.  
Transwede Airways AB  
Transwede Leisure AB  
Trump Shuttle, Inc.  
Turk Hava Yollari A.O.  
Turkish Airlines, Inc.  
Turks and Caicos Airways, Ltd  
Turquoise Airways Ltd.  
TWA  
Twin Air  
Twin Town Leasing Co., Inc.

Ukrainian State Airline  
Ulysses Cruises Inc.  
United Air Lines, Inc.  
United Airlines, Inc.  
United Parcel Service Co.  
UPS  
US Airways, Inc.  
USAfrica Airways, Inc.  
USAir Express  
USAir Express/US Air  
Uzbekistan Airways

Vacationair Inc.  
Varig  
VASP Brazilian Air Lines  
Venezolana Internacional de Aviacion, S.A.  
Viacao Aerea Rio-Grandense/Varig Airlines  
Viacao Aerea Sao Paulo, S.A. (VASP)  
VIASA  
Viking International Airlines, Inc.  
Virgin Air Inc.  
Virgin Atlantic Airways Ltd.  
Virgin Gorda, Transport Ltd.  
Viscount Air Service, Inc.  
Vistamar Canarias, S. L.

WAC

Waglisla Air Inc.

Walker's Aviation Services, Inc.

Walker's International

West Jet Airlines Limited

Western Air Services

WestJet Airlines Ltd.

Win Air, Inc.

Windstar Sail Cruises

Windward Island Airways

Windward Island Airways International N.V.

World Air Network Co., Ltd.

World Airways, Inc.

World Explorer Cruises / SS Universe Explorer

Worldways Canada Ltd.

Worldwide Airline Services, Inc.

WRA, Inc.

WRA/Caribbean

Y Guahan Airways, Inc.

Yugoslav Airlines

Zuliana de Aviacion C.A.

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**Appendix 42-3 In-Transit Lounges (ITLs) (Revised 4/9/97)  
(Amended 11/17/98; IN98-19)**

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\* Denotes ITL contract maintained at HQINS

**EASTERN REGION**

**Atlanta District:**

**Atlanta:**

Aerovias de Mexico, S.A. de C.V.

Aero Costa Rica

Air Jamaica (07/20/98)\*

Cayman Airways

Delta (07/20/98)\*

Japan (07/20/98)\*

Lufthansa

Sabena

Varig (07/20/98)\*

**Raleigh-Durham:**

American

**Miami District:**

**Daytona:**

LTU International (11/08/95)\*

**Miami:** (Five ITLs in five Terminals (A, B, D, E, & F))

Aero Costa Rica (06/20/94)\*

Aeroflot (03/27/92)\*

Aerolineas Argentinas (05/92)\*

Aeromexico

Aeroperu (05/12/97)\* Expires 05/12/98

Aeroposta (07/22/93)\*

Air Belgium (10/30/92)\*

Air Canada (01/29/92)\*

Air France

Air Jamaica

Alitalia-Linee Aeree Italiane, S.P.A. (12/05/91)\*

ALM

American (05/17/89)\*

Bahamas Air

British

Cayman

Continental (11/16/87 - copy at MIA)

Delta Airlines (12/05/91)\*

Ecuatoriana

Falcon Air Express\*

Iberia (03/27/92)\*

Japan

Ladeco (03/13/92)\*

Lan Chile

LTU (05/11/92)\*

Lufthansa

Martinair Holland (11/02/92)\*

Mexicana

Miami Air (12/17/92)\*

Northwest

Saeta (03/13/92)\*

TransBrasil (10/15/90)\*

United (01/29/92)\*

VARIG Brazilian

VASP-Brazilian (04/28/93)\*  
Virgin Atlantic (09/10/86)

**Progressive Clearance at Miami:**

VARIG Brazilian (11/05/96)\* (two flights combine in MIA for progressive clearance to Orlando Expires April 30, 1997)

**Special International-to-International (ITI) Transit Agreement for the Directing and Escorting of ITI passengers at MIAP and ITL Use**

Alitalia (10/01/98)\* expires 09/30/99

**Special Progressive Clearance**

VARIG Brazilian (05/04/98)\* (two flights combine in Miami for progressive clearance to Orlando; Expires April 30, 1999)

**Orlando-Sanford:**

Britannia (09/11/98)\* Expires 09/11/99  
Leisure (10/01/98)\* Expires 09/30/99

**Orlando:**

Aeroflot Russian International (05/20/94)\*  
Brittania (04/30/93)\*  
KLM  
Lauda Air S.p.A (03/28/96)\*  
Leisure (06/15/93)\*  
LTU International (11/25/96)\*  
Sobelair N.V./S.A. (10/31/96)\*

**Tampa 9 (I & II):**

Condor (11/06/92)\*  
LTU

**New York District:**

**JFK Airport:**

**IAB:**

Aerolineas Argentinas

Air France

Air India (05/07/93)\*

ALIA Royal Jordanian (see KLM)

Alitalia

Avianca

Egypt Air

EI AI

KLM Royal Dutch; ALIA Royal Jordanian; Martinair. (One ITL Agreement for the three carriers) (07/07/81)\*

Lan Chile

LTU

Lufthansa

Olympic (03/27/91)\*

Martinair (see KLM)

Pakistan International (03/29/88)\*

Royal Air Maroc

SAS

Saudia Airlines

Swissair

TACA Airlines

TransAmerica

VARIG Airlines

VASP Brazilian (05/06/96)\* Expires 05/06/99

**British Airways Terminal:**

British (06/25/92)\* (Not used per OIC/JFK 11/08/93 )

**Delta Airlines Terminal:**

Delta Airlines (Not used per JFK 01/12/96)

**Trans World Airlines Terminal:**

None (ITL proposed by TWA)

**Philadelphia District:**

**Philadelphia:**

British (03/23/94)\* Expired 03/23/95  
USAir (03/22/94)\* Expired 03/22/95  
Lufthansa (04/19/94)\* Expired 04/19/95

**Portland, ME District:**

**Bangor:**

Air 2000 (02/26/96)\*  
Air Belgium  
Air Espana (dba Air Europa)(02/26/96)\*  
Air Europe  
Air Europe, S.P.A.  
Air Europe Italy  
Air Holland  
Airtours International (11/25/96)\*  
Britannia Airways Ltd. (03/19/96)\*  
Caledonian Airways (06/17/96)\*  
Finair (10/27/98)\* Expires 10/27/01  
Flying Colours (01/23/97)\*  
Monarch Airlines (02/26/96)\*  
Sterling Airways

**San Juan District:**

**San Juan:**

ACES (09/01/98)\* Expires 08/31/99  
Air Aruba (09/11/98)\* Expires 08/31/99  
Air Canada (11/24/97)\* Expires 08/31/98  
Air Transat A.T. Inc.\* Expires 08/31/98  
American (09/01/98)\* Expires 08/31/99  
American Eagle (09/01/98)\* Expires 08/31/99



ALM 1997 Airline N.V. (12/15/97)\* Expires 08/31/98  
British West Indies Airways\* (09/11/98)\* Expires 08/31/99  
Canada 3000 Airlines Limited\* (10/09/98) Expires 08/31/99  
Condor Flugdienst GmbH\* (12/16/97)\* Expires 08/31/99  
Iberia\* Expires 08/31/99  
KLM Dutch Airlines\* Expires 08/31/98  
Lineas Aereas Costarricenses, S.A. d/b/a  
LACSA Airlines\* Expires 08/31/98  
Martinair Holland, N.V. (09/11/98) \* Expires 08/31/99

**Washington District:**

**Dulles:**

Pakistan (Midfield Terminal) (10/01/97) (Expires 10/01/98)  
United\* (10/27/92)  
United (Midfield Terminal) (10/01/97) (Expires 10/01/98)

**CENTRAL REGION**

**Dallas District:**

**Dallas:**

American\* (08/25/95) [Expires 08/25/98]  
Lufthansa

**Chicago District:**

**Chicago:**

No ITL Agreement sent to HQ as of November 4, 1998, though Korean Air using ITL

**Houston District:**

**Houston:**

Aerovias de Mexico\* (10/06/93)

Air Canada\* (04/28/93)  
British Airways\* (08/15/90)  
Cayman Airways\* (03/12/91)  
Compagnie Nationale Air France\* (06/15/93)  
Continental\* (07/02/92)  
KLM Royal Dutch Airlines\* (02/15/91)  
TACA International Airlines\* (07/15/91)  
TAN SAHSA\* (07/26/90)  
Viasa\* (10/24/90)

## **WESTERN REGION**

### **Anchorage District:**

#### **Anchorage:**

Asiana (11/24/92)\*  
Cathay Pacific Airways Ltd. (03/28/96)\* [Expires 03/28/99]  
British Airways  
Eva Airways (08/08/96)\* Expires 08/08/99  
Iberia  
Japan (03/18/96)\* [Expires 03/18/99]  
KLM Royal Dutch  
Scandinavian (SAS)  
Swiss Air

All In-Transit Lounge passengers must de-plane in ANC and go to an In-Transit Lounge though they are not signatory to any agreement.

### **Honolulu District:**

#### **Agana:**

Unavailable.

#### **Honolulu:**

Air Canada (01/22/98)\* Expires 01/22/01  
Air New Zealand (07/31/98)\* Expires 07/31/01

Air Pacific Limited (08/26/97)\* Expires 08/26/00  
Canadian Airlines International (07/24/97)\* Expires 07/24/00  
Canada 3000 Airlines Ltd (05/12/97)\* Expires 05/12/00  
Qantas (12/22/97)\* Expired 12/22/00

**Los Angeles District:**

**Los Angeles:** (Two (2) Lounges in 2 Terminals)

**Thomas Bradley International Terminal (TBIT):**

Aeromexico (02/28/94)\*  
Air France  
AOM French Airlines (07/03/95)\*  
British Airways (01/19/95)\*  
Corse-Air (07/03/95)\*  
Eva Airways (11/20/95)\*  
Japan  
Korean  
LTU International (08/17/94)\*  
Mexicana (10/18/94)\*  
Qantas (02/14/95)\*  
United (08/14/92)\*  
UTA  
Varig

**Joint ITL Agreements at TBIT:**

British Airways/Qantas ITL Agreement (02/09/95)\*  
Japan/Aeromexico Airlines Agreement (01/10/95)\*  
LTU International/Mexicana Agreement (10/21/94)\*  
Qantas/British Airways ITL Agreement (02/14/95)\*

**Satellite 2:**

Air Canada (03/28/96)\*  
Air New Zealand (10/04/94)\*  
Air New Zealand/Air Canada ITL (03/24/96)\*

**Terminal 6 & 7:**

United (04/02/97)\* Expires 04/02/00

**San Francisco District:**

**Oakland:**

Corse-Air International (04/17/96)\* [Expires 04/17/99]

**San Francisco:**

Air France (12/09/91)\* Expired 12/09/92

United

**Seattle District:**

**Seattle-Tacoma:**

Japan Air Line

Thai Airways

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**Appendix 42-4 Preinspection Agreements--Signatory to Form I-425 Agreement (Amended 10/1/97; IN97-07a); 2/12/98; IN98-08) (Amended 7/9/98; IN98-17); (Revised 1/29/99; IN99-12) (Revised November 23, 1999) (Revised July 21, 2000)**

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**ARUBA**

Aerpostal Alas de Venezuela, C. A.  
Air Aruba, N.V.  
Airmark Aviation, Inc.  
American Airlines, Inc.  
American International Airways, Inc.  
American Trans Air, Inc.  
Antilliaannse Luchtvaart Maatschappij  
Av Atlantic  
Carnival Air Lines  
Continental Airlines  
Express One International, Inc.  
Falcon Air Express, Inc.  
Jet Fleet Corporation  
KIWI International Air Lines, Inc.  
Laker Airways Incorporated  
Lineas Aereas Allegro, S.A. de C.V.  
Martinair Holland  
Mexicana Airlines

Miami Air International, Inc.  
North American Airlines, Inc.  
Omni Air International  
Planet Airways, Inc.  
Pan American Airways Corp.  
Rich International Airways, Inc.  
Ryan International Airlines  
Servicios Avensa, S.A.  
Sky Trek International Airlines, Inc.  
Sky West Airlines, Inc.  
Sun Country Airlines  
Sun Pacific International, Inc.  
Sunworld International Airlines, Inc.  
Tradewinds Airlines, Inc.  
Trans World Airlines, Inc.  
TransMeridian Airlines  
Transportes Aereos Ejecutivos  
United Airlines, Inc.  
United Parcel Service Co.  
US Airways, Inc.  
Viking International Airlines, Inc.  
World Airways, Inc.  
Worldwide Airline Services, Inc.

## **CALGARY**

Air Canada  
Air Niagra Express, Inc.  
Air Transat A.T., Inc.  
America West Airlines, Inc.  
American Airlines, Inc.  
American Trans Air, Inc.  
Azur Airline, Inc.  
Big Sky Airlines  
Canadian Airlines International, ltd.  
Cascade Airways, Inc.  
Continental Airlines  
Delta Air Lines, Inc.

Express One International, Inc.  
Hughes Air Corp.  
Miami Air International, Inc.  
Northwest Airlines, Inc.  
Pace Airlines  
Royal Aviation, Inc.  
Sky King, Inc.  
Sky Trek International Airlines, Inc.  
TEM Enterprises  
Time Air, Inc  
United Airlines, Inc.  
Wardair Canda (1975) Ltd.  
Western Pacific Airlines, Inc.  
WestJet Airlines Ltd.

#### **DUBLIN**

Aer Lingus P.L.C.  
American Trans Air, Inc.  
Britannia Airways, Ltd.  
Delta Air Lines, Inc.  
Express One International, Inc.  
Tower Air, Inc.

#### **EDMONTON**

Air Canada  
Air Transat A.T., Inc.  
American Trans Air, Inc.  
Azur Airline, Inc.  
Canadian Airlines International, Ltd.  
Continental Airlines  
Delta Air Lines, Inc.  
Express One International, Inc.  
Laker Airways Incorporated  
Miami Air International, Inc.  
Northwest Airlines, Inc.  
Pace Airlines, Inc.

Republic Airlines, Inc.  
Royal Aviation, Inc.  
Sky King, Inc.  
Wardair Canda (1975) Ltd.  
Western Airlines  
WestJet Airlines Ltd.  
Winair, Inc.

## **FREEPORT**

Aero Coach Aviation International, Inc.  
Aerostar Airlines, Inc.  
Aerovias Nacionales de Colombia  
Air Florida Airlines  
AirTran Airways, Inc.  
Airways International, Inc.  
American Eagle, Inc.  
Bahamasair Holdings, Ltd  
British Airways  
Caribbean Express, Inc.  
Comair, Inc.  
Continental Airlines  
Delta Air Lines, Inc.  
Evergreen International Airlines, Inc.  
Express One International, Inc.  
Falcon Air Express, Inc.  
Gulf Air Company  
Gull Air, Inc.  
Key Airlines  
Lineas Aereas Allegro, S.A. de C.V.  
LYNX Air International  
Mackey International, Inc.  
Miami Air International, Inc.  
Midway Airlines  
North Central Airlines  
Northeastern International Airways, Inc.  
Planet Airways, Inc.  
Regal Bahamas International Airlines



Renown Aviation, Inc.  
Rich International Airways, Inc.  
Sky Trek International Airlines, Inc.  
Sun Country Airlines  
Trans World Airlines  
TransOcean Airways  
Trinity Air Bahamas  
United Airlines, Inc.  
United Parcel Service Co.  
US Airways, Inc.

### **HAMILTON**

Aerovias Guest, S.A.  
Air Florida Airlines  
Air Venturers of Houston, Inc.  
AirTran Airways, Inc.  
American Airlines, Inc.  
American Eagle, Inc.  
American Flyers Airline Corp.  
Av Atlantic  
Braniff Airways, Inc.  
Capitol Airways, Inc.  
Continental Airlines  
Delta Air Lines, Inc.  
Express One International, Inc.  
Flying Tiger Line  
Furness, Withy & Co., Ltd.  
Miami Air International, Inc.  
Nomads, Inc.  
Northeast Airlines, Inc.  
Northeastern International Airways, Inc.  
Northwest Airlines, Inc.  
Pace Airlines  
Piedmont Airlines, Inc.  
Pilgrim Aviation & Airlines, Inc.  
Planet Airways, Inc.  
Saturn Airways

Standard Air Ways, Inc.  
Swedish American Line Agency, Inc.  
Trans International Airlines  
Trans World Airlines, Inc.  
United Airlines, Inc.  
US Airways, Inc.  
Wardair Canda (1975) Ltd.  
World Airways, Inc.

## **MONTREAL**

Air Alliance, Inc.  
Air Canada  
Air Florida Airlines  
Air France  
Air Georgian Ltd.  
Air Liberte, S.A.  
Air Niagara Express, Inc.  
Air Ontario  
Air Transat A.T., Inc.  
American Airlines, Inc.  
American Flyers Airline Corp.  
American Trans Air, Inc.  
Atlantic Coast Jet, Inc.  
Braniff Airways, Inc.  
British Airways  
Canadian Airlines International, Ltd.  
Capitol Airways, Inc.  
Comair, Inc.  
Continental Airlines  
Delta Air Lines, Inc.  
Eagle Airways (Bermuda) Ltd.  
Eastern Provincial Airways (1963) Limited  
Express One International, Inc.  
Intair, Inc.  
Lufthansa German Airlines  
McCulloch International Airlines, Inc.  
Mesaba Aviation, Inc.

Miami Air International, Inc.  
Nordair Ltd.  
Northeast Airlines, Inc.  
Northwest Airlines, Inc.  
Odyssey Aviation Limited  
Ozark Air Lines, Inc.  
Pace Airlines  
Piedmont Airlines, Inc.  
Pilgrim Aviation & Airlines, Inc.  
Planet Airways, Inc.  
Quebecair  
Royal Aviation, Inc.  
Saturn Airways  
Trans Florida Airlines, Inc.  
Trans World Airlines, Inc.  
Transair Limited  
United Airlines, Inc.  
US Airways, Inc.  
Wardair Canda (1975) Ltd.  
Wesstates Airlines, Inc.  
Western Skyways, Inc.  
World Airways, Inc.  
Worldway Airlines Ltd.  
Worldwide Airline Services, Inc.  
Wright Air Lines, Inc.

## **NASSAU**

Aerostar Airlines, Inc.  
Air Canada  
Air Venturers of Houston, Inc.  
AirTran Airways, Inc.  
American Eagle, Inc.  
American Flyers Airline Corp.  
American International Airways, Inc. American Trans Air, Inc.  
Bahamas Airways, Ltd.  
Bahamasair Holdings, Ltd  
Best Airlines, Inc.

British Airways  
CanAir Leisure Ltd.  
Capitol Airways, Inc.  
Challenge International Airlines  
Continental Airlines  
Delta Air Lines, Inc.  
Eagle Airways (Bermuda) Ltd.  
Executive Jet Aviation, Inc.  
Express One International, Inc.  
Falcon Air Express, Inc.  
Florida Air, Inc.  
Flying Tiger Line  
Great Lakes Aviation, Ltd.  
International Air Bahama, Ltd.  
Key Airlines  
Lineas Aereas Allegro, S.A. de C.V.  
Mackey International, Inc.  
McCormick Shipping Corp.  
Mexicana Airlines  
Miami Air International, Inc.  
Midway Airlines  
Modern Air Transport  
National Airlines, Inc.  
Northeastern International Airways, Inc.  
Omni Air International  
Pace Airlines  
Pan Am Express  
Paradise Island Airlines, Inc.  
Piedmont Airlines, Inc.  
Planet Airways, Inc.  
Pro Air, Services.  
Regal Bahamas International Airlines  
Renown Aviation, Inc.  
Rich International Airways, Inc.  
Sky Trek International Airlines, Inc.  
Southern Airways, Inc.  
Sun Country Airlines  
TEM Enterprises

Texas International Airlines, Inc.  
Trans Caribbean Airways, Inc.  
Trans World Airlines, Inc.  
TransMeridian Airlines  
Trinity Air Bahamas  
United Airlines, Inc.  
United Parcel Service, Co.  
US Airways, Inc.  
World Airways, Inc.

### **OTTAWA**

Air Canada  
Air Nova  
Air Nova, Inc  
American Airlines, Inc.  
American Eagle, Inc.  
Atlantic Southeast Airlines  
Business Express Airline, Inc.  
Canadian Regional Airlines (1998) Ltd.  
Chautauqua Airlines, Inc.  
Comair, Inc.  
Continetial Airlines  
Mesaba Aviation, Inc.  
Mesa Airlines  
Miami Air International, Inc.  
Northwest Airlines, Inc.  
Pace Airlines  
Piedmont Airlines, Inc.  
Orca Bay Aviation  
Royal Aviation, Inc.  
United Parcel Service Co.  
US Airways, Inc.

### **PARADISE ISLAND**

Express One International, Inc.  
Paradise Island Airlines, Inc.

## **SHANNON**

Aer Lingus P.L.C.  
Aeroflot Russian International Airlines  
Air Malta  
American Airlines, Inc.  
American Trans Air, Inc.  
Britannia Airways, Ltd.  
Caledonian Airways Limited  
Canadian Airlines International, Ltd.  
Condor Flugdienst GmbH  
Continental Airlines  
Delta Air Lines, Inc.  
Gulf Air Company  
Laker Airways Incorporated  
Northwest Airlines, Inc.  
Royal Jordanian  
Tower Air, Inc.  
Transamerica Airlines  
Translift Airways Ltd.  
TransOcean Airways

## **TORONTO**

Air Canada  
Air Florida Airlines  
Air France  
Air Georgian, Ltd.  
Air Niagara Express, Inc.  
Air Ontario  
Air Transat A.T., Inc.  
Alaska Airlines Inc.  
America West Airlines, Inc.  
American Airlines, Inc.  
American Eagle, Inc.  
American Flyers Airline Corp.  
American Trans Air, Inc.  
Astral Aviation, Inc.

Atlantic Coast Airlines  
Braniff Airways, Inc.  
BWIA International Airways Ltd.  
Caledonian Airways Limited  
Canada 3000 Airlines, Ltd.  
Canadian Airlines International, ltd.  
CanAir Leisure Ltd.  
Capitol Airways, Inc.  
Chautauqua Airlines, Inc.  
Comair, Inc.  
Dan-Air Services, Ltd.  
Eastern Provincial Airways (1963) Limited  
Express One International, Inc.  
Fun Air, Inc.  
McCulloch International Airlines, Inc.  
Miami Air International, Inc.  
Midway Airlines  
Nationair Canada  
Nordair Ltd.  
North Central Airlines  
Pace Airlies  
Planet Airways, Inc.  
Odyssey Aviation Limited  
Orca Bay Aviation  
Ozark Air Lines, Inc.  
Piedmont Airlines, Inc.  
Pilgrim Aviation & Airlines, Inc.  
Quebecair  
Royal Aviation, Inc.  
Saturn Airways  
Sky Trek International Airlines, Inc.  
Skyservice F.B.O., Inc.  
Standard Air Ways, Inc.  
Tempus Air Limited  
Tower Air, Inc.  
Trans World Airlines, Inc.  
Transair Limited

United Airlines, Inc.  
US Airways, Inc.  
Vacationair Inc.  
Wardair Canda (1975) Ltd.  
World Airways, Inc.  
Worldways Canada Ltd.  
Wright Air Lines, Inc.  
Yugoslav Airlines

## **VANCOUVER**

Admiral Cruises, Inc  
Air B. C., Limited  
Air Canada  
Air Niagara Express, Inc.  
Air Transat A.T., Inc.  
AirCal, Inc.  
Alaska Airlines Inc.  
America West Airlines, Inc.  
American Airlines, Inc.  
American Flyers Airline Corp.  
American Trans Air, Inc.  
Amtrack  
British Airways  
Canadian 3000 Airlines, Ltd.  
Canadian Airlines International, Ltd.  
Champion Air  
Continental Airlines  
Costa Cruises, Inc.  
Crystal Cruises, Inc.  
Delta Air Lines, Inc.



Empire Airlines  
EVA Airways, Corporation  
Express One International, Inc.  
Fun Air, Inc.  
Great American Airways, Inc  
Great Northern Airways, Ltd.  
Harbor Airlines  
Harrison Airways, Ltd.  
Holland America Line Westours, Inc.  
International Jet Air, Ltd.  
London Air Services Limited  
Miami Air International, Inc.  
Monarch Cruise Lines, Inc.  
Nomads, Inc.  
North American Airlines, Inc.  
Northwest Airlines, Inc.  
Nouvelle Compagnie de Paquebrots  
Orca Bay Aviation  
Pace Airlines  
Pacific Interstate Airlines  
Premier Aircraft Management, Inc.  
Princess Cruises  
Radisson Seven Seas Cruises  
Royal Aviation, Inc.  
Royal Caribbean Cruise Line  
Royal Cruise Line  
Ryan International Airlines  
San Juan Airlines  
Sky King, Inc.

Sky West Airlines, Inc  
Skylink Airlines Ltd.  
Skyservice F.B.O., Inc.  
Skywest Airlines  
South Pacific Island Airways  
Standard Air Ways, Inc.  
Sundance Cruises, Inc.  
TEM Enterprises  
Trans World Airlines, Inc.  
United Airlines, Inc.  
Universal Airlines, Inc.  
VCHC Enterprises, Limited  
Wardair Canda (1975) Ltd.  
Western Airlines  
WestJet Airlines Ltd.  
World Airways, Inc.  
World Explorer Cruises

#### **VICTORIA**

Airwest Canada  
B.C. Stena Line, Ltd.  
Black Ball Transport, Inc.  
British Columbia Steamship  
Canadian Airlines International, Ltd.  
Canadian Pacific Railway Co.  
Clipper Navigation, Inc.  
Frontier Airlines, Inc.  
Island Jetfoil Corporation  
Miami Air International, Inc.  
Northwest Hydrofoil Corporation  
Princess Cruises  
Royal Cruise Line  
Victoria Rapid Transit  
Washington States Ferries  
Yarmouth Cruises, Inc.

#### **WINNIPEG**

Aero Trades (Western) Ltd.  
Air Canada  
Air Niagara Express, Inc.  
American Trans Air, Inc.  
Azur Airline, Inc.  
Canadian Airlines International, ltd.  
CP Air  
Express One International, Inc.  
Holiday Air of America  
Kelowna Flightcraft Air Charter  
Mesaba Aviation, Inc.  
Miami Air International, Inc.  
Nordair Ltd.  
North Central Airlines  
Northwest Airlines, Inc.  
Royal Aviation, Inc.  
TEM Enterprises  
Trans Air  
Trans World Airlines, Inc.  
VCHC Enterprises, Limited  
Wardair Canda (1975) Ltd.  
WestJet Airlines Ltd.

(Revised IN01-16)

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**Appendix 42-5 Guam Visa Waiver Program Signatory Carriers**  
(Added INS - TM2) (Revised 12/21/98; IN99-05) (Revised  
August 20, 1999)

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**Air Japan Co., Inc**

Air Micronesia, Inc.

Air Nauru

All Nippon Airways Co., Ltd.

Alliance Air, Inc.

ANA

Asiana Airlines, Inc.

Chicago & Southern Air Lines, Inc./Delta-C&S Air L

China Airlines, Ltd.

China Navigation Co. Ltd.

Club Med 2

Continental Air Micronesia

Continental Micronesia

Delta Air Lines, Inc.

Eva Air

EVA Airways Corporation

Far Eastern Air Transport Corp.

Freedom Air

Frontier Cruises Ltd.

Guam Marianas Air

JAL

Japan Airlines Co., Ltd.

Japan Asia Airways Co. Ltd.

Korean Air Lines

Mitsui O.S.K. Lines, (Passenger) Ltd.

Nippon Yusen Kaisha (NYK)/Crystal Cruises/NYK Line  
Nishinoh Kisen Co., Ltd.  
Nishinoh Kisen Co., Ltd  
Northwest Airlines, Inc.  
Northwest AirlinK  
Northwest Orient Airlines  
NYK Cruises Co., Ltd.

Pacific Island Aviation, Inc.  
PT Airfast Indonesia

Services & Transports Cruise Lines 2  
Services et Transports  
Showa Line, Ltd.

WAC  
World Air Network Co., Ltd.

(Revised IN01-16)

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**Appendix 42-6****Section 273(e) MOU Signatory Carriers**

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ACES Airlines  
Aeroflot Russian International Airlines  
Aerolineas Argentinas  
Aerolineas Nicaraguense, S.A.  
**Aeropostal Alas de Venezuela, C.A.**  
Air Aruba, N.V.  
Air China  
Air Espana, S. A.  
Air France  
Air India, Limited  
Air Jamaica Limited  
Air New Zealand Limited  
Airours Int'l. Airways, Ltd.  
All Nippon Airways Co., Ltd.  
American Airlines, Inc.  
American Eagle, Inc.  
American Trans Air, Inc.  
Antilliaanse Luchtvaart Maatschappij Asiana Airlines, Inc.  
Austrian Airlines  
Aviateca S.A.  
Bahamasair Holdings, Ltd  
Balair A G  
Britannia Airways, Ltd.  
British Airways  
British Midland Airways, Ltd.  
BWIA International Airways Ltd.  
Carnival Cruise Lines, Inc.  
Cathay Pacific Airways, Ltd.  
Cayman Airways, Ltd.  
China Airlines, Ltd.  
China Eastern Airlines  
Continental Airlines  
Continental Micronesia  
Czech Airlines

Delta Air Lines, Inc.  
Ecuatoriana de Aviacion, S.A.  
Egyptair  
El Al Israel Airlines Ltd.  
Executive Airlines, Inc.  
Finnair Oyj  
Gulfstream International Airlines, Inc.  
Icelandair  
Japan Airlines Co., Ltd.  
KLM-Royal Dutch Airlines  
Korean Air Lines  
Liat (1974) Ltd.  
Linea Aerea Nacional-Chile, S.A.  
Lineas Aereas Costarricenses, S.A.  
Lloyd Aereo Boliviano, S.A.  
LTU International Airways  
Lufthansa German Airlines  
Malaysian Airline System Berhad  
Malev-Hungarian Airlines Public Limited  
Martinair Holland, N.V.  
North American Airlines, Inc.  
Northwest Airlines, Inc.  
Premier Cruise Lines  
Princess Cruises  
Qantas Airways, Ltd.  
Royal Air Maroc  
Royal Jordanian  
Saudi Arabian Airlines  
Servicios Avenza, S.A.  
Singapore Airlines, Ltd.  
Smith's Ferry Services, Ltd.  
South African Airways  
Spanair, S.A.  
Swiss Air Transport Co., Ltd.  
Taca International Airlines, S.A.  
TAP - Air Portugal  
TAROM - Romanian Air Transport  
Thai Airways International, Ltd.  
Tower Air, Inc.  
Trans World Airlines, Inc.  
Turkish Airlines, Inc.  
Ukrainian State Airline  
US Airways, Inc.  
United Airlines, Inc.  
Uzbekistan Airways  
Varig  
Viacao Aerea Sao Paulo, S.A. (VASP)

Windward Island Airways International N.V.

(Revised IN01-16)



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## Appendix 42-7      Section 273(e) Sample MOU

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### United States Immigration and Naturalization Service Section 273(E) Memorandum of Understanding

#### United States Immigration and Naturalization Service Section 273(e) Memorandum of Understanding

This voluntary Memorandum of Understanding (MOU) is made between \_\_\_\_\_ (hereafter referred to as the "Carrier") and the United States Immigration and Naturalization Service (hereafter referred to as the "INS"). The purpose of this MOU is to identify the responsibilities of each party to improve the performance of the Carrier with respect to its duty under **section 273** of the Immigration and Nationality Act (the Act) to prevent the transport of improperly documented aliens to the United States. Based on the Carrier's Performance Level (PL) in comparison to the Acceptable Performance Level (APL) or Second APL (APL2) set by the INS, and based upon compliance with the other stipulations outlined in the MOU, the INS may refund, reduce, or waive a part of the Carrier's section 273 of the Act administrative penalties. The MOU cannot, by law, exempt the Carrier from liability for civil penalties. Although taking the steps set forth below will not relieve the Carrier of liability from penalties, the extent to which the Carrier has complied with this MOU will be considered as a factor in cases where the INS may reduce, refund, or waive a fine. It is understood and agreed by the parties that this MOU is not intended to be legally enforceable by either party. No claims, liabilities, or rights shall arise from or with respect to this MOU except as provided for in the Act or the Code of Federal Regulations. Nothing in this MOU relieves the Carrier of any responsibilities with respect to United States laws, the Act, or the Code of Federal Regulations. This document, once jointly endorsed, will serve as a working agreement to be utilized for all fines cases relating to **section 273** of the Act, and reflects the mutual understanding of the Carrier and the INS. This MOU shall take effect immediately upon its approval by the Assistant Commissioner for Inspections and shall be a valid working document and shall expire on September 30, 2001. The Carrier's compliance with the MOU shall be evaluated periodically. The Carrier shall be notified in writing of its PL and the overall APL for each rating period. Accordingly, the Carrier agrees to begin prompt and complete implementation of all of the terms listed in this MOU. With 30 days written notice, either party may terminate this MOU, for any reason, to include the INS' termination of this MOU for the Carrier's failure to abide by its terms. Any subsequent fines will be imposed for the full penalty amount.

#### Memorandum of Understanding

##### 1. Introduction

- 1.1 The Assistant Commissioner for Inspections shall exercise oversight regarding the Carrier's compliance with this MOU.
- 1.2 The Carrier agrees to begin implementation of the provisions set forth below immediately upon signing and receipt of the MOU signed by the Assistant Commissioner for Inspections.
- 1.3 The Carrier agrees to permit the INS to monitor its compliance with the terms of this MOU. The Carrier shall permit the INS to conduct an inspection of the Carrier's document screening procedures at ports of embarkation before arrival in the United

States, to determine compliance with the procedures listed in this MOU, to the extent permitted by competent local authorities responsible for port access and security. If necessary, the carrier agrees to use its good offices to obtain this permission.

- 1.4 The Carrier agrees to designate a coordinator to be the contact point for all issues arising from the implementation of this MOU. The Carrier shall provide the INS with the coordinator's name, title, address, telephone number, and facsimile number.
- 1.5 The Carrier shall require that all of its employees, including its representatives, follow the provisions of this MOU, and comply with all requirements of the Act. The Carrier further agrees to cooperate with the INS in an open two-way exchange of pertinent information.

## **2. Prompt Payment**

- 2.1 The INS agrees to authorize a reduction in fine penalties based on compliance with this MOU only if the Carrier has paid all administrative fines, liquidated damages, and user fees. This includes interest and penalties that have been imposed by either a formal order or final decision, except cases on appeal.
- 2.2 The Carrier agrees to promptly pay all administrative fines, liquidated damages, and user fees. This includes interest and penalties that are imposed by a formal order or a final decision during the time this MOU is in effect, except cases on appeal. Prompt payment for the purposes of this MOU means payments made within 30 days from the date of billing.
- 2.3 The INS shall periodically review the Carrier's record of prompt payment for administrative fines, liquidated damages, and user fees including interest and penalties. Failure to make prompt payment will result in the loss of benefits of the MOU.
- 2.4 The Carrier agrees to select a person from its organization as a contact point in the INS Office of Finance for the resolution of payment issues. The Carrier shall provide the INS with the contact person's name, title, address, telephone number, and facsimile number.

## **3. Carrier Agreement**

- 3.1 The Carrier shall refuse to knowingly carry any improperly documented passenger.
- 3.2 The Carrier agrees to verify that trained personnel examine and screen passengers' travel documents to confirm, to the best of their ability, that the passport, visa (if one is required), or other travel documents presented are valid and unexpired, and that the passenger, and any accompanying passenger named in the passport, is the apparent rightful holder of the document.
- 3.3 The Carrier agrees to conduct additional document checks when deemed appropriate, to verify that all passengers, including transit passengers, are in possession of their own, and proper, travel documents as they board the aircraft, and to identify any fraudulent documents.
- 3.4 The Carrier agrees to permit INS and State Department Consular officials to screen passengers' travel documents before or after the Carrier has screened those passengers for boarding, to the extent permitted by the competent local authorities responsible for port access and security. If necessary, the carrier agrees to use its good offices to obtain this permission.
- 3.5 In cases involving suspected fraud, the Carrier shall assess the adequacy of the documents presented by questioning individuals or by taking other appropriate steps to corroborate the identity of the passengers, such as requesting secondary identification.
- 3.6 Following notification by the INS, or its representative, about a particular passenger or passengers, the carrier shall refuse to knowingly transport any such individual determined by an INS official not to be in possession of proper documentation to enter or pass through the United States. Transporting any improperly documented passenger so identified may result in a civil penalty. At locations where there is no INS presence, carriers may request State Department Consular officials to examine and advise on authenticity of passenger documentation. State Department Consular officials will act in an advisory capacity only.
- 3.7 Where the Carrier has refused to board a passenger based on a suspicion of fraud or other lack of proper documentation, the Carrier agrees to make every effort to notify other carriers at that port of embarkation about that passenger, to the extent permitted by competent local authorities responsible for port access and security. If necessary, the carrier agrees to use its good offices to obtain this permission.
- 3.8 The Carrier shall maintain a reasonable level of security designed to prevent passengers from circumventing any Carrier document checks. The Carrier shall also maintain an adequate level of security designed to prevent stowaways from boarding the Carrier's aircraft or vessel.
- 3.9 The Carrier agrees to participate in INS training programs and utilize INS Information Guides and other information provided by

the INS to assist the Carrier in determining documentary requirements and detecting fraud.

- 3.10 The Carrier agrees to make the INS Information Guides and other information provided by the INS readily available for use by Carrier personnel, at every port of embarkation.
- 3.11 The Carrier agrees to make appropriate use of technological aids in screening documents including ultra violet lights, magnification devices, or other equipment identified by the INS to screen documents.
- 3.12 The Carrier agrees to expeditiously respond to written requests from the appropriate INS official(s) for information pertaining to the identity, itinerary, and seating arrangements of individual passengers. The Carrier also agrees to provide manifests and other information, required to identify passengers, information and evidence regarding the identity and method of concealment of a stowaway, and information regarding any organized alien smuggling activity.
- 3.13 Upon arrival at a Port-of-Entry (POE) and prior to inspection, the Carrier agrees to notify INS personnel at the POE of any unusual circumstances, incidents, or problems at the port of embarkation involving the transportation of improperly documented aliens to the United States.
- 3.14 The Carrier agrees to notify the Assistant Commissioner of Inspections, in writing, if it is unable to comply with any section of the MOU because of local law or local competent authority. The Carrier shall list the specific section of the MOU with which it is unable to comply and, to be in compliance with the MOU, shall notify the Service within ten (10) days after becoming cognizant of this prohibition to comply. Further, in such instances the Carrier shall propose alternative means for meeting the objective sought by the paragraph in question. For instance, where review of foreign boarding procedures cannot be performed by INS personnel, the Carrier could provide that an audit of its operation be performed by local authorities or by private auditors.

#### **4. INS Agreement**

- 4.1 The Director of the National Fines Office will serve as a coordinator for all issues arising from the implementation of this MOU. The INS shall provide the carrier with the coordinator's name, address, telephone number, and facsimile number.
- 4.2 The INS agrees to develop an Information Guide to be used by Carrier personnel at all ports of embarkation prior to boarding passengers destined to the United States. The Information Guide will function as a resource to assist Carrier personnel in determining proper documentary requirements and detecting fraud.
- 4.3 The INS agrees to develop a formal, continuing training program to assist carriers in their screening of passengers. Carriers may provide input to the INS concerning specific training needs that they have identified. Initial and annual refresher training will be conducted by the INS or Carrier representatives trained by the INS.
- 4.4 To the extent possible, INS and State Department Consular officials will consult, support, and assist the Carrier's efforts to screen passengers prior to boarding.
- 4.5 The INS shall determine each Carrier's Performance Level (PL) based on statistical analysis of the Carrier's performance, as a means of evaluation whether the Carrier has successfully screened all of its passengers in accordance with **8 CFR 273.3** and this MOU. The PL is determined by taking the number of each Carrier's violations of **section 273** of the Act for a fiscal year<sup>1</sup> and dividing this by the number of documented nonimmigrants (i.e., those nonimmigrants that submit an Arrival/Departure Record, Form **I-94**, **I-94T**, or **I-94W**) transported by the Carrier and multiplying the result by 1,000.
- 4.6 The INS shall establish an Acceptable Performance Level (APL), based on statistical analysis of the performance of all carriers, as a means of evaluating whether the Carrier has successfully screened all of its passengers in accordance with **8 CFR 273.3** and this MOU. The APL shall be determined by taking the total number of all carrier violations of **section 273** of the Act for a fiscal year<sup>1</sup> and dividing this by the total number of documented nonimmigrants (i.e., those nonimmigrants that submit an Arrival/Departure Record, Form **I-94**, **I-94T**, or **I-94W**) transported by all carriers for a fiscal year and multiplying the result by 1,000.
- 4.7 The INS shall establish a Second Acceptable Performance Level (APL2), based on statistical analysis of the performance of all carriers at or better than the APL, as a means of further evaluating carrier success in screening its passengers in accordance with **8 CFR 273.3** and this MOU. Using carrier statistics for only those carriers which are at or better than the APL, the APL2 shall be determined by taking the total number of these carrier violations of **section 273** of the Act for a fiscal year<sup>1</sup> and dividing by the total number of documented nonimmigrants (i.e., those nonimmigrants that submit an Arrival/Departure Record, Form **I-94**, **I-94T**, or **I-94W**) transported by these carriers and multiplying the result by 1,000.
- 4.8 The PL, APL, and APL2 may be recalculated periodically as deemed necessary, based on Carrier performance during the previous period(s).

- 4.9 Carriers whose PL is at or better than the APL are eligible to receive an automatic 25 percent reduction, if signatory to and in compliance with this MOU, on fines imposed under section 273 of the Act for periods determined by the INS.
- 4.10 Carriers whose PL is at or better than the APL2 are eligible to receive an automatic 50 percent reduction, if signatory to and in compliance with this MOU, on fines imposed under **section 273** of the Act for periods determined by the INS.
- 4.11 If the Carrier's PL is not at or better than the APL, the Carrier may receive an automatic 25 percent reduction in fines, if it meets certain conditions, including being signatory to and in compliance with the MOU, and the carrier submits evidence that it has taken extensive measures to prevent the transport of improperly documented passengers to the United States. This evidence shall be submitted to the Assistant Commissioner for Inspections for consideration. Evidence may include, but is not limited to, the following: (1) Information regarding the Carrier's training program, including participation of the Carrier's personnel in any INS, Department of State (DOS), or other training programs and the number of employees trained; (2) information regarding the date and number of improperly documented aliens intercepted by the Carrier at the port(s) of embarkation, including, but not limited to, the aliens' name, date of birth, passport nationality, passport number or other travel document information, and reason boarding was refused, if otherwise permitted under local law; and, (3) other evidence, including screening procedure enhancements, technological or otherwise, to demonstrate the Carrier's good faith efforts to properly screen passengers destined to the United States.
- 4.12 The Carrier may defend against imposition or seek further reduction of an administrative fine if the case is timely defended pursuant to **8 CFR part 280**, in response to the Form I-79, Notice of Intent to Find, and the Carrier establishes that mitigating or extenuating circumstances existed at the time of the violation.
- 4.13 Nothing in this MOU precludes a carrier from seeking fine reduction, refund, or waiver under **8 CFR 273.4**.

\_\_\_\_\_ Dated: \_\_\_\_\_  
 (Representative's Signature)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Carrier Name)

\_\_\_\_\_ Dated: \_\_\_\_\_  
 Assistant Commissioner, Office of Inspection,  
 United States Immigration and Naturalization Service.

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**Appendix 43-1 Administrative Fines & Liquidated Damages Under the INA (Added INS - TM2)**

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**ADMINISTRATIVE FINES & LIQUIDATED DAMAGES UNDER THE INA**

INA SEC	CIRCUMSTANCE	PENALTY	MITIGATION
231(a)	No I-94 or wrong type of I-94 upon arrival.	\$330	NO
231(b)	Non-submission or improper completion of I-94 at departure.	\$330	NO
234	No advance notice of aircraft arrival or aircraft landing at unauthorized place.	\$2,200	YES
233	Breach of Transit Without Visa (TWOV) Agreement (Liquidated Damages).	\$500	NO
243(c)	Failure to remove passenger as ordered [ref. 241(d)(3)].	\$2,000	NO
	Failure to pay passenger removal expenses as ordered [ref. 241(e)].	\$2,000	NO
	Failure to receive back passenger as ordered [ref. 241(d)(1)].	\$2,000	NO
	Failure to detain stowaway until inspected [ref. 241(d)(2)].	\$2,000	NO
	Failure to pay for stowaway removal as ordered [ref. 241(e)].	\$2,000	NO
	Failure to remove stowaway as ordered [ref. 241(d)(2)(C)].	\$5,000	NO

251	Failure to provide complete list of alien crew upon arrival.	\$220	NO
	Failure to report illegally-landed alien crew.	\$220	NO
	Failure to provide complete list of alien crew upon departure.	\$220	NO
	Performance of unauthorized longshore work by alien crew [ref. 258].	\$5,500	NO
254(a)(1)	Failure to detain alien crewman prior to inspection.	\$3,300	YES
254(a)(2)	Failure to detain alien crewman as ordered.	\$3,300	YES
254(a)(3)	Failure to remove alien crewman as ordered.	\$3,300	YES
255	Employment on passenger vessels of crewmen with certain afflictions.	\$1,100	YES
256	Improper discharge of alien crewman.	\$3,300	YES
257	Bringing alien to the U.S. as crewman with intent to evade INS laws.	\$11,000	YES
271	Failure to prevent unauthorized landing of aliens	\$3,300	YES
272	Bringing an alien subject to refusal on a health-related ground.	\$3,300	NO
273(a)(1)	Bringing an alien without a valid unexpired entry document.	\$3,300	YES
273(a)(2)	Taking a fee, deposit or consideration in attempt to avoid 273(a)(1) liability.	\$3,300	NO

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## **Appendix 43-2 Precedent Decisions Relating to Fines (Added INS - TM2) (Revised July 21, 2000)**

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**Section 231.** Lists of alien and citizen passengers arriving or departing the U.S.

Incorrectly prepared forms - liability. Matter of Plane N-102-A, 6 I&N Dec. 628 (BIA 1955)

History of errors and warnings - liability. Matter of Pawa Plane No. 715, 8 I&N Dec. 694 (BIA 1960)

No knowledge of stowaway's presence - no liability. Matter of SS Lionne, 8 I&N Dec. 19 (BIA 1958)

Delay presenting departure manifest due to loss in mails - liability. No mitigation or remission. Matter of SS Castel Felice, 11 I&N Dec. 831 (BIA 1966);

Failure to present arrival - departure card per alien - liability. Matter of Aeromexico Flight #142, 15 I&N Dec. 392 (BIA 1975);

**Section 234.** Control of aircraft. (Section 239 prior to April 1, 1997.)

Section 239 provisions are inapplicable to section 273 fines. Matter of Plane Cut -- 480, 5 I&N Dec. 226 (BIA 1953)

The maximum penalty imposed is per aircraft, not per violation / The number of violations bears upon mitigation or remission. Matter of Howard Aircraft N-813, 7 I&N Dec. 584 (BIA 1957)

Unintentional violation - possible mitigation. Matter of Aircraft No. N- 2476ZU, 11 I&N Dec. 73 (BIA 1965)

Owner was not pilot - no defense to liability. Matter of Aircraft N-3281-Z, 13 I&N Dec. 409 (BIA 1969)

INS denies pilot's request for personal interview - collection proceeding canceled. Matter of Beechcraft B-9,

17 I&N Dec. 147 (BIA 1979)

**Section 243.** Removal of Stowaways (Section 273(d) prior to April 1, 1997)

All measures taken to prevent an alien's escape and master's prompt action led to alien's capture - liability. Matter of M/V Spencer, 5 I&N Dec. 563 (BIA 1953).

**Section 251.** Lists of alien crewmen; reports of illegal landings; performance of unauthorized longshore work.

Master of U.S. -owned vessel fails to provide list of names and nationalities of alien crewmen - liability. Matter of SS American Eagle, 7 I&N Dec. 235 (BIA 1956)

Clerical errors in manifest; no opportunity for correction; repeated warning - liability. Matter of Pawa Plane No 774, 7 I&N Dec. 403 (BIA 1957);.

No remission permitted if fail to report desertion within 24 hours. Matter of M/V Trinity Mariner, 16 I&N Dec. 508 (BIA 1978).

**Section 254.** Control of alien crewmen.

Failure to detain after notice to do so - agents liable. Matter of SS Lake Minnew Anka, 5 I&N Dec 296 (BIA 1953);.

Alien crewman lacking nonimmigrant visa and not on visaed crew list is not detained - liability. Matter of SS. Greystoke Castle and M/V Western Queen, 6 I&N 112 (BIA 1954)

Section 254 inapplicable to alien crewman where U.S.-owned vessel never stops at foreign port. Matter of SS. American Eagle, 7 I&N Dec. 235 (BIA 1956)

a) Separate notice to detain never issued, alien crewman deserts - liability; b) Agents for charterers may be liable. Matter of SS. Marilena, 7 I&N Dec. 453 (BIA 1957)

Notice to detain not required for liability. Matter of M/V Arnfinn Stange, 8 I&N Dec. 639 (BIA 1960)

Alien crewman drowns while escaping - no liability. Matter of SS Bellina, 9 I&N Dec. 62 (BIA 1960)

The maximum penalty applies per crewman per trip, not per violation. Matter of M/V Signeborg, 9 I&N Dec. 6 (BIA 1960)

Alien crewman returned to ship by INS after being taken ashore for fingerprinting then deserts - liability. Matter of M/S Tenna Dan, 9 I&N Dec. 564 (BIA 1962)



Prerequisite to fine liability: No notice of Intention to Fine and Notice to Detain must be served. Matter of M/V Hellenic Leader, 10 I&N Dec. 737 (BIA 1964)

Alien crewman denied landing privileges yet taken ashore for medical treatment - escapes- liability. Matter of M/S Panaghia Throskepasti, 10 I&N Dec. 360 (BIA 1963)

Alien crewman, during course of duties, stands on pier to assist debarking passengers - no liability. Matter of M/S Berlin, 10 I&N Dec. 607 (BIA 1964)

Extent of mitigation is determined by reasonableness, not effectiveness, or precautions exercised. Matter of M/V Clydefield, 10 I&N Dec. 165 (BIA 1963)

Failure to present crewman for inspection - no liability, absent proof of alien's departure. Matter of M/V Pacific Ocean, 11 I&N Dec. 475 (BIA 1966)

No evidence submitted by carrier that illegal landing did not occur - liability. Matter of M/T Dona Maria, 11 I&N Dec. 596 (BIA 1966)

Mitigation warranted where master, officers or vessel cooperate with INS regs. Matter of M/V Tung An, 11 I&N Dec. 700 (BIA 1966)

Alien escapes from medical installation under government supervision - no liability. Matter of M/V Zarathrusta, 11 I&N Dec. 245 (BIA 1965)

Alien crewmen apprehended swimming ashore - no liability. Matter of S/S Captain Demosthenes, 13 I&N Dec. 345 (BIA 1969)

Despite lack of notice, where record shows regulations were fully adhered to - liability. Matter of M/V Oceanic Amity, 13 I&N Dec. 418 (BIA 1969)

Alien crewman escapes via lifeboat after vessel has left U.S. port - liability. Matter of M/V Halcyon Wave, 13 I&N Dec. 92 (BIA 1968)

Evidence shows alien crewman deserted before inspection -liability. Matter of M/V Oceanic Peace, 14 I&N Dec. 51 (BIA 1972)

Crewman admitted in TWOV status deserts after joining vessel - liability. Matter of M/V Ferrol, 14 I&N Dec. 18 (BIA 1972)

Crewman admitted in TWOV status; vessel not then and not expected to be in U.S. - no liability. Matter of

M/T Dona Rita, 15 I&N Dec. 718 (BIA 1976)

Single fine accrues for one or multiple violations by same crewman. Matter of M/V Trinity Mariner, 16 I&N Dec. 508 (BIA 1978);

INS may not impose two fines for same misfeasance. Matter of S/T Grand Zenith, 16 I&N Dec. 460 (BIA 1977).

**Section 256.** Failure to pay off / discharge alien crewman.

Master acts without agent's knowledge - agent liable. Matter of SS. Captain K. Papzoglou, 5 I&N Dec. 567 (BIA 1953)

Fine provisions inapplicable to public vessels. Matter of U.S. Naval Ship General Mason M. Patrick, 5 I&N Dec. 572 (BIA 1953)

Direct evidence of violation not required. Matter of SS. Republic, 5 I&N Dec. 663 (BIA 1954)

Crewman discharged but not paid off - liability. Matter of SS Ciudad de Barquisimeto, 6 I&N Dec. 311 (BIA 1954)

Master discharged self; agent had nothing to do with his replacement - agent liable. Matter of SS. Kamma Dan, 6 I&N Dec. 518 (BIA 1955)

Crewman stricken at sea, paid off and discharged, transferred to another vessel - liability - exceptions. Matter of SS. Loch Avon, 7 I&N Dec. 215 (BIA 1956)

Deserting crewman paid off while in INS constructive control - no liability. Matter of SS. Evimar, 7 I&N Dec. 350 (BIA 1956);

Payoff and discharge merely transferred employee relationship to new owner - no liability. Matter of SS. Federal Commerce, 8 I&N Dec. 366 (BIA 1959);

Alien crewman paid off and discharged leaves U.S. temporarily and is uncontrollably delayed in rejoining vessel - no liability. Matter of Yacht Caribbean Star, 9 I&N Dec. 272 (BIA 1961)

a) Separate fine per crewman, not per vessel; b) Vessel's operations or purposes are irrelevant to liability. Matter of HMS Bounty, 10 I&N Dec. 391 (BIA 1963)

No evidence of payoff and discharge - no liability. Matter of M/S Valiant Trader, 14 I&N Dec. 688 (BIA 1974)

Alien lawfully admitted to U.S. for permanent residence -liability exception. Matter of M/V Bergen Juno, 16 I&N Dec. 102 (BIA 1977)

Crewman paid off and discharged without Attorney General's consent - liability. Matter of S/T Grand Zenith, 16 I&N Dec. 460 (BIA 1977)

**Section 271.** Prevention of unauthorized landing of aliens in the United States.

Alien fails to appear for additional required examination - liability. Matter of Plane NC SJD 004, 5 I&N Dec. 482 (BIA 1953)

Due diligence by carrier permits mitigation - but remains liable. Matter of Plane N-8224-H, 6 I&N Dec. 594 (BIA 1955)

Alien crewman employed on U.S.-owned vessel - section 271 inapplicable. Matter of SS. American Eagle, 7 I&N Dec. 235 (BIA 1956).

Ship's officer assisted and concealed alien stowaways on board - no liability. Matter of D- - -, 8 I&N Dec. 323 (BIA 1959)

Failure to present alien passenger for deferred inspection - liability. Matter of TACA International Airlines Plane Flight 110, 13 I&N Dec. 390 (BIA 1969)

No evidence carrier made earnest effort to locate alien who absconded - minimal mitigation. Matter of Northwest Airlines Aircraft, Flight Number 4, 13 I&N Dec. 840 (BIA 1971)

Alien crewman admitted in TWOV status to join vessel - no liability. Matter of M/V Trinity Mariner, 16 I&N Dec. 508 (BIA 1978)

Inability to fine is absolute; lack of knowledge is irrelevant. Matter of Southern Pacific Railroad Bridge, 16 I&N Dec. 209 (BIA 1977)

After "landing" properly, alien effects an illegal entry without leaving the U.S. - no liability. Matter of Lewiston-Queenston Bridge, 17 I&N Dec. 410 (BIA 1980)

**Section 272.** Bringing in aliens subject to exclusion on a health-related ground.

Neither carrier nor physician had reason to suspect mental problems from alien's appearance and behavior - no liability. Matter of SS. United States, 6 I&N Dec. 467 (BIA 1954)

In-transit agreement or documentary waiver - still liable. Matter of Plane CF- CUR, 7 I&N Dec. 209 (BIA 1956)

**Section 273.** Unlawful bringing of aliens into the United States (lack of a valid passport or visa (See Outcome of Deferred Inspections & TWOVs Not Presented this chapter); or failure to deport a stowaway. Reduction, waiver or refund permitted for violations occurring on or after December 29, 1994.

Individual waiver of nonimmigrant documents - no defense to liability. Matter of SS Florida, 6 I&N Dec. 85 (BIA 1954)

Where visa is not required - no liability. Matter of Plane CCA CUT 532, 6 I&N Dec. 262 (BIA 1954)

Alien without visa does not intend to leave vessel - liability. Matter of M/S Amagisan Maru, 6 I&N Dec. 362 (BIA 1954)

No evidence that a particular alien comes within an agreement to allow certain aliens to enter in TWOV status - liability. Matter of Plane N - - 90674, 6 I&N Dec. 570 (BIA 1955)

Waiver of documents granted to returning resident alien -liability. Matter of PAA Flight 204, 6 I&N Dec. 810 (BIA 1955)

Alien crewmen without visas - section 273 inapplicable. Matter of SS. Greystoke Castle and M/V Western Queen, 6 I&N Dec. 112 (BIA 1954)

Diplomatic officer and household lack visas - liability. Matter of SS. Liberte, 6 I&N Dec. 204 (BIA 1954)

Government has contracted obligation to reimburse carrier for payment of any penalty - carrier liable. Matter of Plane N - - 6104 - -C, 6 I&N Dec 819 (BIA 1955)

Prerequisite to liability: Notice to Detain and Notice of Intention to Fine must be served on same party. Matter of SS. Morning Light, 7 I&N Dec. 280 (BIA 1956)

Carrier did not ensure Canadian citizens with U.S. residence possess reentry documents - liability. Matter of CPA Plane Flight 301, 7 I&N Dec. 329 (BIA 1956)

Alien falls under standing waiver published in regulations - no liability. Matter of Plane CUT - - 604, 7 I&N Dec. 701 (BIA 1958)

Subsequently published regulation relieves carrier of liability - liability. Matter of KLM Plane PH-LKA, 7 I&N Dec. 704 (BIA 1958)

Carrier signatory to Overseas Agreement - no liability. Matter of Canadian Pacific Airlines, 8 I&N Dec. 8 (BIA 1957)

Passenger in TWOV status without passport or other entry document - liability. Matter of PAA Plane Flight 896/10, 8 I&N Dec. 498 (BIA 1959)

Waiver of documents or parole is no defense of liability. Matter of Plane F- BHSQ, 9 I&N Dec. 595 (BIA 1062)

Alien paroled into U.S. and subsequently granted waiver of visa requirement - no liability. Matter of Flight SR-4, 10 I&N Dec. 197 (BIA 1963)

Carrier *may offer evidence on the question of due diligence*. Matter of SS. Ryndam, 10 I&N Dec. 240 (BIA 1963)

Passenger without visa, presented as nonimmigrant visitor for business - liability. Matter of Aircraft VT-DJK, 12 I&N Dec. 267 (BIA 1967)

Visa forms not sealed - no defense to liability. Matter of M/V Guadalupe, 13 I&N Dec. 67 (BIA 1968)

Suspension of TWOV regulations is exempt from notice and comment regulations. Matter of Swissair Flight SR 164, 15 I&N Dec. 291 (BIA 1974)

INS records establish liability absent carrier's contradictory evidence. Matter of Swissair Flight SR 168, 15 I&N Dec. 372 (BIA 1975)

Family of ship's officers are not "crewmen". Matter of M/T Rajendra Prasad, 16 I&N Dec. 705 (BIA 1979)

A listing of persons to be detained is not alone sufficient notice. Matter of M/V Rio Calchaqui, 16 I&N 323 (BIA 1977)

Carrier ensures all passengers have met visa requirements. Matter of M/V Runaway, 18 I&N Dec. 127 (BIA 1981)

Evidence of "affirmative misconduct". Matter of M/V Solemn Judge, 18 I&N Dec. 186 (BIA 1982)

Presumption that owner of vessel participated in bringing undocumented aliens to U.S. may be rebutted. Matter of M/V Coral Springs, 18 I&N Dec. 229 (BIA 1982)

Presumption that owner of vessel participated in bringing undocumented aliens to U.S. may be rebutted. Matter of M/V Snail's Pace, 18 I&N Dec. 233 (BIA 1982)

The carrier's intent does not affect liability; reasonable diligence is decided on a case-by-case basis. Matter of M/V "Emma", **18 I&N Dec. 40** (BIA 1981).

A Service decision must state specific reasons for determination. Matter of Air India "Flight No. 101", **I. D. 3315** (BIA 1997).

Carrier is subject to fine where alien is granted parole instead of waiver. Matter of United Airlines "Flight UA 802", **I. D. 3396** (BIA 1997).

Granting a waiver to an undocumented LPR does not relieve the carrier of fine liability. Matter of Air India "Flight No. 101", **I. D. 3388** (BIA 1999).

Liability is not incurred where carrier demonstrates, by a preponderance of evidence, that it could not have ascertained that the individual transported was an alien and that a valid passport and visa was required. Matter of Varig Brazilian Airlines "Flight No. 830", **I. D. 3304** (BIA 1996 and 1997).

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INSERTS PLUS/Inspectors Field Manual/Appendix 43-3 Personal Interview Guidelines (Added INS - TM2)

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## **Appendix 43-3 Personal Interview Guidelines (Added INS - TM2)**

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### **Important Notice**

#### **Personal Interview Guidelines**

A personal interview is authorized under 8 CFR 280.12. Procedures for conducting a personal appearance are contained in 8 CFR 280.13. The National Fines Office (NFO) has established specific procedures for a request for a personal interview.

In order for a personal interview to be conducted, the request must be made in conjunction with the written defense and submitted within 30 days of service of the Notice of Intent to Fine, Form I-79 (8 CFR 280.12).

The immigration officer assigned to conduct the personal interview shall contact the representative of the carrier to set a date and time for the personal interview at the NFO, or a telephonic interview in lieu of a personal interview at the NFO.

If additional evidence is to be presented by the representative during a personal interview, the evidence must be submitted at the time of the personal interview. If a telephonic interview is to be conducted and additional will be presented, the representative must submit the documentation at least 24 hours before the start of the telephonic interview for consideration and inclusion in the file.

Once a date and time for the personal or telephonic interview have been established, the representative is obliged to appear in person for the personal interview or telephonically contact the NFO for the telephonic interview on the scheduled date and time.

If the representative cannot appear for the personal interview or cannot call for the telephonic interview on the scheduled date and time, the representative must call the NFO at least 24 hours in advance to reschedule the interview. The immigration officer will reschedule one additional date on which the personal or telephonic interview is to be held. The rescheduled interview date will be set within thirty (30) days of the original

interview date and must be conducted and completed within that time frame.

If the representative fails to appear or telephonically contact the NFO on the date and time that has been rescheduled by the immigration officer, the representative will have forfeited his or her opportunity to discuss or present information regarding those determined cases. The immigration officer will make a decision on the case based upon the existing record.

The immigration officer assigned to conduct the personal interview may limit the discussion of a particular case to a reasonable time period at his or her discretion. The immigration officer may also limit the total time period allotted in a day for the scheduled personal or telephonic interview.

In the discretion of the immigration officer assigned to conduct the personal interview, the representative may also discuss another case assigned for personal interview to the same officer, provided that the written defense and any additional evidence relevant to that other case has been filed. The representative may not discuss any case for which no request for a personal interview has been made, nor any case assigned to another immigration officer.

The immigration officer will prepare a report of the personal or telephonic interview, summarizing the evidence and containing his or her findings and recommendation, and present it to the Director of the NFO. (8 CFR 280.13).

A case decision will be mailed to the representative after the case is reviewed by the Director. Official notification will be made in the form of a Formal Order and a Bill, or a Notice of Termination of Proceedings.

The Service does not have jurisdiction of a case once it is pending before the Board of Immigration Appeals (BIA). Any request for oral argument must then be made according to the BIA's rules of procedure.

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## **Appendix 46-1 INS Fee Collection Procedures**

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**I. DEFINITIONS AND FORMS**

**A. DEFINITIONS**

**Accountable Officer** – Any government employee who by reason of his or her employment is responsible for or has custody of government funds.

**Agency Location Code (ALC)** – A numeric symbol issued by Treasury to agencies used to identify deposits, documents, and accounting reports prepared by or for INS. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

**Cashier** – INS employee authorized to collect fees. This may be an Immigration Aide or Immigration Inspector.

**Change Fund** – A fund established in accordance with applicable principles and standards of the Department of the Treasury and the INS for an amount not to exceed \$500. Change Funds are used to make change for fees paid in cash in U. S. currency only.

**CIN** – CASH-LINK Identification Number. This number is provided by the INS Debt Management Center. (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)

**Checks** – As used in this manual, the term includes checks drawn on Treasury and postal money orders, as well as other checks, drafts, and money orders.

**Cutoff Time** – A time predesignated by a bank beyond which deposits or other transactions will be deferred to the next banking day.

**Debt Management Center (DMC)** - Immigration and Naturalization Service Finance Office located in Vermont to which all deposit forms, records, and data are sent for reconciliation with Treasury's CASH-LINK system and for long-term record retention.

**Deposit (same day)** – A deposit made before the cutoff time on the day the funds were received by the agency. For example, if the agency receives funds for deposit at 10 a.m. on Monday and makes the deposit to the bank by the cutoff time of 2 p.m. on Monday, the depository's cutoff time requirements are met.

**Depository** – A bank into which a deposit is made for the credit of the U.S. Treasury. These include Federal Reserve Banks as well as commercial banks that have been specifically authorized by the Department of the Treasury for that purpose.

**Drop Safe** – A safe that enables individuals to safeguard funds in stages without having to open the safe.

**End-of-shift tape** – A cash register tape prepared at the end of the Cashier's shift, sometimes called a Z tape.

**FMS** - Acronym used to denote the Department of the Treasury/Financial Management Service, the part of the Department having jurisdiction over deposits into the U.S. Treasury.

**FRB** - Federal Reserve Bank or one of its branches.

**Journal tape** – The cash register tape that provides complete and chronological records of all cash register activity. Journal tapes, sometimes called detail tapes, are official accounting records.

**OCR** – Optical Character Recognition.

**Manual Receipt Tracking Number** – A unique control number placed on each application taken, check received, and receipt given under manual fee collection processes. This number enables INS to document payment and to tie these pieces of information together.

**Principal Officer** – Person designated by the Port Director to have primary responsibility to ensure that the security of and accountability for funds received by INS employees are maintained.

**Quality Assurance** – Internal control tool adopted by INS to monitor and measure compliance with procedures, to mitigate adverse aspects of operations, and to assure program processes are performed with integrity and in compliance with applicable law.

**Remittance** – A fee payment, including cash, check, cashier's check, certified bank check, or money order.

**Remitter** - Person paying a fee to INS.

**Segregation of duties** – At POEs, segregation of duties means the same person should not accept payment and adjudicate. It is an internal control mechanism. By separating functions or duties, no one person has complete control over the collection process. Segregation of duties makes it difficult to take fees or alter records without detection.

**Subtotal tape** – A cash register tape used to take an interim total, as when a cashier is temporarily transferring responsibility, e.g., during a break. This is sometimes called an X tape.

## **B. FORMS AND ILLUSTRATIONS**

**Form G-221, Schedule of Valuables Shipped** - A record of the shipment of remittances to an FRB or other depository. (To view a filled-in illustration of this form, click on "sample **G-221**").

**Form G-266, Request for Refund of Fee** – Form used when a determination is made to refund an application fee. (To view a filled-in illustration of this form, click on "sample **G-266**").

**Form G-277, Report of Imprest Fund Verification** – Form prepared when there is a transfer of Change Fund accountability, such as a change of Cashiers.

**Form G-711, Individual Fee Register Receipt** – A three-part, pre-numbered form used to record all application fees received and accepted over-the-counter during a business day. (To view a filled-in illustration of this form, click on "sample **G-711**").

**Form G-712, Summary of Fees** – Multi-copy form to be sent by field offices including ports of entry (POEs) in the deposit back-up package to the INS Debt Management Center. (To view a filled-in illustration of this form, click on "sample **G-712**").

**Form G-714, Receipt for Funds and Valuables Transferred** – Form used to acknowledge the transfer of fees collected from one employee to another. (To view a filled-in illustration of this form, click on "sample **G-714**").

**Form I-2958, Designation of Cashier** - Form used by a supervisor to designate the responsibility to collect, handle, and safeguard fees.

**Form OF-211, Request for Change or Establishment of Imprest Fund** - Form used to request the establishment of a Change Fund, to increase or decrease the amount of the fund, or to close it.

**Form SF-215, Deposit Ticket** – Document used for preparing deposits credited to the account of the U.S. Treasury (to view a filled-in illustration of this form, click on "sample **SF-215**").

**Form SF-1165, Interim Receipt for Cash** - Form used to account for advances to alternate cashiers.

**Fee Reconciliation Worksheet** - A standard reconciliation work sheet to be used by a Cashier to account for fees collected prior to securing them. This worksheet requires the printed names and the signatures of two persons to be properly completed. It must also include date and time of reconciliation.

Cash Register **Tapes** (examples)

Overage/Shortage Memo **Cover Sheet** with Instructions and the completed Overage/Shortage Memo **Cover Sheet**

Employee Overage/Shortage **Memo**

Location Discrepancy **Tracking Log** with Instructions

Location Discrepancy **Tracking Log** (completed)

Internal **Tracking Log** Example (blank)

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Endorsement **Stamp** Examples

**Manual Receipt** Example (Forms SF-215, G-711)

**Cash Register Receipt** Example (Forms SF-215, G-712, Cash register tapes)

## **II. OVERVIEW**

This manual documents the Immigration and Naturalization Service's (INS) procedures to be followed in the collection and safeguarding of fees at ports of entry. INS' objective is to ensure the integrity of the fee collection program by establishing controls to:

- Collect fees properly;
- Reconcile fees collected with the cash register tape (or manual receipts) and applications adjudicated;
- Establish sufficient segregation of duties to prevent fraud, theft, or the misuse of funds; and
- Establish procedures for supervisory responsibility and accountability of functions.

### **A. GETTING STARTED**

To begin fee collection, the Port Director must:

- Appoint a person to serve as Principal Officer over all Port locations. The Principal Officer shall be designated in writing. The Principal Officer will have primary responsibility to oversee the fee collection process, to train and manage the staff engaged in fee collection, and to ensure the security and accountability of funds received by INS employees are maintained. A single Principal Officer will be the norm unless the Port Director justifies, and the number of subports requires, the appointment of additional Principal Officers at other sites.
- Identify employees to serve as Cashiers. Cashiers shall be designated in writing using Form I-2958, Designation of Cashier. In large POEs, these will often be Immigration Aides. In smaller POEs, it may be more practical for Immigration Inspectors to serve as Cashiers. One person may not both adjudicate applications and accept fees. For very limited exceptions, such as when there is only one INS employee assigned at a POE, see section III-D for POE using cash registers or section VI-D for POEs using manual fee collection procedures.
- Obtain necessary equipment to safeguard collected fees and applications, and all materials necessary to backup deposits.
- Identify an authorized bank into which deposits will be made. This must be a Federal Reserve Bank or a commercial bank specifically authorized by the Department of the Treasury to maintain a demand account, entitled "Treasury's General Account," for the purpose of accepting deposits to the Treasury. The INS Debt Management Center can assist in obtaining or replacing a financial institution. **Note:** Deposits shall not be mailed to the INS Debt Management Center.

## B. EQUIPMENT

The equipment needed will vary with the size of the POE and the volume of fees collected. At a minimum, every POE should have a:

- Lockable cash box;
- Locked box with a slot for inserting applications collected. The lockbox shall be fastened to, or incorporated into, an immobile object.
- File cabinet with a bar and combination lock if the total fees awaiting deposit and the Cash Fund are not expected to exceed \$50, or a relatively non-removable safe, preferably a drop safe, with a three position dial combination feature for larger amounts. There should also be a log to record entry and closure attached to or accompanying each container or cabinet holding fee collections when more than one person has access to the safe.
- Rubber stamp so that the Cashier can place the restrictive endorsement on checks, money orders, etc. immediately upon receipt; (first endorsement required by internal control)
- A rubber stamp so that the deposit preparer can properly endorse cash instruments for deposit to the financial institution; (second endorsement required by Treasury).
- A supply of nondenominational money straps for use in preparing deposits.

Larger POEs will also require:

- Cash registers, preferably programmable models, with a maintenance contract in place;

- A safe in lieu of a file cabinet with bar and combination lock. A drop safe is preferable, because Cashiers can deposit their fee collections at the end of their shifts without concern for safeguarding collections already in the safe;
- Cash counting machines;
- Credit card readers, if credit cards are accepted;
- Locking bags for transporting cash between locations and/or to the depository (bank); and
- A contract with a courier service to make daily bank deposits.

Two additional actions may be taken:

1. A Change Fund may also be established, to assist Cashiers in making change, if the Port Director deems it necessary. Procedures for establishing and maintaining Change Funds are described in section X.
2. Counterfeit detection pens may be purchased.

### **C. MANAGEMENT OVERSIGHT**

Management oversight by the Port Director, the Principal Officer, and subordinate supervisors is the key component in the successful collection and handling of fees at POEs. With effective management oversight, Government funds can be better protected and personal liabilities for losses reduced. Without it, the likelihood of losses and liability increases. Management oversight will be greatly increased by ensuring that particular areas of vulnerability are addressed, proper procedures are followed, and accountability is monitored through periodic spot checks or reviews in these areas. The most important of these areas are:

1. Prompt reconciliation of fees and transactions;
2. Segregation of duties in all locations where three or more staff members are present, and to the extent feasible where fewer than three staff members are present;
3. Safeguarding of all supporting documentation in addition to safeguarding cash register tapes and manual receipts;
4. Where cash registers are used, ensuring that each register is programmed and used to its capacity and that the programming reflects the current structure for INS fees;
5. Ensuring specific passwords for each Cashier using cash registers and changing these passwords when Cashiers change or when passwords are revealed and accountability is threatened;
6. Establishing and following strict rules of accountability for Cashiers and other INS employees handling Government funds.
7. Establishing proper supervisory oversight of the fee collection process, to include certification of the accuracy of the cash collected at the end of each shift, immediate review and concurrence of cashier errors, and performance of unannounced cash counts on cashiers. The performance and the results of unannounced cash counts need to be documented in writing.



8. Providing unique cashier numbers to each person working as a Cashier.

#### **D. PRINCIPLE OF LIABILITY FOR PUBLIC FUNDS**

Government employees who are responsible for or have custody of public funds are accountable for the safeguarding of these funds. These employees are accountable officers.

In the General Accounting Office's Principles of Federal Appropriations Law, Chapter 9, Liability and Relief of Accountable Officers, two important points are made. First, the standard for accountable officers is one of strict liability. The accountable officer is, in effect, an "insurer" of the funds in his or her charge. Second, the liability is automatic and arises by operation of law at the moment the physical loss occurs or an erroneous payment (such as giving too much change) is made. Employees performing collection duties are responsible for maintaining appropriate accounting practices and controls of the assets for which they are responsible. Responsibility continues from the time the fees are collected until proper and acceptable accounting is made and the fees collected are deposited or officially turned over to another individual.

The first and major part of safeguarding funds comes through the Principal Officer and supervisors who must establish accountability for these employees. This will be accomplished by providing clear procedures for the employees to follow to determine the accountability for fees collected at any given time of the day/shift. The second part, which is equally important, is for supervisors to establish strict terms of liability for employees. That is, employees who handle and are accountable for public funds must be liable for any shortages or discrepancies found in these funds.

Reconciliation of fees collected is to be done at the end of each shift and cumulatively on a daily basis, so as to detect any shortages or overages and account for them in a timely manner. Cashiers or other employees held liable for shortages are to restore the funds promptly, i.e., no later than the next morning at a time established by the Principal Officer. Overages are the property of the U.S. Government and may not be kept by employees under any circumstances. Overages are deposited to Miscellaneous Receipt Account 151060, "Forfeitures of Unclaimed Money and Property."

In the case of a shortage or an overage, the employee will submit a memorandum to the Port Director acknowledging the discrepancy and explaining the circumstances that caused the discrepancy, if known. This will be done whether or not the employee replaces a loss. Shortages shall not be made up from the Change Fund. Overages from one day or shift may not be used to replace shortages occurring on another day or shift.

Unless the employee can prove he/she was without fault or negligence, the employee will assume liability for the loss. To prove lack of fault or negligence, it must appear with a reasonable degree of certainty from all proof and circumstances that the employee entrusted with public money did not cause the shortage. In such a case, the employee should be exonerated from the obligation to restore funds. Reasons for the shortage that are not specific, such as "I don't know what happened," or "I must have given the wrong change," are inadequate and may not be used to circumvent liability. The Principal Officer will review the employee's memorandum and will indicate a recommendation as to whether a loss must be replaced before the memorandum is forwarded to the Port Director for a final decision. The final decision must be documented on the Overage/Shortage Memo Cover Sheet, attached to the original employee memo and forwarded to the INS Debt Management Center with the deposit documentation. The Overage/Shortage Memo Cover Sheet must include the Port Director's rationale as to why the employee did not have to replace the funds. Decisions regarding overages and shortages must be made quickly in order to ensure that the correct documentation is forwarded the day of the deposit to the Debt Management Center. A copy of the employee memo and the Overage/Shortage Memo Cover Sheet must be sent to the Deputy District Director at the same time the original package is sent to the DMC.

Unless the employee can prove that he/she did not cause the loss, it is expected that the liable employee will replace the funds. An employee found to have repeated discrepancies (overages/shortages) may be subject to disciplinary action, to include reassignment to

non-cash handling duties.

The Port Director must establish a "Location Discrepancy Tracking Log." An example is found in section I.B. (Forms and Illustrations). Each overage or shortage memo prepared by the location should be assigned a unique tracking number. For example, the first discrepancy at location XXX for FY 2001 would be identified as XXX-01-0001. This number should be written on the original memo and the Overage/Shortage Memo Cover Sheet. A completed example is located in section I.B. (Forms and Illustrations).

### **III. CASH REGISTERS: MANAGEMENT OVERVIEW**

These procedures are designed for general use. At POEs where only one INS employee is assigned, it may be necessary to make some modifications because of staffing limitations. These procedures apply only to POEs with programmable cash registers. If the POE does not have such a cash register or the cash register is temporarily out of service, the procedures in the sections on manual processing must be applied. For further information on manual processing, see section VII.

#### **A. GENERAL GUIDELINES**

Fees collected must be counted, reconciled with cash register tapes, and totals of applications collected after each shift and cumulatively at the end of each business day. Two principles apply at every stage of the process:

1. Fee collections and applications are never counted alone, with the exception of situations at POEs where there is only one INS staff member on duty.
2. At every point in which fee collections are transferred from the custody of one individual to another, the transfer is recorded on Form G-714, Receipt for Funds and Valuables Transferred.

The consistent application of these principles safeguards fees, but just as important, protects employees who must handle the fees.

At the end of each shift, in the presence of a supervisor or a person designated by the supervisor, the Cashier must perform a prompt and thorough reconciliation of fees collected. This reconciliation is a three-sided balancing of:

- Fees collected,
- Totals from the end-of-shift cash register tape, and
- Applications processed.

This reconciliation must be documented on the Fee Reconciliation Worksheet. The documentation will be accomplished by having the names, titles and signatures of those signing (cashier and supervisor) along with a statement certifying the accuracy of the cash count.

#### **B. PROCEDURES WHERE THREE OR MORE INS STAFF MEMBERS ARE PRESENT**

The following procedures and methods to ensure segregation of duties will be applied in locations where three or more INS staff are present: an Immigration Inspector, a Cashier (often an Immigration Aide), and a supervisor. U.S. Customs Service staff or INS contractors are not by definition INS staff. Modifications allowable in situations where fewer than three staff members cannot be present are discussed in section III-C and section III-D.

The Principal Officer must:

1. Establish a Cashier's Register Log and ensure that all Cashiers log in, filling in all appropriate information, such as Cashier number, date and time for periods that Cashier duties were performed, and total amounts collected at the end of the shift for each Cashier.
2. Establish logs to track the following: SF-215 (local deposit number), unique cash register receipt tracking number and G-712 (Summary of Fees).
3. Ensure that Cashiers are trained in their responsibilities, including procedures for using the make and model of the cash register(s) in use.
4. Ensure that each Cashier has a distinct Cashier number, along with a password or personal identification number (PIN).
5. Ensure that supervisors retain custody of the cash register keys at all times.
6. Ensure that all accountable officers safeguard both funds and all pertinent supporting documentation (manual receipts, cash register tapes, applications, etc.) needed to perform reconciliation by requiring two distinct steps. First, I-94s and copies of other applications must be inserted into the slot of a locked box in the custody of the Inspector. Second, fees collected must be kept in a cash register in the custody of the Cashier. The cash register must be locked when it is not in the direct and continuous view of the Cashier.
7. Ensure that Cashiers and supervisors (or the supervisor's designee) together perform a prompt and thorough reconciliation of fees collected, cash register tapes, and applications processed at the end of each shift. This includes ensuring that all applications are removed from the lockbox and accounted for at the end of each shift.
8. Ensure that neither fees collected nor applications processed are counted by one person alone. The Cashier should not count applications and money together. Instead, assign a different person to count I-94s and other applications. The Cashier may then verify the count of applications, and the second person may verify the count of fees collected.
9. Ensure that total fees collected are recorded on Form G-714, Receipt of Funds and Valuables Transferred, and that the fees and supporting documents are then placed in a safe (or file cabinet with a bar and combination lock or locked cash box, as applicable) until a deposit is prepared.
10. Where there is a shortage or an overage, review the Cashier's memorandum of explanation, making a recommendation for appropriate action to the Port Director. See section II-D, Principle of Liability for Public Funds, for further information.
11. When shortages or overages occur, especially repeated instances involving the same accountable officer, initiate an investigation or take corrective action as the situation warrants.
12. Establish procedures and safeguard facilities for Change Funds, if established, and ensure that all staff having access to Change Funds at any time are properly trained.
13. Secure cash registers not in use and restrict access to unused registers to supervisory staff.
14. Ensure proper supervisory oversight of the fee collection process, to include certification of the accuracy of the cash collected at the end of each shift, immediate review and concurrence of cashier errors, and performance of unannounced cash counts on Cashiers. The performance and the results of unannounced cash counts need to be

documented in writing.

- 15) Establish and maintain a log or file to record and track the results of each unannounced cash count.
- 16) Where there are any gaps in journal tape transaction numbers, determine the cause and establish and maintain a log or file to record and track the results of each review of transaction number gaps.
- 17) Ensure that all deposit documentation and forms are prepared according to established guidelines.

### **C. STAFF RESPONSIBILITIES WHERE TWO INS STAFF MEMBERS ARE PRESENT**

Procedures where two INS staff members are present:

- If only two staff members are present, one shall serve as Immigration Inspector to receive and handle the application and one as Cashier to receive and account for the cash.
- I-94s and copies of other applications must be inserted into the slot of a locked box in the custody of the Inspector.
- Fees collected must be kept in a cash register in the custody of the Cashier. The cash register must be kept locked when it is not in the direct and continuous view of the Cashier.
- At the end of the shift, fees must be reconciled with applications and the cash register tape.

In any cash collection function, where only two persons are present, the possibility of fraud through collusion is greater than in situations where a supervisor is present and other employees are involved in the reconciliation process. The Principal Officer should keep this in mind and employ the following additional techniques to monitor the process:

- Perform occasional inspections where an unannounced reconciliation is performed,
- Rotate staff members and supervisors if feasible,
- Monitor fee collection statistics to identify and investigate unusual and suspicious fluctuations, and
- Ensure that journal tapes and end-of-shift tapes are closely monitored so that all transaction numbers and end-of-shift tape numbers are accounted for.

### **D. PROCEDURES WHERE ONLY ONE INS STAFF MEMBER IS PRESENT**

I-94s and copies of other applications must be inserted into the slot of a locked box to be opened only at the end of the shift. Fees collected must be kept in a cash register in the custody of the Cashier. The cash register must be locked when it is not in the direct and continuous view of the Cashier. The Cashier must safeguard keys to both boxes. The use of a locked box for applications and a cash register makes it possible for the Principal Officer or supervisor to perform occasional inspections where an unannounced reconciliation can be performed.

At the end of the shift, fees must be reconciled using procedures applicable in other situations except only one person will count cash and applications.

In addition to unannounced inspections, the Principal Officer should employ the following techniques to monitor the process:

- Rotate staff members and supervisors if feasible,
- Monitor fee collection statistics to identify and investigate unusual and suspicious fluctuations, and
- Ensure that journal tapes and end-of-shift tapes are closely monitored so that all transaction numbers and end-of-shift tape numbers are accounted for.

## **E. MAINTENANCE / SUPPLIES**

The Principal Officer is responsible for:

- Ensuring that the cash registers are in working order, register tapes are legible, and that an adequate supply of ribbons and tapes is maintained so that the cash registers are operational at all times;
- Ensuring that each register is programmed and used to its capacity and that the programming reflects the current structure for INS fees;
- Ensuring specific passwords for each Cashier using the register and changing those passwords when Cashiers change or when passwords are revealed and accountability is threatened;
- Maintaining maintenance contracts on the cash registers. Officers at ports should look to their superiors in districts or sectors for assistance in grouping locations with like equipment in order to obtain the most cost-effective maintenance contracts;
- If needed, developing specific instructions for the operation of each make and model of cash register in use; and
- Ensuring that each Cashier at a cash register has a unique Cashier number.

## **IV. CASH REGISTER PROCEDURES**

### **A. GENERAL**

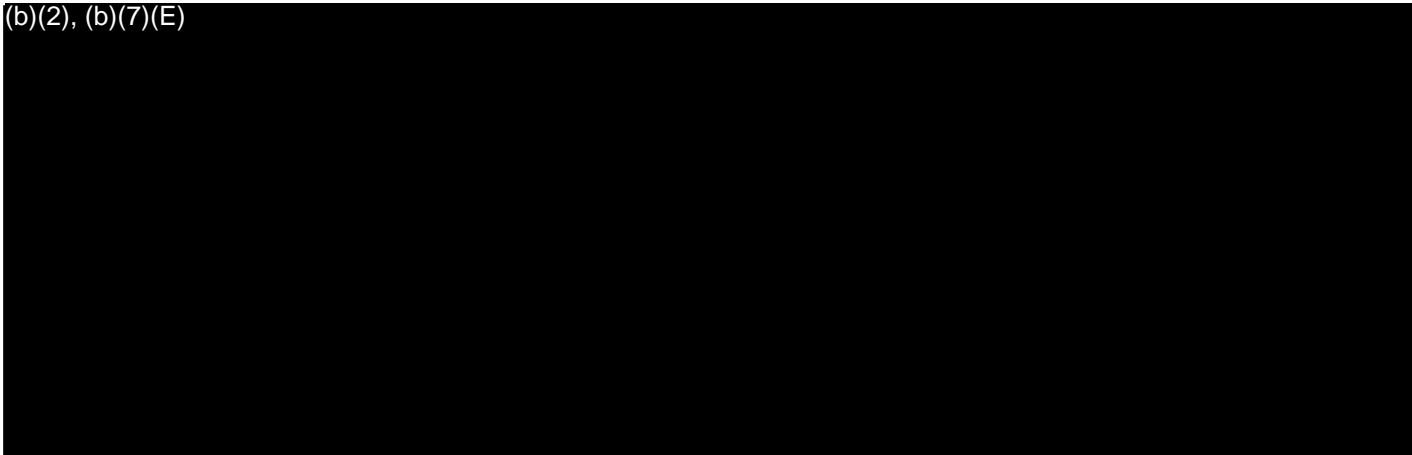
The acceptance of fees at a service location shall be an assignment that, ideally, is specifically designated to an individual who will act as Cashier for a specified period of time. Depending on the volume of fee applications, it may be necessary to designate more than one Cashier. Controls will be established by assigning Cashier codes and separate cash register drawers to individuals assigned to accept fee payments. When it is necessary for one Cashier to relieve another Cashier and work from the same cash drawer, whether on a day or a shift, strict procedures must be followed. In the presence of a supervisor, the two Cashiers must reconcile the cash collected to a subtotal tape (sometimes called an X tape) and sign on and off the register. In larger ports, this means that the Principal Officer may need to delegate this responsibility to another person(s). This delegated person will then be responsible for ensuring that all Cashiers under his/her jurisdiction properly reconcile the funds and sign on and off the cash registers.

### **B. PROGRAMMING THE CASH REGISTER**

When available, programmable cash registers with compatible slip-printers shall be used. Each POE should have a maintenance agreement with the vendor to maintain and provide technical assistance for each type of cash register in use.

Cash registers shall be programmed with:

(b)(2), (b)(7)(E)

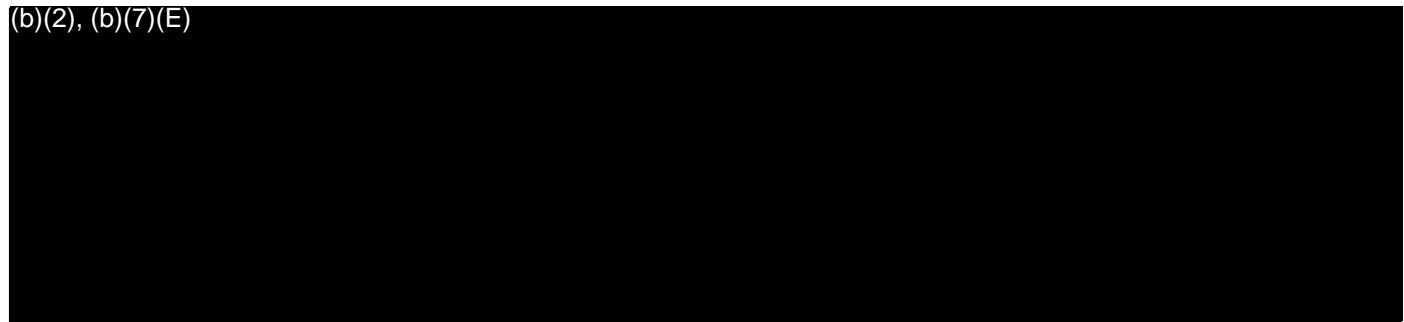


Once the date is set on the cash register, there should be no need to reset it. However, it is a good practice to review the date printed on the first receipt each day to verify that the date is correct.

### **C. CASH REGISTER REPORTS**

Each cash register should be programmed to produce two reports (tapes):

(b)(2), (b)(7)(E)



In addition, cash registers contain a journal tape that reports a cumulative record of all cash register activity and is considered an official accounting record. The journal tape portion representing the day's transactions is torn off and secured at the end of each day by inserting into the drop safe.

### **D. SUPERVISOR'S RESPONSIBILITIES**

The supervisor's responsibilities will include the following:

- Control of the cash register keys;
- Review and concurrence of cashier errors through immediate initialing of cash register journal tapes;
- Conducting unannounced cash counts and documenting results;
- Certification of the accuracy of cash collected at the end of each shift;
- Certification of the completeness and accuracy of the deposit amount and deposit documentation;
- Ensuring that cash registers do not run out of tape, ribbons or ink, and that all used tapes, or portions thereof, are accounted for; and
- Signing, dating, and providing on the application a clear explanation for any fee waived. **Note:** Any application for which a fee is required and subsequently waived also requires an explanation annotated on the application as well as supervisory concurrence and dated signature.

#### **E. IMMIGRATION INSPECTOR'S RESPONSIBILITIES**

The Immigration Inspector will perform the functions outlined below. If adjudicating applications, the Inspector must not accept payments or perform Cashier duties, except when only one INS employee is assigned.

Issuance of Permits (I-94, etc.)

The Inspector must:

1. Review the application presented for acceptability.
2. If acceptable and the application is an I-94, separate the Arrival/Departure portion and place the Arrival portion through the slot of a locked box.
3. If acceptable and the application is other than an I-94, place the copy, or photocopy, through the slot of the locked box.
4. Pass the Departure portion of the I-94 or other application to the Cashier. (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)
5. Instruct the visitor to go to the Cashier to pay the applicable fee.
6. Keep all Arrival portions, copies, or photocopies of other applications in the locked box until the end of the day/shift. These documents will form a transaction record independent from the Cashier and will be counted to establish the proper amount of fees collected that should be produced by the Cashier.

## F. CASHIER'S RESPONSIBILITIES

The Cashier must:

1. Safeguard fees collected, any funds from the Change Fund, and all supporting documentation that can be used in reconciliation, including cash register tapes.
2. Safeguard his/her password/PIN.
3. Account at all times for the accuracy of the cash in the cash register or cash drawer. Repayment of any shortage is required unless the Cashier can prove that he/she did not cause the loss.
4. Never count money in cash register drawers or cash boxes during the shift unless the supervisor is performing an unannounced count or reconciliation.
5. Ensure that the cash register does not run out of cash register tape.

## G. CASHIER'S PROCEDURES

The Cashier must:

1. Sign in on the cashier's log.
2. Open the cash register using a unique Cashier number with a password or PIN.
3. Record all breaks taken on a single drawer cash register on the cashier's log and on a subtotal tape. (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)
4. Receipt each fee collected individually. For example, a TN application = one receipt for \$50 and one receipt for \$6. In another example, a family of four purchasing four I-94s = 4 separate \$6 receipts.
5. Verify that all checks, money orders, or bank drafts are acceptable in accordance with the standards found in Forms of Payment (section IX).
6. Endorse each check, bank check, and money order immediately using the rubber stamp. This endorsement reads "For Deposit Only, U.S. Immigration & Naturalization Service.
7. For I-94s, issue the Departure portion validated by the cash register slip-print. For other applications, issue a photocopy that is validated by a cash register slip-print.
8. If necessary to issue manual receipts, retain copies of all receipts issued for purposes of reconciliation and keep them in the cash register or a locked box. For detailed information on manual receipts, refer to the instructions in section VII.



9. If a fee is entered erroneously into the cash register and must be voided, call the supervisor immediately to initial the journal tape next to the VOID entry.

#### **H. ACCOUNTING FOR APPLICATIONS PROCESSED DURING EACH SHIFT**

The applications collected are totaled separately from fees at the end of each shift. At that time, the supervisor, or person designated by the supervisor, will open the locked box of applications processed, tally the applications by type, and calculate the fees that should have been collected. This tally must be conducted in the presence of a second person, usually the Cashier. The supervisor should then ensure that all applications are provided to the employees assigned responsibility for determining POE statistical counts and for forwarding to appropriate offices for processing.

#### **I. ACCOUNTING FOR FEES COLLECTED DURING EACH SHIFT**

At the end of the shift, the Cashier must:

1. In the presence of a supervisor or person designated by the supervisor, close out the cash register by producing an end-of-shift tape (Z tape).
2. In the presence of a person designated by the supervisor, reconcile the fees collected with the end-of-shift tape and the count of applications from the locked box and document this reconciliation on the Fee Reconciliation Worksheet.
3. Log the amount collected on the cashier's log.
4. In the case of a shortage or an overage, the employee will submit a memorandum to the Port Director explaining the circumstances that caused the discrepancy. This will be done whether or not the employee replaces a loss. Unless the employee can prove he/she was without fault or negligence, the employee will assume liability for the loss and repay the funds. Detailed procedures may be found in section II-D.
5. Sort the fees by type (cash, check, money order, credit card), and bundle each type together. The bills should be grouped by denomination with all bills facing upright and in the same direction.
6. Seal the end-of-shift tape and the fees in an envelope or in another secure manner as determined by the Port Director. Document the reconciliation on the Fee Reconciliation Worksheet as required in section III-A, General Guidelines.
7. Initial across the flap of the sealed envelope as a deterrent to opening by an unauthorized person. Taping across the initials is recommended as a further deterrent.
8. Drop or place the sealed envelope in the safe in the presence of the supervisor. Record the action on Form G-714, Receipt for Funds and Valuables Transferred.

#### **J. SECURING THE JOURNAL TAPE**

At the end of the last shift of the calendar day, for each cash register in use, the supervisor must:

1. Tear off the portion of the journal tape representing the day's activity from each cash register after the last Cashier has closed out and the fees collected from the last shift have been removed.

2. Circle or write in the date (MM-DD-YY) and location (e.g. Columbia Bridge, Laredo) on the journal tape, and initial it. The journal tape will be rolled and secured with a rubber band.
3. Place the journal tape in the safe unless the end-of-day reconciliation is to be done immediately.
4. After initially securing the journal tape in the safe overnight, this tape is to be turned over to the Principal Officer who will secure all journal tapes both for short-term storage (available for review and audit) and for long-term retention.
5. While these journal tapes remain at the port in the custody of the Principal Officer, they are to be secured in the same manner as deposits, i.e., in a locked cash box, a file cabinet with a bar lock, a safe, or in a secure room as volume requires. The Principal Officer will be responsible also for keeping these tapes stored in an orderly manner so that they may be available for review and audit.
6. In addition to the short-term storage, the Principal Officer is also responsible for securing the journal tapes for long-term retention. Federal law requires retention for a period of six years and three months.

#### **K. ACCOUNTING FOR FEES COLLECTED EACH DAY**

Daily accounting for fees must be done promptly each day that fees are collected. If the volume of fees collected at a port calls for a daily deposit, this accounting for fees becomes part of the Verification and Final Preparation of Deposit process, see section V-B. If the volume does not require a daily deposit, this accounting for fees becomes a separate activity distinct from the deposit preparation process.

The supervisor will assign two employees to perform the fee reconciliation. These should not include a Cashier whose fee collections are included, unless it is necessary in the judgment of the Port Director.

In the presence of the supervisor, the two employees will open the safe and remove the sealed envelopes containing the deposits for each shift.

The two employees will:

1. Open the sealed envelopes and again verify the fees collected for each shift by counting the fees and comparing them to the end-of-shift tapes. This is necessary because if there is a shortage or overage in the total fees collected, it is important to be able to identify the source.
2. Total all fees collected and compare this total to the cumulative totals for the day indicated on the end-of-shift tapes. POEs should use the Fee Reconciliation Worksheet for this purpose.
3. For each cash register, compare the end-of-shift tape (Z tape) control numbers to ensure the continuity of end-of-shift tapes. Also, review the journal tape and compare the beginning transaction number with the ending transaction number from the previous day's journal to ensure that transactions are continuously accounted for.
4. Notify the Principal Officer immediately of any shortages/overages, or if there are any "gaps" in the transaction numbers, so that the Principal Officer can begin an inquiry into the discrepancy.
5. Record totals for each end-of-shift tape for each cash register on a Form G-712, Summary of Fees Recorded. A single G-

712 can be used to record end-of-shift control numbers from multiple registers providing all control numbers are listed on the G-712 in box 10. The total of these individual amounts should be placed in box 5. For complete instructions, see the example linked in Forms and Illustrations, section B. On the G-712, list the local deposit number, the G-712 summary number, the total from the register tapes, and the end-of-shift tape control number(s) to ensure that all end-of-shift tapes are consecutive, and there are no gaps in control numbers. The two signatures on each of the G-712s certify that the deposited amount agrees with amounts reconciled at the end of each shift. The total of fees reported for the deposit on the G-712(s) and any overage/shortage memos should match the SF-215(s) deposit totals. The Principal Officer must establish a log to track the G-712 Summary numbers.

6. Secure the deposit. If the deposit is to be prepared by another employee, place the tapes, fees, and all other related documents in a single sealed, identified package or locked bag, such as a bank bag, to be transported to the administrative office that will prepare the deposit. If the deposit is to be prepared at a later time, return the deposit immediately to the safe. Instructions on safeguarding deposits are found in section V-D. Record each change of custody on Form G-714, Receipt for Funds and Valuables Transferred.

Detailed instructions for preparing the deposit are contained in the next chapter, section V.

#### **L. Liability During the Fee Collection, Reconciliation and Reporting Stages**

All employees who collect fees or take part in reconciliations and preparing deposits are considered accountable officers. Any discrepancies occurring during the reconciliation and reporting stages must be reported through a memorandum in the same manner as shortages or overages by a Cashier. Further information is found in section II-D.

### **V. CASH REGISTER FEE DEPOSITS**

#### **A. POLICY**

In general, large POEs will make daily deposits. Small POEs may need to make a deposit only once a week. The Department of the Treasury (Treasury Financial Manual 6-8000, Section 8030.20) requires that:

- Deposit sites shall deposit receipts totaling \$5,000 or more on the same day received prior to the depository cutoff time.
- Collections totaling less than \$5,000 may be accumulated and deposited when the total reaches \$5,000. (b)(2), (b)(7)(E)
- In accordance with a deposit waiver granted by Treasury for extremely remote POEs with little collection activity, receipts of less than \$500 can be deposited monthly providing it has been approved by the Debt Management Center. For proper oversight and tracking, the DMC should be aware of which POEs are granted the Treasury waiver as well as the Principal Officers accountable for proper internal controls at remote POEs.

Deposits shall be made as late as possible prior to the specified cutoff time to maximize daily deposit amounts. Funds received too late in the day to meet the deposit cutoff time must be deposited the following business day.

#### **B. PROCEDURES FOR CHECKS AND CASH RECEIVED**

##### Checks Received

Payee Verification: Verify that each check, money order, etc. is properly made out to the Immigration and Naturalization Service. Refer to Inscription of Checks in section IX-D.

#### Deposits to Commercial Bank (General Depository)

Checks and cash delivered to commercial banks for deposit must be accompanied by an adding machine tape or other listing of the individual check amounts, totals of the currency, coins and the grand total of the deposit that matches the total of the Deposit Ticket, Form SF-215.

#### Deposits to Federal Reserve Banks (FRBs)

Only checks or money orders can be deposited at FRBs. Cash is not accepted at FRBs. Deposits must be submitted to the FRB by mail or via courier. Deposits cannot be hand-carried to an FRB teller. Please note that if cash is collected at a location, it cannot be deposited at an FRB unless it is converted to a money order or bank check. This bank check or money order is then included with the check deposit. The purchase cost of the money order or bank check cannot be deducted from the deposit or any fee collections. The purchase cost must be paid from an imprest fund or by other means. Contact the INS Debt Management Center for information on obtaining an alternate depository.

#### Check Deposits

Depositing locations must do the following:

- Separate checks into bundles not to exceed 400 items per bundle.
- Attach to each bundle of checks an adding machine tape or other listing that details all items in the bundle, the bundle total, and the Agency Location Code.
- Provide the totals of each listing and the listing's item count on SF-215.
- Enclose checks with the SF-215 in a sealed package.
- Mail all deposits to the FRB location or deliver them by courier to the loading dock at the FRB within designated delivery hours.

To ensure that the maximum amount of funds are deposited daily, the depositor will establish a schedule allowing the deposits to reach the FRB before the daily cutoff for Government agency deposits. For further information on the FRB's cutoff and availability for agency deposits, the depositor may contact the FRB (Check Processing Department) where the checks are deposited.

The mailing of deposits to FRBs may be done only when specifically authorized by Treasury, FMS. If a POE wishes to mail deposits, the Principal Officer should contact the INS Debt Management Center to make arrangements.

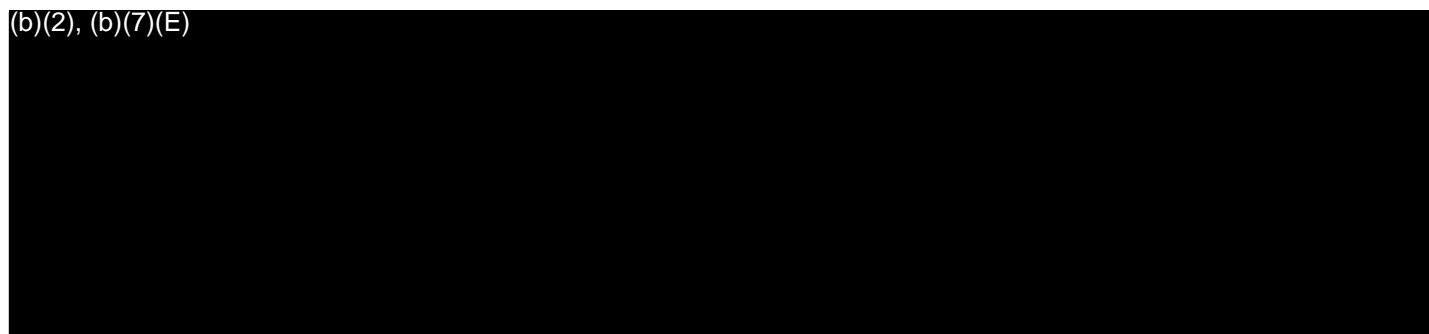
It is recommended that locations mail deposits to FRBs by registered mail. Registered mail is tracked and kept under lock and key by the Post Office from time of receipt until it is delivered at its final destination. It is important that the depositing location maintain enough information regarding the checks in the deposit in order to obtain replacement checks if the deposit is lost or destroyed in transit.

#### Verification and Final Preparation of Deposit

**Note:** The daily accounting for fees needs to be a separate activity distinct from the deposit preparation process only if deposits are not made on a daily basis.

Before final preparation of a deposit for delivery to a depository, remittances are counted and verified against supporting documents by two employees assigned by the supervisor, one of which is the employee who prepared the deposit. The two signatures on each of the G-712s certify that the amount for deposit agrees with amounts reconciled at the end of each shift. After verifying the remittances, the two employees prepare them for delivery in the following manner:

(b)(2), (b)(7)(E)



The transfer of remittances from one individual to another is acknowledged on a Receipt for Funds and Valuables Transferred, Form G-714.

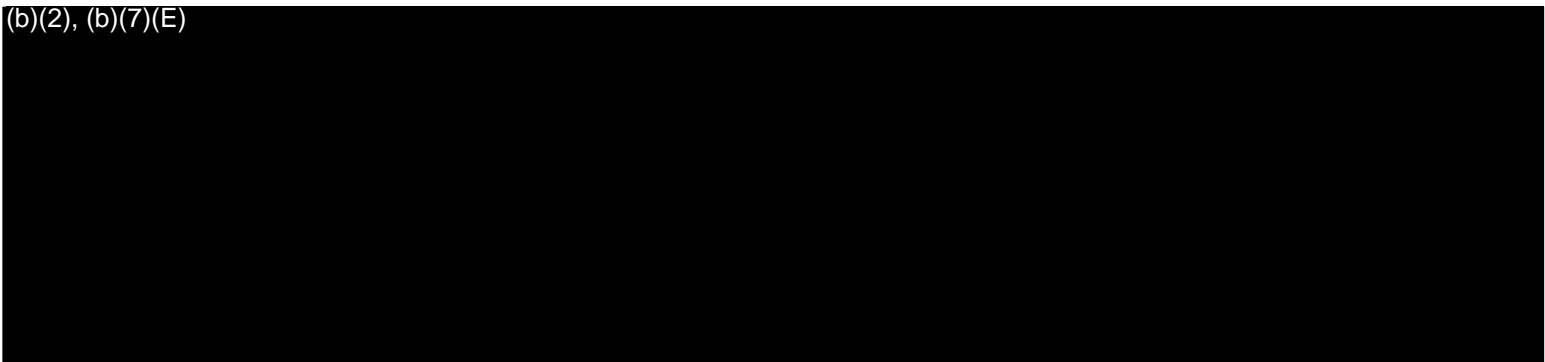
#### **C. PREPARING THE SF-215, DEPOSIT TICKET**

The Form SF-215, Deposit Ticket, is a five-part form used to deposit funds in a bank. It must be prepared in accordance with the

following standards:

Specifications for Preparing the Deposit Ticket

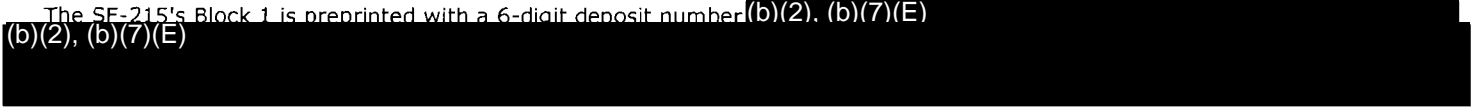
(b)(2), (b)(7)(E)



Block 1: Deposit Number

The SF-215's Block 1 is preprinted with a 6-digit deposit number (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E)



Block 2: Date Presented or Mailed to Bank

The date the document was mailed or presented for deposit (not prepared) is typed in Block 2 in 2-digit groups in month, day, and year order, separated by hyphens, and using zeroes for single-digit dates. For example, October 2, 2002, would be typed 10-02-02.

**Note:** If you mail the deposit, the correct date for the SF-215 is the date mailed (not the date prepared, in the event there is a difference). If you walk into a bank lobby to make the deposit at a teller window, the correct date for the SF-215 is the date presented (again, not the date you prepared the deposit should there be a difference).

Block 3: Agency Location Code (ALC)

This code is provided to each POE by the INS Debt Management Center.

Block 4: Deposit Amount

Report the total deposit amount (including cents) in Block 4. Use appropriate commas and decimal points, but omit dollar and cent signs.

Example: 9,999,999.99

Block 5: Date Confirmed by Bank (appears on Memorandum Copy only)

Leave blank.

Block 6: Agency Use

To properly account for deposits, each SF-215, Deposit Ticket issued shall be numbered. Block 6 shall be used to enter internal document numbers. (b)(2), (b)(7)(E)

Block 6 shall also be used to list the Federal accounts symbol, appropriation codes (which correspond to a specific application type), and amounts collected for each application type.

Example:	Fed. Acct. Symbol	Appropriation Code	Amount
	15X5088.1	(# #)	\$ x.00
	15X5088.1	(# #)	\$xx.00

Identifying collections by appropriation code will provide tracking capabilities by POE and the types of application processed. The totals of the amounts listed by appropriation code must equal the total amount of the deposit (Block 4).

#### Block 7: Name and Address of Depository

Place the full name and address of the depository (bank) in this block.

#### Block 8: Certification

Leave blank. This block is for use by the depository (bank).

#### Block 9: Depositor's Title, Department or Agency and Address

Enter: USINS Debt Management Center  
P.O. Box 5000  
Williston, VT 05495-5000

#### Proper Endorsement

Each check must be endorsed with the correct financial endorsement prior to depositing at the banking institution. This endorsement stamp should include the following:

- US Immigration - XXX (XXX is the location code, for example, MIA);
- Agency Location Code (obtained from the Debt Management Center);
- The words "for credit to the US Treasury"; and
- Date of endorsement (this needs to be a changeable date).

The date of endorsement must match the date of the SF-215 Deposit Ticket. The financial institution may return the entire deposit to the depositing field office if the dates on the endorsement and the SF-215 do not match. Endorsement for the financial institution must be within the payee endorsement area located 1 1/2

inches from the beginning of the trailing edge of the check. An example is found in Section I.B. Forms and Illustrations.

#### Distribution of SF-215

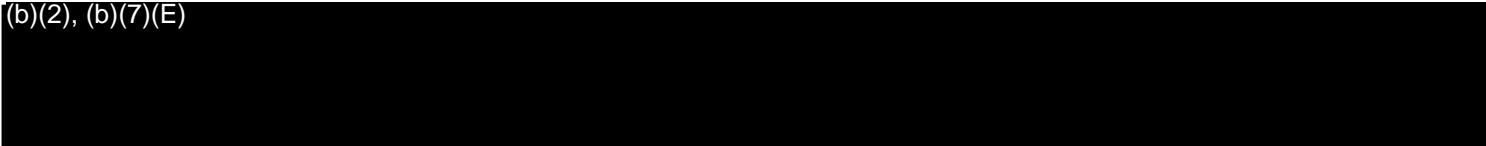
The office within the POE preparing the deposit shall:

- Make a photocopy of the Original for POE records;
- Send the Original (top white), Depositary Copy (blue carbon) and Confirmed Copy (green carbon) to the depositary (bank) with the deposit; and
- Mail the Agency Copy (yellow carbon) and Memorandum Copy with applicable supporting documents attached to the INS Debt Management Center (see Submission of Records of Deposits to the Debt Management Center, section V-1) on a daily basis, or each time a deposit is made.

**Note:** If the deposit is made over the counter at commercial banks, the "Agency Copy" should be taken to the depositary, and marked "Received" by the depositary prior to the POE photocopying and sending it to the INS Debt Management Center, along with the supporting documentation. When deposits are made by courier, the Port-of-Entry should request from the bank a copy of the deposit ticket marked "received" and dated.

#### **D. SAFEGUARDING THE DEPOSIT**

(b)(2), (b)(7)(E)



#### **E. FORWARDING THE DEPOSIT TO THE DEPOSITARY (BANK) OR FRB**

##### Items to be forwarded:

The POE will forward the following documents to the depositary:

- SF-215 (Original, Depositary, and Confirmed copies),
- Cash instruments (checks, money orders, cash), and
- Adding machine tapes.

##### Record of Shipment

A record of the shipment of remittances to a depositary, FRB, or by courier is maintained on Form G-221, Schedule of Valuables Shipped. On the Form G-221, the deposit number from Block 1 of the SF-215 (not the internal deposit number) must be included.

##### Manner of Shipment



(b)(2), (b)(7)(E)

Deposits may be mailed to FRBs, but not to commercial depositories. It is recommended that locations send deposits by registered mail.

#### **F. USING A COURIER SERVICE TO TRANSFER DEPOSITS**

It is essential that the depository's cutoff times be known prior to designating the time of day that pick-ups will be made by the courier service. The deposit pick-up time designated for the courier should be as late as possible to maximize daily deposit amounts and still ensure that the courier will deliver the deposit the same day before the depository's cutoff time.

Courier service contracts shall include acceptable pickup timeframes to ensure deposits reach depositories in accordance with Treasury requirements and include contractual provisions with appropriate liquidated damages for failing to deliver deposits to the designated financial institution by the cutoff time specified.

#### **G. DISPOSITION OF CONFIRMED COPIES**

The depository shall send the Confirmed Copy of the Form SF-215 to the office shown in Block 9 (INS Debt Management Center). If the depository returns the Confirmed Copy to the POE, it shall be sent immediately to the Debt Management Center.

#### **H. ADJUSTMENTS TO DEPOSITS**

The Form SF-215 cannot be recalled, corrected, nor may it be resubmitted even if an error is discovered after it has been released to a depository. When errors are detected, the POE must contact the INS Debt Management Center for further instruction.

#### **I. SUBMISSION OF RECORDS OF DEPOSITS TO THE DEBT MANAGEMENT CENTER**

The following documents must be forwarded by first class US mail to the INS Debt Management Center, as applicable:

- Agency and Memorandum copies of the SF-215, Deposit Ticket;
- Form G-712(s), Summary of Fees, Original only;
- End-of-shift cash register tapes (including zero "0" tapes);
- Form G-711s, Individual Fee Register Receipts (if a manual process is used to record any fees); and
- The original employee discrepancy memo and the Overage/Shortage Memo Cover Sheet. (**Note:** This must be sent whether or not repayment has been made.)

The packet must be mailed on the day of deposit to:

USINS Debt Management Center

P.O. Box 5000  
Williston, VT 05495-5000

## **J. FILE DOCUMENTS TO BE RETAINED BY POEs**

POEs should retain:

- A photocopy of SF-215;
- Form G-712 (green carbon);
- Originals of G-714, Receipt for Valuables Transferred, and G-221, Schedule of Valuables Shipped;
- Any Fee Reconciliation Worksheets used in preparation of deposits;
- Journal tapes;
- Copies of all memoranda related to overages/shortages;
- Copies of end-of-shift tapes;
- Copies of deposit ticket marked "received" and date stamped (when the deposit is made at a commercial bank); and
- Copies of G-711s, Individual Fee Register Receipts (if a manual process is used to record any fees).

These should be retained for one year, except for the journal tapes which must be retained for six years and three months.

## **VI. MANUAL FEE COLLECTIONS: MANAGEMENT OVERVIEW**

The procedures for manual fee collection using a cash box are designed for general use. At POEs where only one INS employee is assigned, it may be necessary to make some modifications because of staffing limitations.

### **A. GENERAL GUIDELINES**

Fees collected must be counted, reconciled with manually prepared Forms G-711, Individual Fee Register Receipts, and totals of applications collected after each shift and cumulatively at the end of each business day. Two principles apply at every stage of the process:

1. Fee collections and applications are never counted alone, with the exception of situations at POEs where there is only one INS staff member on duty.
2. At every point in which fee collections are transferred from the custody of one individual to another, the transfer is recorded on Form G-714, Receipt for Funds and Valuables Transferred.

The consistent application of these principles safeguards fees, but just as important, protects employees who must handle the fees.

At the end of each shift, in the presence of a supervisor or a person designated by the supervisor, the Cashier must perform a prompt and thorough reconciliation of fees collected. This reconciliation is a three-sided balancing of:

- Fees collected,
- Individual manual receipts (only the prenumbered or serialized G-711 may now be used), and
- Applications processed.

This reconciliation must be documented on the Fee Reconciliation Worksheet. The documentation will be accomplished by having the names, titles and signatures of those signing (cashier and supervisor) along with a statement certifying to the accuracy of the cash count.

#### **B. PROCEDURES WHERE THREE OR MORE INS STAFF MEMBERS ARE PRESENT**

The following procedures and methods to ensure segregation of duties will be applied in locations where three or more INS staff are present: an Immigration Inspector, a Cashier (often an Immigration Aide), and a supervisor. U.S. Customs Service staff or INS contractors are not by definition INS staff. Modifications allowable in situations where fewer than three staff members cannot be present are discussed in section VI-C.

The Principal Officer must:

1. Establish a Cashier's Log and ensure that all Cashiers log in, filling in all appropriate information, such as Cashier name, date and time for periods that Cashier duties were performed, and total amounts collected at the end of the shift for each Cashier.
2. Establish logs to track the following: G-712, Summary of Fees; the G-711, Individual Fee Register Receipt, and SF-215 (local deposit number). Any administrative logs may also be established as deemed necessary by the Port Director. Forms G-211 and G-253 are no longer valid forms and should be destroyed.
3. Ensure that Cashiers are trained in their responsibilities.
4. Ensure that supervisors retain the custody of cash box keys at all times.
5. Ensure that all accountable officers safeguard both funds and all pertinent supporting documentation (manual receipts, applications, etc.) needed to perform reconciliation by requiring two distinct steps. First, I-94s and copies of other applications must be inserted into the slot of a locked box in the custody of the Inspector. Second, fees collected must be kept in a cash box in the custody of the Cashier. The cash box must be locked and secured when the Cashier is not using it.
6. Ensure that each Cashier is provided with their own pack of sequential Forms G-711 and that a log is maintained showing the sequential numbers assigned to each Cashier. The Principal Officer is to notify the Debt Management Center of the range of sequentially numbered receipts assigned to Cashiers.
7. Ensure that Cashiers and supervisors together perform a prompt and thorough reconciliation of fees collected, logs, manual receipts, and applications processed at the end of each shift.

8. Ensure that neither money nor applications processed are counted by one person alone.
9. The Cashier should not count applications and fees collected together. Instead, assign a different person to count I-94s and other applications. The Cashier may then verify the count of applications, and the second person may verify the count of fees collected.
10. Ensure that total fees collected are recorded on the Form G-714, Receipt of Funds and Valuables Transferred, and that the fees and supporting documents are then placed in a safe (or file cabinet with a bar and combination lock or locked cash box, as applicable) until a deposit is prepared.
11. Where there is a shortage or an overage, review the Cashier's memorandum of explanation, making a recommendation for appropriate action to the Port Director. See section II-D for further information.
12. When shortages or overages occur, especially repeated instances involving the same accountable officer, initiate an investigation or take corrective action as the situation warrants.
13. Establish procedures and safeguard facilities for Change Funds, if established, and ensure that all staff having access to Change Funds at any time are properly trained.
14. Secure cash boxes not in use and restrict access to unused receipt forms to supervisory staff.
15. Ensure proper supervisory oversight of the fee collection process, to include certification of the accuracy of the cash collected at the end of each shift, immediate review and concurrence of cashier errors, and performance of unannounced cash counts on Cashiers. The performance and the results of unannounced cash counts need to be documented in writing.
16. Establish and maintain a log or file to record and track the results of each unannounced cash count.
17. Where there are any gaps in manually entered transaction numbers, determine the cause and establish and maintain a log or file to record and track the results of each review of transaction number gap.
18. Ensure that all deposit documentation and forms are prepared according to established guidelines.

### **C. Staff Responsibilities Where Two INS Staff Members Are Present**

Procedures where two INS staff members are present:

- If only two staff members are present, one shall serve as Immigration Inspector to receive and handle the application and one as Cashier to receive and account for the cash.
- I-94s and copies of other applications must be inserted into the slot of a locked box in the custody of the Inspector.
- Fees collected must be kept in a cash box. The cash box must be locked and secured when it is not being used by the Cashier.
- The key to each box must be kept in the custody of the responsible employee.
- At the end of the shift, fees must be reconciled with applications and manual receipts, using the procedures applicable in

other situations.

In any cash collection function, where only two persons are present, the possibility of fraud through collusion is greater than in situations where a supervisor is present and other employees are involved in the reconciliation process. The Principal Officer should keep this in mind and employ the following additional techniques to monitor the process:

- Perform occasional inspections where an unannounced reconciliation is performed,
- Rotate staff members and supervisors if feasible,
- Monitor fee collection statistics to identify and investigate unusual and suspicious fluctuations, and
- Ensure that all manual receipts are closely monitored to provide that all transactions are accounted for.

#### **D. PROCEDURES WHERE ONLY ONE INS STAFF MEMBER IS PRESENT**

I-94s and copies of other applications must be inserted into the slot of a locked box to be opened only at the end of the shift. Fees collected must be kept in a cash box in the custody of the Cashier. The cash box must be locked when it is not in the direct and continuous view of the Cashier. The Cashier must safeguard the keys to both boxes. The use of two boxes makes it possible for the Principal Officer or supervisor to perform occasional inspections where an unannounced reconciliation can be performed.

At the end of the shift, fees must be reconciled using procedures applicable in other situations except only one person will count cash and applications.

In addition to unannounced inspections, the Principal Officer should employ the following techniques to monitor the process:

- Rotate staff members and supervisors if feasible,
- Monitor fee collection statistics to identify and investigate unusual and suspicious fluctuations, and
- Ensure that all manual receipts are closely monitored to provide that all transactions are accounted for.

#### **E. MAINTENANCE / SUPPLIES**

The Principal Officer is responsible for ensuring that lockable cash boxes, locked boxes with slots for the collection of applications, required applications, and serialized G-711 receipts, are available.

### **VII. MANUAL FEE COLLECTION PROCEDURES**

#### **A. GENERAL**

Fees collected must be stored in a locked cash box or placed immediately in a safe. Records of daily transactions and receipts shall be manually prepared and transferred to or placed in a locked container as soon as possible.

Application fees collected by each employee are to be maintained in separate receipt facilities, i.e., a separate cash box. At the end of each shift, employees shall balance the fees collected with the file copies of the Individual Fee Register Receipt, Form G-711 and the

applications taken. The collections and supporting documents shall be deposited in a drop safe or transferred to another employee who will immediately safeguard them.

Depending on the volume of fee applications, it may be necessary to designate more than one employee to accept fees. When it is necessary for more than one employee to accept and record application fees, each should be provided with their own pack of sequential Forms G-711. The Principal Officer should record on a log the beginning and ending numbers on G-711s transferred to the custody of individual Cashiers. This will help to identify the individual that handles each transaction and will establish and maintain accountability by the employee. The Principal Officer is to provide information regarding the range of G-711 numbers assigned at the location to the DMC.

When it is necessary to transfer custody of fees collected, such as transfer to the safe at the end of a shift, the action must be recorded on Form G-714, Receipt for Funds and Valuables Transferred.

Personal liability, shortages, and overages are addressed in the section on the Principle of Liability for Public Funds, in section II-D.

## **B. SUPERVISOR'S RESPONSIBILITIES**

The supervisor's responsibilities will include the following:

- Review and concurrence of Cashier errors through immediate initialing of G-711s and other forms as necessary;
- Conducting unannounced cash counts and documenting results;
- Certification of the accuracy of cash collected at the end of each shift;
- Certification of the completeness and accuracy of the deposit amount and deposit documentation;
- Ensuring that POEs do not run out of manual receipts, that only serialized or prenumbered G-711 receipts are used, and that all receipts are properly accounted for; and
- Signing, dating, and providing on the application a clear explanation for any fee waived. **Note:** Any application for which a fee is required and subsequently waived also requires an explanation annotated on the application as well as supervisory concurrence and dated signature.

## **C. IMMIGRATION INSPECTOR'S RESPONSIBILITIES**

The Immigration Inspector will perform the functions outlined below. If adjudicating applications, the Inspector must not accept payments or perform Cashier duties, except when only one INS employee is assigned.

### Issuance of Permits (I-94, etc.)

The Inspector must:

1. Review the application presented for acceptability.
2. If acceptable and the application is an I-94, separate the Arrival/Departure portion and place the Arrival portion through the slot of a locked box.

3. If acceptable and the application is other than an I-94, place the copy or photocopy through the slot of the locked box.
4. Pass the Departure portion of the I-94 or other application to the Cashier. (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)
5. Instruct the visitor to go to the Cashier to pay the applicable fee.
6. Keep all Arrival portions, copies, or photocopies of other applications in the locked box until the end of the day/shift. These documents will form a transaction record independent from the Cashier and will be counted to establish the proper amount of fees collected that should be produced by the Cashier.

#### **D. CASHIER'S RESPONSIBILITIES**


The Cashier must:

1. Safeguard fees collected, any funds from the Change Fund, and all supporting documentation that can be used in reconciliation, including G-711s, Individual Fee Register Receipts.
2. Account at all times for the accuracy of the cash in the cash box, and safeguard keys if issued. Repayment is required unless the Cashier can prove he/she did not cause the loss.
3. Never count money in the cash box during the shift unless the supervisor is performing an unannounced count or reconciliation.

#### **E. CASHIER'S PROCEDURES**

The Cashier must:

1. Sign in on the Cashier's log.
2. Record all breaks taken on a cashier's log. **Note:** This step is required in all cases, but it is critical if a secondary or relief cashier collects fees using the same cash box during that time. When one Cashier relieves another Cashier for a break, the Cashier being relieved should count the cash on hand. The cash is then counted by both the Cashier and relief Cashier and noted on the Cashier's log. When the Cashier returns from the break, another count is made and noted on the Cashier's log.
3. Receipt each fee collected individually. For example, a TN application = one receipt for \$50 and one receipt for \$6. In another example, a family of four purchasing four I-94s = four separate \$6 receipts.
4. Verify that all checks, money orders, or bank drafts are acceptable in accordance with the standards found in Forms of Payment, section IX.

5. Endorse each check, money order, and bank draft immediately, using the rubber stamp bearing the phrase "For Deposit Only, U.S. Immigration and Naturalization Service."
6. Issue a manual receipt using a serialized Form G-711.
7. Enter the Manual Receipt Tracking Number. (b)(2), (b)(7)(E)  

8. For purposes of reconciliation, retain copies of all receipts issued in the locked box.
9. If a G-711 receipt must be voided, call the supervisor immediately to initial the VOID. **Note:** The voided G-711 must be submitted to the Debt Management Center with the deposit.

#### **F. ACCOUNTING FOR APPLICATIONS PROCESSED DURING EACH SHIFT**

The applications collected are totaled separately from fees at the end of each shift. At that time, the supervisor, or person designated by the supervisor, will open the locked box of applications processed, tally the applications by type, and calculate the fees that should have been collected. This tally must be conducted in the presence of a second person, usually the Cashier. The supervisor should then ensure that all applications are provided to the employees assigned responsibility for determining POE statistical counts and for forwarding to the appropriate offices for processing.

#### **G. ACCOUNTING FOR FEES COLLECTED DURING EACH SHIFT**

At the end of the shift, the Cashier must:

1. In the presence of a supervisor or person designated by the supervisor, count the fees collected from the locked box.
2. In the presence of a second person designated by the supervisor, reconcile the fees collected with the G-711s and the count of applications from the locked box and document this reconciliation on the Fee Reconciliation Worksheet.
3. Log the amount collected on the Cashier's Log.
4. In the case of a shortage or an overage, the employee will submit a memorandum to the Port Director explaining the circumstances that caused the discrepancy. This will be done whether or not the employee replaces a loss. Unless the employee can prove he/she was without fault or negligence, the employee will assume liability for the loss and repay the funds. Detailed procedures may be found in section II-D.
5. Sort the fees by type (cash, check, money order, credit card), and bundle each type together. The bills should be grouped by denomination with all bills facing upright and in the same direction.
6. Document the reconciliation on the Fee Reconciliation Worksheet. Seal the fees, G-711 receipts, and the completed Fee



Reconciliation Worksheet in an envelope or in another secure manner as determined by the Port Director.

7. Initial across the flap of the sealed envelope as a deterrent to opening by an unauthorized person. Taping across the initials is a further deterrent.
8. Drop or place the sealed envelope in the safe in the presence of the supervisor. Record the action on Form G-714, Receipt for Funds and Valuables Transferred.

#### **H. LIABILITY DURING THE FEE COLLECTION, RECONCILIATION AND REPORTING STAGES**

All employees who collect fees or take part in reconciliations and preparing deposits are considered accountable officers. Any discrepancies occurring during the reconciliation and reporting stages must be reported through a memorandum in the same manner as shortages or overages by a Cashier. Further information is found in section II-D.

#### **I. SAFEGUARDING SUPPLIES OF RECEIPTS**

It is the responsibility of the Principal Officer to safeguard supplies of blank receipts and to ensure that books of receipts are used consecutively in order to preserve accountability. It is also the responsibility of the Principal Officer to retrieve and destroy all remaining unused unnumbered manual receipts. It is the responsibility of the Cashier to safeguard the book of receipts in use and to issue receipts in numbered order. If a receipt is inadvertently destroyed or damaged and cannot be issued, the Cashier must explain the situation to the Principal Officer or supervisor who must void and initial the unissued receipt. Voided receipts shall be retained, not destroyed, and must be submitted to the Debt Management Center along with other receipts. Reviewing voided receipts during the reconciliation process will provide insight on the validity of the voided receipts.

### **VIII. MANUAL FEE DEPOSITS**

#### **A. POLICY**

In general, large POEs will make daily deposits. Small POEs will make weekly or monthly deposits based upon the criteria listed below. The Department of the Treasury (Treasury Financial Manual 6-8000, Section 8030.20) requires that:

- Deposit sites shall deposit receipts totaling \$5,000 or more on the same day received prior to depository cutoff time.
- Collections totaling less than \$5,000 may be accumulated and deposited when the total reaches \$5,000. (b)(2), (b)(2), (b)(7)(E)
- In accordance with a deposit waiver granted by Treasury for extremely remote POEs with little collection activity, receipts of less than \$500 can be deposited monthly, provided it has been approved by the Debt Management Center. For proper oversight and tracking, the DMC should be aware of which POEs are granted the Treasury waiver as well as the Principal Officers accountable for proper internal controls at remote POEs.

Deposits shall be made as late as possible prior to the specified cutoff time to maximize daily deposit amounts. Funds received too late in the day to meet the deposit cutoff time must be deposited the following business day.

#### **B. PROCEDURES FOR CHECKS AND CASH RECEIVED**

### Checks Received

Payee Verification: Verify that each check, money order, etc, is properly made out to the Immigration and Naturalization Service. Refer to Inscription of Checks in Section IX-D.

### Deposits to Commercial Bank (General Depository)

Checks and cash delivered to commercial banks for deposit must be accompanied by an adding machine tape or other listing of the individual check amounts, totals of the currency, coins and the grand total of the deposit that matches the total of the Deposit Ticket, Form SF-215.

### Deposits to Federal Reserve Banks (FRBs)

Only checks or money orders can be deposited at FRBs. Cash is not accepted at FRBs. Deposits must be submitted to the FRB by mail or via courier. Deposits cannot be hand-carried to an FRB teller. Please note that if cash is collected at a location, it cannot be deposited at an FRB unless it is converted to a money order or bank check. This bank check or money order is then included with the check deposit. The purchase cost of the money order or bank check cannot be deducted from the deposit or any fee collections. The purchase cost must be paid from an imprest fund or by other means. Contact the INS Debt Management Center for information on obtaining an alternate depository.

### Check Deposits

Depositing locations must do the following:

- Separate checks into bundles not to exceed 400 items per bundle.
- Attach to each bundle of checks an adding machine tape or other listing that details all items in the bundle, the bundle total, and the Agency Location Code.
- Provide the totals of each listing and the listing's item count on SF-215.
- Enclose checks with the SF-215 in a sealed package.
- Mail all deposits to the FRB location or deliver them by courier to the loading dock at the FRB within designated delivery hours.

To ensure that the maximum amount of funds are deposited daily, the depositor will establish a schedule allowing the deposits to reach the FRB before the daily cutoff for Government agency deposits. For further information on the FRB's cutoff and availability for agency deposits, the depositor may contact the FRB (Check Processing Department) where the checks are deposited.

The mailing of deposits to FRBs may be done only when specifically authorized by Treasury, FMS. If a POE wishes to mail deposits, the Principal Officer should contact the INS Debt Management Center to make arrangements.

It is recommended that locations mail deposits to FRBs by registered mail. Registered mail is tracked and kept under lock and key by the Post Office from time of receipt until it is delivered at its final destination. It is important that the depositing location maintain enough information regarding the checks in the deposit in order to obtain replacement checks if the deposit is lost or destroyed in transit.

### Reconciliation in Preparation of Deposit

The supervisor will assign two employees to make the fee reconciliation in preparation for deposit. These should not include a Cashier, whose fee collections are included, unless it is necessary in the judgment of the Port Director.

In the presence of the supervisor, the two employees will open the safe and remove the sealed envelopes containing the deposits for each shift. They will remove the contents of the envelopes to:

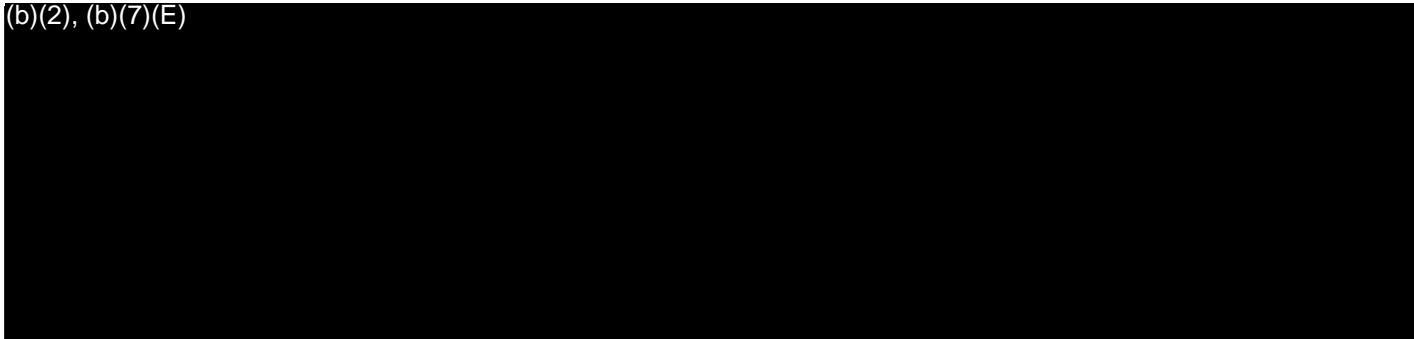
- Use G-711s, Individual Fee Register Receipts and adding machine tapes to confirm that the total of fees collected equals the sum of all Forms.
- Confirm that consecutive numbers have been used for any Forms G-711.
- Prepare blocks 1 through 5 on Form G-712, Summary of Fees. (Instructions for completing this form are provided in I.B., Forms and Illustrations.)
- Secure the deposit. If the deposit is to be prepared by another employee, place the fees, and all other related documents in a single sealed, identified package or locked bag to be transported to the administrative office that will prepare the deposit. If the deposit is to be prepared at a later time, return the deposit immediately to the safe. Record each change of custody on Form G-714, Receipt for Funds and Valuables Transferred.

Detailed instructions for preparing the SF-215 Deposit Ticket are contained in section VIII-C.

### Verification and Final Preparation of Deposit

Before final preparation of a deposit for delivery to a depository, all remittances are counted and verified against supporting documents by two employees assigned by the supervisor, one of whom is the employee who prepared the deposit. These employees will sign the G-712 certifying that the amount for deposit agrees with amounts reconciled for all shifts. After verifying the remittances and preparing the deposit ticket, the two employees prepare them for delivery in the following manner:

(b)(2), (b)(7)(E)



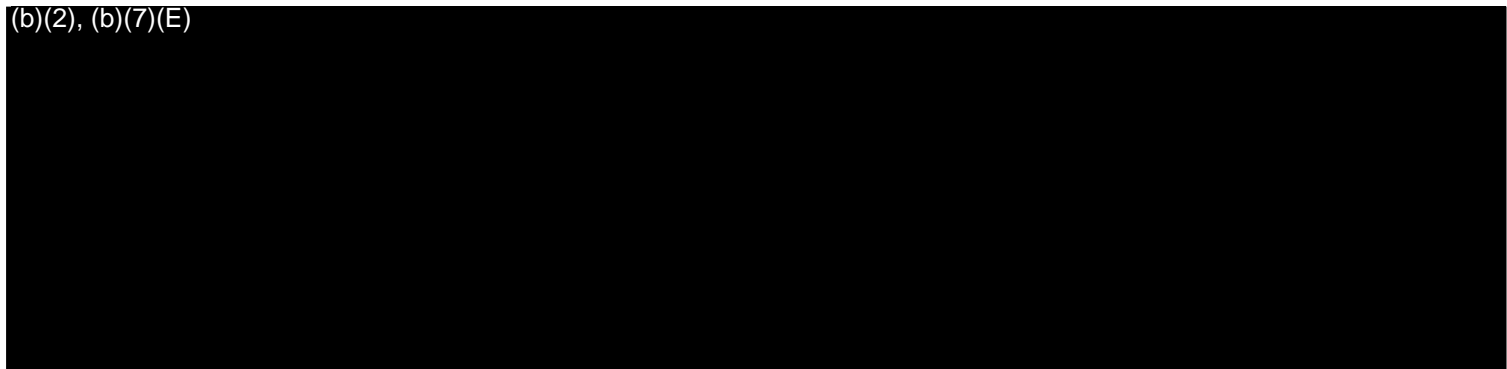
The transfer of remittances from one individual to another is acknowledged on a Receipt for Funds and Valuables Transferred, Form G-714.

### **C. PREPARING THE SF-215, DEPOSIT TICKET**

The Form SF-215, Deposit Ticket, is a five-part form used to deposit funds in a bank. It must be prepared in accordance with the following standards:

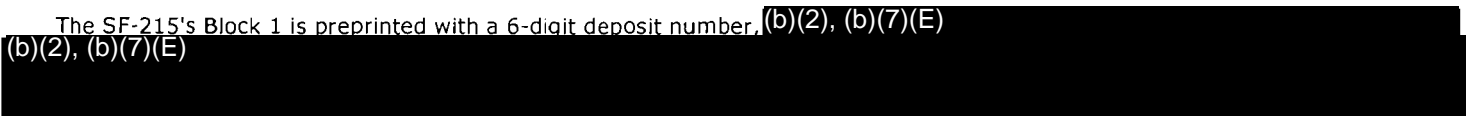
Specifications for Preparing the Deposit Ticket

(b)(2), (b)(7)(E)



Block 1: Deposit Number

The SF-215's Block 1 is preprinted with a 6-digit deposit number, (b)(2), (b)(7)(E)



Block 2: Date Presented or Mailed to Bank

The date the document was mailed or presented for deposit (not prepared) is typed in Block 2 in 2-digit groups in month, day, and year order, separated by hyphens, and using zeroes for single-digit dates. For example, October 2, 2002, would be typed 10-02-02. **Note:** If you mail the deposit, the correct date for the SF-215 is the date mailed (not the date prepared, in the event there is a difference). If you walk into a bank lobby to make the deposit at a teller window, the correct date for the SF-215 is the date presented (again, not the date you prepared the deposit should there be a difference).

Block 3: Agency Location Code (ALC)

This code is provided to each POE by the INS Debt Management Center.

Block 4: Deposit Amount

Report the total deposit amount (including cents) in Block 4. Use appropriate commas and decimal points, but omit dollar and cent signs.

Example: 9,999,999.99

Block 5: Date Confirmed by Bank (appears on Memorandum Copy only)

Leave blank.

Block 6: Agency Use

To properly account for deposits, each SF-215, Deposit Ticket issued shall be numbered. Block 6 shall be used to enter internal document numbers. (b)(2), (b)(7)(E)  
(b)(2), (b)(7)(E)

Block 6 shall also be used to list the Federal accounts symbol, appropriation codes (which correspond to a specific application type), and amounts collected for each application type.

Example:

Fed. Acct. Symbol	Appropriation Code	Amount
15X5088.1	(##)	\$ x.00
15X5088.1	(##)	\$xx.00

Identifying collections by appropriation code will provide tracking capabilities by POE and the types of application processed. The totals of the amounts listed by appropriation code must equal the total amount of the deposit (Block 4).

Block 7: Name and Address of Depository

Place the full name and address of the depository (bank) in this block.

Block 8: Certification

Leave blank. This block is for use by the depository (bank).

Block 9: Depositor's Title, Department or Agency and Address

Enter: USINS Debt Management Center  
P.O. Box 5000  
Williston, VT 05495-5000

Proper Endorsement

Each check must be endorsed with the correct financial endorsement prior to depositing at the banking institution. This endorsement stamp should include the following:

- US Immigration - XXX (XXX is the location code, for example, MIA);
- Agency Location Code (obtained from the Debt Management Center);
- The words "for credit to the US Treasury"; and
- Date of endorsement (this needs to be a changeable date).

The date of endorsement must match the date of the SF-215 Deposit Ticket. The financial institution may return the entire deposit to the depositing field office if the dates on the endorsement and the SF-215 do not

match. Endorsement for the financial institution must be within the payee endorsement area located 1 1/2 inches from the beginning of the trailing edge of the check. An example is found in Section I.B. Forms and Illustrations.

#### Distribution of SF-215

The office within the POE preparing the deposit shall:

- Make a photocopy of the original for POE records;
- Send the Original (top white), Depository Copy (blue carbon) and Confirmed Copy (green carbon) to the depository (bank) with the deposit; and
- Mail the Agency Copy (yellow carbon) and Memorandum Copy with applicable supporting documents attached to the INS Debt Management Center (see Submission of Records of Deposits to the Debt Management Center, section VIII-I) on a daily basis, or each time a deposit is made.

**Note:** If the deposit is made over the counter at commercial banks, the "Agency Copy" should be taken to the depository, and marked "Received" by the depository, prior to the POE photocopying and sending it to the INS Debt Management Center, along with the supporting documentation. When deposits are made by courier, the Port-of-Entry should request from the bank a copy of the deposit ticket marked "received" and dated.

#### **D. SAFEGUARDING THE DEPOSIT**

(b)(2), (b)(7)(E)

#### **E. FORWARDING THE DEPOSIT TO THE DEPOSITARY (BANK) OR FRB**

##### Items to be forwarded:

The POE will forward the following documents to the depository:

- SF-215 (Original, Depository, and Confirmed copies),
- Cash instruments (checks, money orders, cash), and
- Adding machine tapes.

##### Record of Shipment

A record of the shipment of remittances to a depository, FRB, or by courier is maintained on Form G-221, Schedule of Valuables Shipped. On the G-221, the deposit number from Block 1 of the SF-215 (not the internal deposit number) must be included.

##### Manner of Shipment

(b)(2), (b)(7)(E)

Deposits may be mailed to FRBs, but not to commercial depositories. It is recommended that locations send deposits by registered mail.

#### **F. USING A COURIER SERVICE TO TRANSFER DEPOSITS**

It is essential that the depository's cutoff times be known prior to designating the time of day that pick-ups will be made by couriers. The deposit pick-up time designated for the courier should be as late as possible to maximize daily deposit amounts and still ensure that the courier will deliver the deposit the same day before the depository's cutoff time.

Courier service contracts shall include acceptable pickup timeframes to ensure deposits reach depositories in accordance with Treasury requirements and include contractual provisions with appropriate liquidated damages for failing to deliver deposits to the designated financial institution by the cutoff time specified.

#### **G. DISPOSITION OF CONFIRMED COPIES**

The depository shall send the Confirmed Copy of the SF-215 to the office shown in Block 9. If the depository returns the Confirmed Copy of the SF-215 to the POE, it shall be sent immediately to the INS Debt Management Center.

#### **H. ADJUSTMENTS TO DEPOSITS**

The SF-215 cannot be recalled, corrected, nor may it be resubmitted even if an error is discovered after it has been released to a depository. When errors are detected, the POE must contact the INS Debt Management Center for further instruction.

#### **I. SUBMISSION OF RECORDS OF DEPOSITS TO THE DEBT MANAGEMENT CENTER**

The following requirements apply to records of manually collected fees only.

The following documents must be forwarded by first-class US mail to the INS Debt Management Center, as applicable:

- Agency and Memorandum copies of the SF-215, Deposit Ticket;
- G-711s, Individual Fee Register Receipts (Deposit Copy);
- Form G-712, Summary of Fees; and
- The original employee discrepancy memo and the Overage/Shortage Memo Cover Sheet. (Note: This must be sent whether or not repayment has been made.)

The packet must be mailed on the day of deposit to:

USINS Debt Management Center  
P.O. Box 5000

Williston, VT 05495-5000

**J. FILE DOCUMENTS TO BE RETAINED BY POEs**

POEs should retain:

- A photocopy of the original of the SF-215, Deposit Ticket;
- A copy of the G-712 and preferably copies of G-711s (File Copies);
- Originals of G-714, Receipt for Valuables Transferred, and G-221, Schedule of Valuables Shipped;
- Any Fee Reconciliation Worksheets used in preparation of deposits;
- Copies of the deposit ticket marked "received" and date stamped (when the deposit is made at a commercial bank); and
- Copies of all memoranda related to overages/shortages.

These file documents should be retained for one year.

**IX. FORMS OF PAYMENT**

Payments for fees must be drawn on an institution located in the U.S. and payable in U.S. currency. Acceptable forms of payment include the following:

- Cash,
- Personal Check,
- Cashier's check,
- Certified bank check,
- Money order or
- Credit Card, where accepted

Unacceptable forms of payment include the following:

- Foreign currency,
- Postage stamps,
- Food stamps,
- Coupons,



- Third party personal checks,
- Employee personal checks,
- Mutilated paper U.S. currency, and
- Damaged coins.

#### **A. AMOUNT OF CHECKS OR MONEY ORDERS**

Ordinarily, only fees in the correct amount will be acceptable. However, when POEs are situated great distances from banks, stores, etc. where other means of payment may be obtained, the following exceptions may be made:

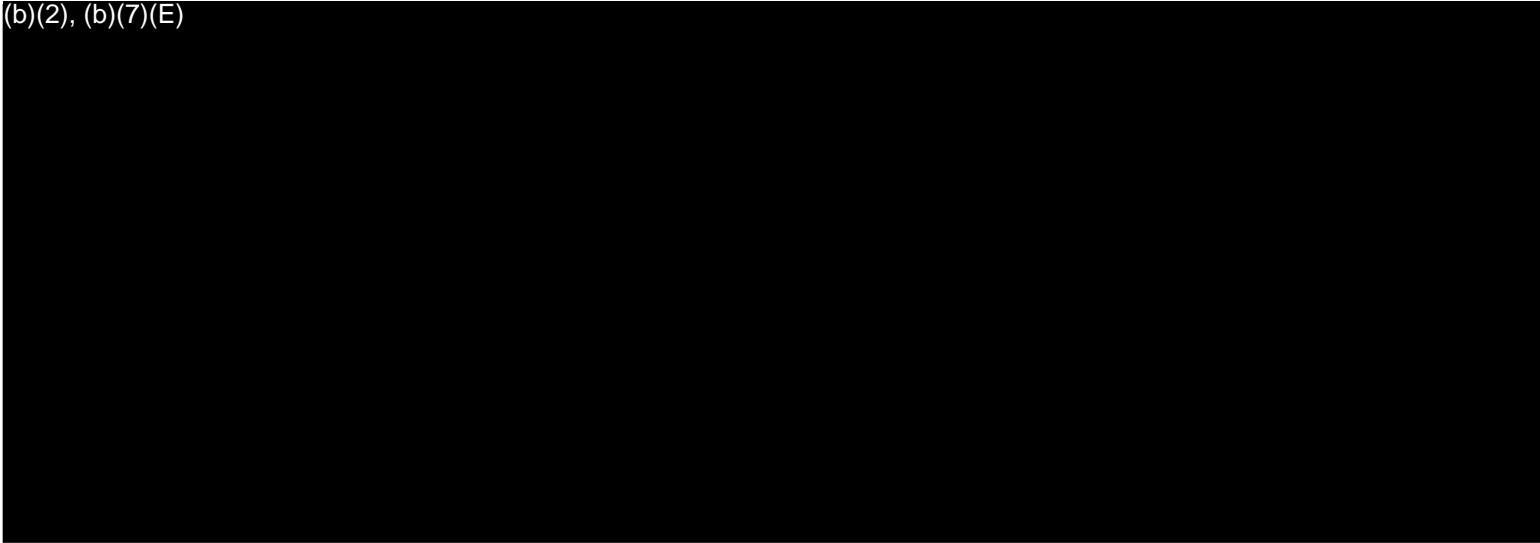
U.S. Government checks (endorsed by the payee to the U.S. Immigration and Naturalization Service), domestic travelers checks, or money orders must not exceed the amount of the fee by more than \$50.

#### **B. COUNTERFEIT MONEY**

The Cashier must look closely at the money when accepting a fee payment. Paying attention to the quality of printing, security threads, microprinting, and paper characteristics of the money can help guard against accepting counterfeit money. A booklet entitled "Know Your Money," designed by the U.S. Secret Service to help detect counterfeit money and guard against losses because of forgery, is available from Government Printing Office Bookstores. The booklet is also available at [www.ustreas.gov/usss/](http://www.ustreas.gov/usss/) on the internet.

If the Cashier suspects that counterfeit money is presented as payment, he/she should follow these instructions taken from that booklet:

(b)(2), (b)(7)(E)



### **C. REVIEW OF CHECKS, MONEY ORDERS, ETC.**

Each check, money order, or other negotiable instrument presented must be carefully reviewed before it is accepted as payment for a fee. Missing or incorrect data will result in banks returning the payment as "Unable to Process." The Cashier must be sure that the following key elements for each negotiable instrument are reviewed before being accepted:

- **Date:** The date should be current and not stale-dated (over six months old). Undated checks can be accepted provided the current date is inserted.
- **Payee:** Refer to Inscription on Checks below.
- **Address and phone number of payee** (may be handwritten).
- **Amount:** If the written and numeric amounts differ, the check will be deposited and the collection processed for the written amount.
- **Signature:** Checks must be signed.
- **Bank:** Verify that the bank is an institution located in the U.S. and that funds are payable in U.S. currency.

- Required Identification.

#### **D. INSCRIPTION OF CHECKS**

Checks should be made payable to the "Immigration and Naturalization Service." Checks should never be made out payable to "INS" because the check is easy to alter (e.g., I.N. Smith). Under no circumstances should visitors make, or may INS staff accept, checks payable to individual officers or employees of the U.S. Government by name.

#### **E. REQUIRED IDENTIFICATION**

Each check, including personal checks, business checks, certified checks, and money orders, requires identification. Two forms of identification are preferred. At a minimum, one form of legal, government-issued picture identification is required. The picture must match the person presenting the check. If the check is a business check, the person presenting the check must show evidence of employment with the firm. Examples of government-issued picture identification include:

- Current driver's license,
- Alien Registration Card (ARC),
- INS Employment Authorization Card, or
- As an alternate, a foreign government-issued passport.

#### **F. RECORDING THE INFORMATION**

The identifying number of the identification presented should be recorded legibly on the face of the check. For example, the U.S. Social Security Number, if available, and driver's license number, ARC number, credit card number, etc., are to be recorded on the face of the check or money order. The manual receipt number must also be written on the face of the check. These numbers are essential for tracing a returned check to the applicant. **Note:** When the remitter and the applicant are not the same person, applicant information must also be entered onto the check.

#### **G. ENDORSEMENT**

POEs should use a rubber stamp to affix the proper endorsement on the check.

Checks must be endorsed immediately with a stamp saying " For Deposit Only, US Immigration and Naturalization Service " when accepted as payment for a fee.

Endorsement for checks must be within the payee endorsement area located 1 ½ inches from the beginning of the trailing edge of the check.

## **X. CHANGE FUNDS**

### **A. POLICY**

The Immigration and Naturalization Service shall establish Change Funds in accordance with applicable principles and standards in the Supplement to the Treasury Financial Manual entitled "Manual of Procedures and Instructions for Cashiers" and the INS "Cashier's Handbook".

Funds shall not be advanced for Change Funds unless adequate facilities for safeguarding cash are available.

A Change Fund shall not be established for more than \$500.

POEs, depending on volume and staffing, may deem it necessary to have more than one Change Fund. Having a separate Change Fund for each Cashier or shift may provide easier accountability and control than passing the Change Fund to a new Cashier after counting and signing a Form G-277, Report of Imprest Fund Verification.

### **B. ESTABLISHING CHANGE FUNDS**

Change Funds shall be requested in an amount not to exceed the actual amount needed for change-making purposes. To establish Change Funds,

- District Directors, or their designees, shall complete a Form OF-211, Request for Change or Establishment of Fund, for each POE requiring Change Funds.
- The Forms OF-211 must be submitted to the Director, Dallas Finance Center, for signature. Only the original Form OF-211 need be signed.
- Upon receipt, the Director will sign section VI, return a copy to the appropriate requesting office, and maintain a file copy.

All such requests must be supported by INS Form 2958, Designation of Cashier.

Change Funds should be maintained with small denominations of currency to provide maximum flexibility in meeting U.S. currency change-making requirements.

### **C. AUTHORIZED USE OF CHANGE FUNDS**

The sole purpose of Change Funds is to make change for U.S. currency.

Change Funds shall not be commingled with fee receipts.

Change Funds may not at any time (even for a short period of time) be used for:

- Loaning official funds;
- Personal purposes, to include cashing personal checks; or
- Exchanging money with other funds, personal or otherwise.

#### **D. INCREASING AUTHORIZED AMOUNT**

The amount of cash authorized and advanced may be increased, as the needs of the organization require, but cannot exceed \$500. To obtain an increase, the District Director, or his/her designee, shall submit a request supported by a justification to the Director, Dallas Finance Center.

#### **E. REDUCING OR CLOSING THE CHANGE FUND**

It may be determined, on the basis of experience or because of changed conditions, that an excessive amount of cash is being maintained or the need for the fund no longer exists. In those cases, the District Director, or his/her designee, will forward a Form OF-211 along with a Cashier's check or money order for the returned funds to the Director, Dallas Finance Center, by registered mail (return receipt requested), to have the fund reduced to a level commensurate with operating needs or to have the fund discontinued.

#### **F. ACCOUNTABILITY FOR TRANSFER OF THE CHANGE FUND BETWEEN CASHIERS**

Funds may be advanced to an employee for brief periods for approved purposes upon execution of a properly prepared SF-1165, Interim Receipt for Cash. For example, an employee may take large denomination bills to a bank to exchange for smaller denominations of currency.

A Form G-277, Report of Imprest Fund Verification, shall be prepared whenever there is a transfer of accountability for the Change Fund, such as a change in Cashiers. The outgoing Cashier will sign Form G-277, and the incoming Cashier will sign the Verification section of the form after verifying the Change Fund balance. The Remarks section shall state that accountability for the Change Fund is transferred to the name of the incoming Cashier. Each Cashier shall retain a copy of the completed Form G-277 and a copy of the form will also be forwarded to the Dallas Finance Center.

#### **G. SAFEKEEPING FACILITIES FOR CHANGE FUNDS**

- Safekeeping facilities should be tailored to the size of the fund, as well as the vulnerability of the facility.
- Small Funds (\$50 or less). Relatively small funds may be stored in a file cabinet. A bar and combination lock must be installed on the file cabinet as file cabinets with just key locks are inadequate.
- Larger Funds (Over \$50). Larger funds shall be stored in a relatively non-removable safe with a three-position dial combination feature.

As cash requires absolute security, it is extremely important that security be constantly maintained over the Change Fund. Therefore:

- Principal Officers and Cashiers shall maintain exclusive control of their respective Change Fund, and work from separate cash boxes or safe drawers, regardless of the type of safekeeping facilities provided.
- A duplicate key to cash boxes shall be placed in a secure envelope, signed, dated and retained in a secure area controlled

by an appropriate official.

- Change Funds shall be kept separate from all other funds.
- Cash may not be stored in:
  - File cabinets with key locks;
  - Desk drawers;
  - Depositories and safe deposit boxes in the name of the Principal Officer or Cashier.
- Accountability will be strengthened if Change Funds are maintained and controlled by one individual for each shift.

#### **H. VERIFICATION OF FUNDS**

The amount of cash shall be verified daily by the Principal Officer or Cashier responsible for the Change Fund. A suggested aid to document cash verification is Form G-277, Report of Imprest Fund Verification. The G-277 will also provide a breakdown of the coins and currency in the fund to determine if the denominations are sufficient to meet currency change-making requirements.

In accordance with Treasury requirements, POE Change Funds, excluding remote locations, shall be verified quarterly by unannounced audits by immediate supervisors, District Administrative Officers or the Dallas Finance Center. Treasury will give consideration to the location of the Cashier, the amount of the fund, and other relevant factors if an audit requirement, other than quarterly, is established. The District Director will ensure that an independent INS office will perform audits of Change Funds at least once each fiscal year and document their findings. Findings will be sent to the Dallas Finance Center, and a copy will be provided to the Port Director.

Unannounced audits of Change Funds will verify that:

- All funds are properly accounted for;
- The amount of the fund is not in excess of the cash requirements;
- Unauthorized use of the funds is not occurring;
- Procedures are being followed to protect the funds from loss or misuse.

#### **I. Verification of Change Funds \$200 or Less in POEs in Remote Locations**

The Department of the Treasury approved INS's request for a waiver related to Change Fund audits at remote locations. Treasury waived the regulation for verifying cash balances each quarter at POEs in remote locations, with Change Funds established for \$200 and less. A location shall be considered "remote" when postal or banking services are not available for a radius of approximately 25 miles or an extraordinary circumstance exists, i.e., a ferry, which is time consuming and costly, must be taken to reach a town.

When visiting location sites having Change Funds, District Administrative Officers, INS Finance officials, or immediate supervisors will conduct unannounced verifications of the cash balance in Change Funds. The results of these verifications will be forwarded as specified below in order to meet the minimum Treasury requirement of an annual verification. Individuals verifying the Change Funds shall count the cash, and complete and sign a Form G-277, Certificate of Verification. The original Certificate of Verification shall be

forwarded to the Dallas Finance Center for review and retention. A copy of the certificate shall also be retained at the Change Fund site.

More comprehensive and frequent audits can be done at the discretion of cognizant authorities such as the District Director or the Office of Financial Management. The frequency of audits will depend on the location, the amount of the fund, and other relevant factors.

## **J. PERSONAL LIABILITY FOR CHANGE FUNDS**

While acting as custodian of a Change Fund, the official is personally liable (legally responsible) for the Government money and obligated to perform duties faithfully. For further information see section II-D.

## **XI. REFUNDS**

### **A. POLICY**

Only the District Director or his/her formally named designee is authorized to determine that a refund is warranted. In that case, a revised Form G-266, Request for Refund of Fee, shall be processed to reimburse an applicant for a fee previously paid. It is INS policy that refunds are issued only in the case of Service error.

Form G-266 can be found on the INS Intranet in the "Table of Contents" section and on the cc:Mail bulletin board under "Finance Notices." Only one refund request may be made on each form.

## **XII. SAFEGUARDING COLLECTIONS AND SUPPORTING DOCUMENTS**

The Principal Officer will have primary responsibility to ensure that appropriate security and accountability for funds and valuables received and accepted by INS employees are maintained to the fullest extent possible. Similar security and accountability is also to be maintained over all supporting documents which record individual INS transactions such as applications, manual receipts, as well as all material documenting transaction history such as cash register tapes and Forms G-253, Daily Registers of Fee Receipts, etc. In addition to establishing the following procedures regarding collections, supervisors are also to establish procedures specific to their POE in order to ensure independent accounting of transactions and proper safeguarding of documents supporting them.

### **A. PERSONNEL**

The recruitment, screening, and selection of persons for positions requiring the performance of cash functions should be accomplished by supervisors with primary regard to the sensitive nature of those positions and with the safeguarding of public funds as their ultimate objective.

Accountable employees must be able to account for the full amount of funds being held at any given time. Employees performing collection duties are responsible for maintaining appropriate accounting and internal controls for the assets for which they are responsible. Responsibility continues from the time the fees are collected until proper and acceptable accounting of the fees is made and the receipts are either deposited or turned over to another individual.

Officials are personally liable (legally responsible) for the Government money in their custody and are obligated to faithfully perform duties. Personal liability is addressed in the section on the Principle of Liability for Public Funds, in section II-D.

### **B. SEGREGATION OF DUTIES**

Segregation of duties is an important facet in maintaining accountability in the fee collection and fee handling process. It is a management tool that provides a system of checks and balances in the fee collection process. While the Cashier remains fully accountable or responsible for the Government funds in his/her custody, segregation of duties provides that the integrity of the process is maintained by establishing a division of accountability. Establishing segregation of duties will prevent a single person (the Cashier) from having total control over fees taken and the means to account for them. For these reasons, segregation of duties must be established and maintained throughout the entire process.

The following are examples of segregation of duties:

- Dividing the Inspection and Cashier functions by:
  1. Requiring the Inspector to separate the Departure portion of the Form I-94 and retain the Arrival portion in a locked box in order to keep an independent count of the Forms I-94 issued, before the applicant proceeds to the Cashier.
  2. Requiring the Inspector to retain a copy of other applications, such as an I-90 or I-193, in a locked box, before the applicant proceeds to the Cashier.
- Requiring two people (Cashier and verifier who is not the Officer working with the Cashier) to count the cash at the end of a day or shift,
- Requiring a separate person, preferably a supervisor, to initial off on "Void" entries on the journal tape and, under the manual fee collection process, on the G-211 or the G-711 immediately after the void occurs. The void must also be recorded on the G-253.
- Requiring the supervisor, rather than the Cashier, to retain custody of the keys to the cash register, etc.

#### **C. DROP SAFES**

Drop safes enable individuals to deposit funds in safes without having access to safe combinations.

Funds are placed in a sealed envelope and dropped through the slot of the drop safe. Individuals must initial over the sealing point of the envelope before depositing in the drop safe slot so it can be determined if the envelopes were opened after being sealed. Taping across the initials is a further deterrent.

Two individuals shall be assigned to open the sealed envelopes and verify the seal and contents. Accountability can only be maintained if more than one individual verifies the envelope seal and contents of each envelope.

At certain times, the individual with the safe combination opens the drop safe and, in the presence of another individual, removes all envelopes deposited. Funds are then prepared for deposit.

#### **D. SAFE COMBINATIONS**

Safe combinations shall be memorized. Safe combinations should be placed in sealed envelopes, signed, dated and retained in a secure place that is controlled by an appropriate official, i.e. Security Officer, Administrative Officer, etc. They may not be carried on the person, written on a desk calendar or stored in a desk.

- Combinations shall be changed:



- At least annually, and
- When there is a change of any accountable officer with access to the safe;
- When it has been necessary to effect access to the funds in the case of an unforeseen absence of the employee; or
- When the combination has otherwise been made known to unauthorized employees or otherwise compromised.

If, in the event of an unforeseen absence or other emergency, it is necessary to access an accountable employee's storage facility, the Principal Officer shall appoint at least two employees to effect access and account for any funds and valuables on hand.

More information on this subject is available in the INS Security Officers' Handbook.

#### **E. PASSWORDS AND PINs**

Passwords and Personnel Identification Numbers (PINs) must be memorized. They should also be placed in sealed envelopes, signed, dated and retained in a secure place that is controlled by an appropriate official, i.e. Security Officer, Administrative Officer, etc. They may not be carried on the person, written on a desk calendar or stored in a desk.

Passwords and PINs shall be changed:

- When it has been necessary for another person to gain access to the password or PIN in the case of an unforeseen event,  
or
- When the password or PIN has otherwise been made known to unauthorized employees or otherwise compromised.

Passwords and PINs are personal identifiers. When an employee having a password or PIN leaves his/her position, the new employee selects or is assigned new passwords or PINs. Passwords/PINs programmed into cash registers should be deleted when no longer used.

#### **F. COURIER SERVICE CONTRACTS**

Volume I of the Treasury Financial Manual 6-8030.30 states that deposits will be made as late as possible prior to the specified cutoff time of the depository to maximize daily deposit amounts. Treasury's definition of cutoff time is a time predesignated by a financial institution beyond which transactions presented or actions requested will be deferred to the next banking day's business.

It is recommended that locations mail deposits to FRBs by registered mail. Registered mail is tracked and kept under lock and key by the Post Office from time of receipt until it is delivered at its final destination. It is important that the depositing location maintain enough information regarding the checks in the deposit in order to obtain replacement checks if the deposit is lost or destroyed in transit.

It is essential that the depository's cutoff time be known prior to designating the time of day that pickups will be made by couriers. The pickup time designated for the courier should be as late as possible to maximize daily deposit amounts and also insure the pickup will be delivered for deposit before the depository's cutoff time.

Courier service contracts shall include acceptable pickup timeframes to insure deposits reach depositories in accordance with

Treasury requirements and include contractual provisions with appropriate liquidated damages for failing to deliver deposits to the designated financial institution by the cutoff time specified.

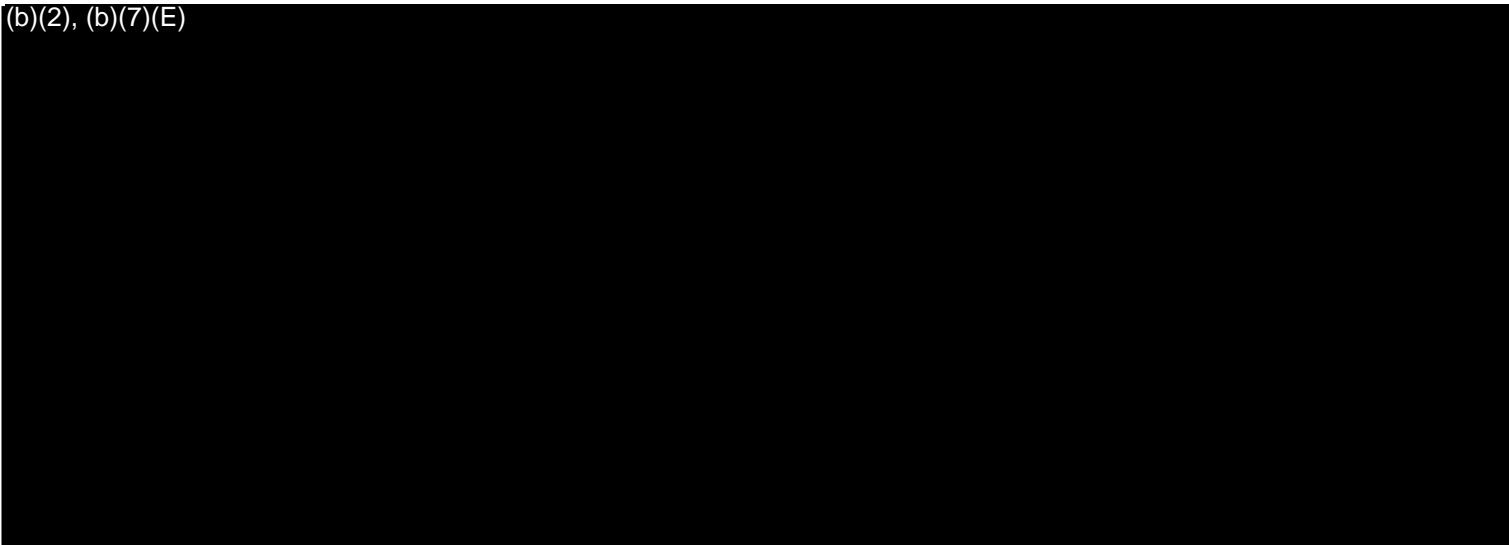
#### **G. CASH REGISTER INVENTORY**

The Center's staff must know how many cash registers are at each POE and their make and model. In addition, each cash register at a service location must be designated by a unique number. Therefore, when cash register inventories change (i.e. additions, deletions, malfunctions, or replacements), the Port Director or his/her designee must notify the DMC of the change. Notification must be written format. The POE may choose a method such as facsimile, e-mail, or by a note with the deposit.

#### **H. CASHIER ROOM CONSTRUCTION RECOMMENDATIONS**

Cashier Rooms shall be constructed to protect both employees and funds. Specific security guidance can be obtained from the INS Office of Security. The following construction measures should be considered for areas that handle funds and valuables:

(b)(2), (b)(7)(E)



More information on this subject is available in the INS Security Officers' Handbook.

### **XIII. FEE COLLECTION QUALITY ASSURANCE**

#### **A. FEE COLLECTION QUALITY ASSURANCE CHECKLIST, FORM G-1031**

To view a copy of this form, click on Form **G-1031**.

#### **B. WORKSHEET A - RECONCILIATION OF END-OF-SHIFT, FORM G-1032**

To view a copy of this form, click on Form **G-1032**.

**C. WORKSHEET B -TRACKING APPLICATIONS / CASH COUNTS, FORM G-1033**

To view a copy of this form, click on Form **G-1033**.

**D. WORKSHEET C - DEPOSIT ACTIVITIES, FORM G-1034**

To view a copy of this form, click on Form **G-1034**.

**E. WORKSHEET D - JOURNAL TAPES, FORM G-1035**

To view a copy of this form, click on Form **G-1035**.

**F. WORKSHEET E - MANUAL RECEIPTS, FORM G-1036**

To view a copy of this form, click on Form **G-1036**.

**G. FEE COLLECTION INSTRUCTIONS FOR COMPLETING CHECKLIST QUESTIONS**

To view a copy of this form, click on Form **G-1037**

**Footnotes for Appendix 46-1**

**Quality Assurance**

**FN 1** AM 5.5.103, INS Quality Assurance Program, established the INS Quality Assurance Program under the direction and oversight of the office of Internal Audit. The program will provide for continuous monitoring and measuring compliance with procedures in all program areas to mitigate adverse aspects to operations and assure program processes are performed with integrity and in compliance with applicable law.

**FN 2** Each QAA has been provided a copy of an automated random number generator to be used on a PC.

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**Appendix 47-1 TWOV/In-Transit Report to HQINS (Added INS - TM2)**

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TWOV/IN-TRANSIT REPORT TO HQINS

ONLY FOR THOSE APPLICANTS WHO FAIL TO DEPART THE U.S. AS REQUIRED

CARRIER

TYPE OF APPLICANT    PORT

- TWOV APPLICANT    1.  PAROLED INTO THE U. S.
- IN-TRANSIT APPLICANT    2.  EXCLUDED BY INS IMMIGRATION JUDGE
- IN-TRANSIT DEPORTEE    3.  ESCAPED AFTER INSPECTION
- UPDATE    4.  ABSCONDED BEFORE INSPECTION
- 5.  PLACED IN INS CUSTODY
- 6.  PLACED IN CARRIER CUSTODY
- 6a.  ESCAPED IN CARRIER CUSTODY (I-259)
- 7.  OTHER (Explain) \_\_\_\_\_

DID APPLICANT CLAIM POLITICAL ASYLUM? YES \_\_\_\_\_ NO \_\_\_\_\_

IF APPLICANT ESCAPED/ABSCONDED: DATE OF ESCAPE \_\_\_/\_\_\_/\_\_\_.  
GUARD ESCAPE REPORT AVAILABLE: YES \_\_\_ NO \_\_\_

DOCUMENT NAME \_\_\_\_\_ DATE OF ARRIVAL \_\_\_\_\_  
(last name, first name)

DOCUMENT DOB \_\_\_/\_\_\_/\_\_\_ SEX M\_\_\_F\_\_\_ ARRIVING FLIGHT # \_\_\_\_\_  
mm dd yy

DOCUMENT NATIONALITY \_\_\_\_\_ U.S. CONNECTING FLIGHT # \_\_\_\_\_  
(if applicable)

CLAIMED/TRUE NAME \_\_\_\_\_ DEPARTING FLIGHT # \_\_\_\_\_  
(circle one) (last name, first name)

CLAIMED/TRUE DOB \_\_\_/\_\_\_/\_\_\_ SCHEDULED DATE OF DEPARTURE \_\_\_\_\_  
mm dd yy

CLAIMED/TRUE NATIONALITY \_\_\_\_\_ FILE # A \_\_\_\_\_

TICKET # (13-digits) \_\_\_\_\_ ITINERARY \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**ADDITIONAL COMMENTS:**

**Instructions:** The POEs should send a facsimile of this report to HQINS within 5 days of the TWOV/In-Transit applicant's failure to depart, except those failing to depart timely. This report will be directed to TWOV Liaison Officer at FAX # 202 - 514 - 8345. A copy of this report and related information (including all documentation, photo-copies, guard reports, etc.) should be kept at the POEs and not REPEAT not sent to HQINS.

**Note:** All subsequent changes, additions, and/or deletions in status of aliens should be reported to HQINS within 5 days by facsimile using this form. (HQINS-1-93)

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## **Appendix 48-1 Inspections Overtime Audit Manual (Added INS - TM2)**

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(April 25, 1994)

Prepared By  
Headquarters, Inspections Division

### **Table of Contents**

- Part I. Introduction
- Part II. Purpose
- Part III. Background
- Part IV. National Audit Scheduling
- Part V. Documentation Needed for Full Audit
- Part VI. Conduct of Audits
- Part VII. Completion of Audit Report

## **Part VIII. National Overtime Agreement**

## **Part IX. INS Policy and Correspondence Memoranda on Staffing and Overtime Control**

### **Overtime Review**

#### **Part I. Introduction**

Audits will be conducted of ports-of-entry (POEs) in each district annually by designated District Overtime Control Officers (DOCOs) as part of the national Inspections Program overtime management and assessment program. The National Overtime Control Officer will conduct independent audits of POEs and also review the reports prepared by the DOCOs. These audits will assist the Service in management of overtime expenditures in the Inspections Program.

#### **Part II. Purpose**

The purpose of the audits is to insure that overtime funds are used appropriately and in accordance with Headquarters directives and guidance. The intent of the assistant commissioner, Inspections is to document the cost-effectiveness and prudent administration of overtime expenditures. The audit teams will provide documentation to the Inspections Program managers showing how field units are complying with current policy and/or provide suggestions for improvement.

The audits will help the districts document their performance in this critical area and will provide regional and Headquarters program personnel the opportunity to evaluate the districts' performance and make suggestions as appropriate.

#### **Part III. Background**

The Service has for many years been the subject of substantial scrutiny by various outside entities for its expenditures of perceived large amounts of money for the inspection of passengers and crew arriving in the U.S. from foreign territories. These entities have repeatedly cited a lack of management control of expenditures for inspections performed and compensated under the Act of March 2, 1931. General policy for control of overtime assignments is set forth in AM 1.3.104.

The Service made several policy changes, as a result of audits and reports, to ensure that the overtime funds are used prudently. They included, but were not limited to, the following:

Critical elements were added concerning overtime in the Performance Work Plans for all supervisory personnel, from the first line supervisor through Headquarters personnel. This was accomplished in the

Commissioner's memorandum of October 17, 1989 (CO 235-P):

A recent review of scheduling and billing practices involving 1931 Act overtime has been conducted by the Office of Inspections. The audit has identified various areas where Service policies and practices must be changed in order to fulfill our responsibility to wisely expend both appropriated and user fee funds.

These changes were identified through both desk and on-site examinations of scheduling and billing practices at over a dozen ports of entry, as well as through the efforts of an overtime study group convened in March at Central Office. The group was composed of Assistant Regional Commissioners, their representatives, Central Office Inspections Program personnel, and representatives from Central Office Labor Relations and Finance divisions. The following items delineate the problems identified by the group and substantiated by the port of entry audits.

Scheduling is used to maximize overtime earnings in certain locations.

Overtime wheels are not accounting for all overtime earnings in computing totals toward the congressionally mandated cap of \$25,000 (**Note:** cap raised to \$30,000 since this memo was issued), when per year.

Many local union agreements are in direct contravention to national policy and to the Administrative Manual regarding overtime policy.

Waivers of the \$25,000 (**Note:** cap raised to \$30,000 since this memo was issued) cap are granted routinely without review of scheduling practices or need.

District and regional offices of the Inspections program frequently do not review expenditures of 1931 Act overtime funds at specific ports of entry within their jurisdictions.

The audits conducted to date have identified at least \$2,500,000 in excessive 1931 Act overtime billings during the current fiscal year. By eliminating the above practices and administering overtime in compliance with existing policy, a significantly larger amount will be available in coming years to provide added personnel and equipment for the Inspections Program.

One of the most effective means of improving management of the overtime accounts is through the Performance Work Plans of key officials. With few exceptions, it has been noted that the plans of Regional Commissioners, District Directors, and other Inspections Program and Examinations Program managers with Inspections program oversight do not hold these officials specifically accountable for the cost effectiveness of 1931 Act expenditures at ports of entry within their jurisdictions. In order to correct this deficiency, the following policy shall become effective as of the date of this directive.



## **Fiscal Responsibility for Overtime Monies**

The attached is a model of a critical element, specifically requiring the responsible and efficient administration of overtime. Rating officials shall use this model as a point of departure, and, if necessary, tailor the performance standard to reflect specific requirements and conditions which are unique to a particular work environment. Such a critical element shall be placed in the Performance Work Plans of all managers with responsibility for oversight of inspectional operations. This element shall specifically address scheduling practices and the need for advanced planning to wisely utilize personnel resources. The Assistant Commissioner for Inspections; Associate Regional Commissioners for Operations; Assistant Regional Commissioners for Examinations and Inspections; District Directors; Deputy District Directors; Officers-in-Charge; Assistant Officers-in-Charge; Assistant District Directors for Examinations; Assistant District Directors for Inspections; Deputy Assistant District Directors for Inspections; Port Directors; Assistant and Deputy Port Directors; and Supervisory Immigration Inspectors shall be held accountable for the proper expenditure of overtime monies utilizing this method. Incorporation of a job element and accompanying performance standard into an employees work plan requires discussion with the employee, rating official and reviewing official on the employee's work plan acknowledging the addition.

### **CRITICAL ELEMENT; FISCAL RESPONSIBILITY FOR OVERTIME MONIES**

**JOB ELEMENT:** Incumbent is accountable for the efficiency and cost effectiveness of Inspections Program personnel and overtime resources.

### **PERFORMANCE STANDARDS:**

**Fully successful:** Evaluates use of resources in order to determine cost savings methods; e.g., possible elimination or combination of programs, personnel realignments for greater cost effectiveness. Determines cost savings methods and establishes procedures to implement and monitor their effects. Makes accurate projections of resource needs and maintains close communication with district, region and Central Office on changes in expenditures of funds to achieve maximum use of resources. Insures full compliance with Service instructions and Congressional mandate to limit overtime earnings of employees to \$30,000 each per year. Performs necessary adjustments in operations procedures and field assignments which prevent the expenditure of overtime funds for overtime services exceeding \$30,000 for each employee. If it is determined that an individual employee is projected to exceed the overtime earnings ceiling of \$30,000, incumbent exhausts all other scheduling possibilities before requesting a waiver pursuant to Service policy.

**Excellent:** In addition to fully successful, the incumbent deploys employee resources to the Inspections Program so that costs for overtime, travel, and related inspections expenditures are maintained within allocated amounts. Makes prompt decisions, often under high pressure conditions and takes appropriate actions. Adjusts priorities based on changing needs and circumstances. Determines the nature and

availability of resources needed to respond swiftly to special situations and makes necessary and timely adjustments in resource allocations. Identifies existing or potential problems and decides on solutions. Coordinates with district, regional, and Central Office managers, officials from other agencies, and other individuals to evaluate progress in meeting objectives of emergency or other special situations. Incumbent assures that all employees stay at or below the \$30,000 individual earnings cap set by Congress.

**Minimally successful:** Due to oversight or negligence, incumbent allows inspections costs to noticeably increase disproportionately in relation to expected workload. Alternatively, due to negligence or oversight, allows overtime earnings in one location to reach the point that it is necessary to cease assigning some employees to overtime work well before the end of the fiscal year. While waivers of the overtime cap may be necessary, such need does not occur due to negligence or oversight in the incumbent's administration of overtime monies.

Measures were directed requiring strict control of overtime assignments and expenditures. Bi-weekly reviews of all duty assignment sheets and Forms G-202 by District and Regional Offices were instituted in a memorandum dated April 6, 1990 (CO 235-P):

During FY '89, the Office of Inspections conducted a comprehensive audit of 1931 Act overtime practices at ports of entry in all four regions. Servicewide patterns of overtime spending were examined, through both desk and on-site audits of overtime administration, in more than a dozen ports of entry. Further, overtime has been the subject of audits by outside entities, including the Department of Justice, and has resulted in criticism of Service overtime policies.

This scrutiny has revealed that many managers authorize overtime in a responsible manner. However, certain problems with use and control of overtime have been identified at audit sites and elsewhere. Such practices violate Service policy and have other serious consequences.

Review of scheduling practices at both large and small inspectional facilities has revealed a growing problem in justifying expenditures for overtime. At several airports no evening shift is scheduled, despite the fact that 35% or more of regularly scheduled flights arrive at night, and adequate staff exists to work such a shift. At other facilities, both air and sea ports of entry, between 30% and 50% of arrival occur between the hours of 5 a.m. and 8 a.m., with no standard shift to cover the workload. Similarly, in at least two instances seaport personnel are scheduled from 8 a.m. to 4 p.m. only, when less than 5% of all arrivals occur during these hours.

In addition, in many locations, the 40 hour work week of Immigration Inspectors is scheduled Monday through Friday rather than the mandated Monday through Saturday. Overtime in the form of '45 Act funds is being utilized to staff Saturday inspectional services.

It is important to remember that inspectional overtime monies are to be expended for the expeditious

inspection of arriving passengers and the good of the Service. The use of other officers not assigned full time to the Inspections Program is designed to meet these objectives. The number of officers assigned to overtime should not exceed actual staffing needs.

Union notification has been handled by the Central Office labor Relations Specialists on the national level issues. Where local agreements are not in conformity with the national policy, management shall give notice to the union at the district level and bargain in accordance with the negotiated agreement. Where requested by the local union, reasonable extensions of time for bargaining shall be granted to permit participation of national union officials in the local bargaining.

### **Policy.**

In recognition of the problems listed above, and in order to improve and standardize accountability for overtime expenditures as well as to streamline scheduling to minimize the need for overtime, the following policy shall be implemented. This policy provides direction for the control of 1931 and 1946 Act overtime and is to be implemented after Service compliance with all contractual obligations to the employee unions at the national and local levels.

1. **Scheduling Saturday as part of the basic work week at all ports of entry.** Within the constraints of available staffing, inspectional service shall be scheduled for all ports Monday through Saturday. Such scheduling shall focus on the elimination of recurring assignments of 1945 Act overtime on Saturdays. A bargaining unit employee may be scheduled on Saturday solely to perform supervisory functions; however, this should occur only when management determines that a Service need exists.
2. **Scheduling basic tours of duty at seaports and airports to cover a greater portion of the working day.** Consistent with the negotiated agreement and the law enforcement mission of the Service, tours of duty shall be established at seaports and airports where arrivals routinely occur outside of the currently established hours on other than Sundays. Such tours of duty shall be arranged after review of port arrival trends and shall be commensurate with current levels of staffing and the distribution of workload. Where appropriate, regions and districts shall review port of entry scheduling practices to ensure that regularly scheduled flights or ships are scheduled for inspection on regular shifts, the Service shall give due consideration to the effect such shifts will have on the employees' personal lives, where operationally feasible.
3. **Inspector to passenger ratios at airports.** The inspector to passenger ratio used for making overtime assignments shall be the same as those used during the regularly scheduled workweek. Excluding supervisory and secondary inspections officers, the staffing ratios on overtime shall not be less than the following without prior explicit approval by the regional Commissioner and Central Office, Inspections:
  - (a) At U.S. airports: One to forty-five (1 - 45) on all alien flights; one to sixty (1 - 60) for mixed flights;

one to one hundred (1 - 100) on U.S. citizen (including returning residents) flights.

- (b) At preclearance locations: One to sixty (1 - 60) for mixed flights; and one to one hundred (1 -100) on U.S. citizen (including returning residents) flights.

On-duty inspectors are to be utilized to the fullest extent possible to reduce ratios rather than permit backup of passengers in inspection areas. For example, inspectors shall not be withheld from inspections to work on adjudications or collateral duty assignments while a passenger backup is occurring in the inspection area.

In addition, an unprojected overtime cost increase of over 10 percent over the prior pay period shall trigger an automatic review of local scheduling practices. Any absence of immigration inspectors on detail (excluding training), shall then be reviewed by the District Director, in concert with the affected regional program managers; to reassess the need for continuing any given detail. Scheduling of assignments shall be revised when appropriate.

4. **All overtime earnings are subject to the statutory overtime cap.** Administratively Uncontrollable Overtime, 1931 Act and 1945 Act overtime shall be included in overtime computations, when appropriate. It shall be the responsibility of each officer and his or her first line supervisor to assure that such earnings are reported in a timely manner to the Overtime Control Officer.

5. **Employees who are eligible to work inspectional overtime and do not wish to do so shall be identified.** Employees who are eligible to work inspectional overtime and do not wish to do so shall be identified, shall not be required to work overtime except when needed, and may be excused from working overtime in keeping with local staffing and workload projections. However, any eligible employee may be required to work on an overtime basis when management determines that a Service need exists.

6. **Equitable distribution of overtime.** Overtime assignments shall be equitably distributed, and tracked on a monetary basis. Such assignments and earnings shall be reconciled, at minimum, quarterly. Such reconciliation shall ensure that all employees remain within the statutory overtime earnings cap. Nothing in this policy shall preclude the establishment of other than monetary overtime wheels.

7. **Limiting the participation in 1931 Act overtime of officers in grades GM-13 and GM-14.** No one above the grade of GM-14 shall participate in inspectional overtime in any capacity. Participation at the GM-13 and GM-14 level shall be restricted to Port Directors and Assistant Port Directors. Such participation shall not be regularly scheduled and shall, in fact, occur on random shifts on an irregular basis. Time spent in '31 Act activity shall only be spent in first line supervision of immigration inspectors engaged in inspecting applicants for entry into the United States. It shall not be spent in completing administrative paperwork, training, or other non-inspectional activity.

**8. Exercising more rigorous control over scheduling and billing of overtime.** All management personnel in the Inspections Program chain of command, including participating supervisors, are responsible for the administration and control of overtime.

- (a) A critical element, specifically requiring the responsible and efficient administration of overtime, shall be placed in the Performance Work Plans of all managers with responsibility for oversight of inspectional operations. This element shall specifically address scheduling practices and the need for advanced planning to wisely utilize personnel resources. The Associate Commissioner, Examinations; Assistant Commissioner, Inspections; Regional Commissioners; Deputy Assistant Commissioners, Inspections; Associate Regional Commissioners, Operations; Assistant Regional Commissioners, Examinations and Inspections; District Directors; Deputy District Directors; Officers-in-Charge; Assistant Officers-in-Charge; Assistant District Directors, Examinations; Assistant District Directors, Inspections; Port Directors; Deputy Port Directors; and Supervisory Immigration Inspectors shall all be held accountable for the proper expenditure of overtime monies utilizing this method.
- (b) Officers-in-charge and Supervisory Immigration Inspectors shall maintain strict control of overtime assignments and expenditures. Such officers shall conduct a continuing in depth review of all work schedules, staffing patterns, primary inspection activity reports, duty assignment sheets, secondary inspection logs, and schedules of arriving vessels and aircraft. Information obtained from such a review shall be used to ascertain where and when changes in scheduling and overtime assignments will result in more efficient and economical operations. Their efforts shall be regularly monitored at the district and regional levels.
- (c) District and regional offices shall review biweekly all duty assignments sheets (G-259a). Such a review shall ensure that Sunday and holiday assignments, for primary and secondary, are held to a minimum. Such assignments shall be commensurate with actual workloads, established inspector to passenger ratios, and normal as well as seasonal traffic patterns. Primary and secondary staffing on all overtime assignments, including Sundays and holidays, shall not exceed weekday staffing, including supervisors, without a valid justification and advance approval. Sunday and holiday staffing which exceeds weekday staffing for comparable passenger loads must be specifically authorized by the Regional Commissioner.
- (d) The use of Form G-202A, Inspection -- Order and Report, shall be instituted. It shall be reviewed daily by supervisors and biweekly by both the district and regional Inspections Program Managers. Any errors in billing shall be corrected by the executing officer. Inadvertent charges which have been paid shall be immediately referred to the appropriate Regional Finance Office so that such monies can be recovered.
- (e) The CINSP-33 Report, Form G-690, System to Review and Control '31 Act Overtime, shall be

reinstated and shall serve as the vehicle to monitor the results of these procedures.

Each monthly report shall contain a summary of specific actions taken to carry out all provisions of this directive. Included shall be the results achieved in terms of changes effected, problem areas or discrepancies identified and corrected, and dollar amounts saved. Regional reports shall cover the above items by district.

**9. Scheduling of Supervisory Immigration Inspectors and Supervisors from other decision units.** All

Supervisory Immigration Inspectors shall be scheduled for a basic work week of five days, Monday through Saturday. Such scheduling shall focus on the elimination of recurring assignments of 1945 Act and 1931 Act overtime on Saturdays to provide supervisory coverage. Supervisors from decision units other than the Inspections Program who participate in inspectional duties shall do so as journeymen Immigration Inspectors, not as Supervisory Immigration Inspectors.

**10. Overtime scheduling of Supervisory Immigration Inspectors.** When the number of immigration officers required to perform inspectional duties on a particular shift is adjusted, the number of Supervisory Immigration Inspectors scheduled for that shift shall be adjusted proportionally.

All pertinent portions of the Administrative Manual will be amended to conform with this policy. Forms G-202 and G-690 are being revised and updated. Existing supplies of current forms should be utilized until such revisions are available.

District Directors were required to conduct bi-weekly reviews of a random sample of time and attendance reports, pursuant to a memorandum dated March 4, 1992 (C) 235-P):

In the recent draft report on inspectional overtime by the Department of Justice, Office of the Inspector General (OIG), several recommendations were made to improve district control over inspectional overtime costs. Our reply to these recommendations indicated that instructions would be provided to each district to implement the OIGs recommendations.

In most cases these instructions merely re-emphasize or clarify policies for management and control of inspectional overtime that have been previously issued as official Service policy by the Executive Associate Commissioner for Operations. The following instructions are to be implemented upon receipt of this memorandum.

1. District Directors shall conduct biweekly reviews of a random sample of time and attendance reports from among all officers who perform inspections, or who supervise officers conducting inspections, to determine whether all claimed payments for inspectional overtime are appropriate and provide the most efficient use of resources.

Based on the findings of these reviews, District Directors shall certify in writing, by memoranda, that charges for payments as a result of performance of inspectional overtime were reviewed, that all Service policies for management and control of inspectional overtime were complied with and, where indicated by the review, that immediate action to correct errors or deficiencies in time and attendance reporting has been taken. Copies of these certifications shall be filed with local time and attendance records.

2. District Directors will ensure that all Forms G-202, Inspection Order, Report and Certification, for all Immigration Officers who are not classified as Immigration Inspectors, are approved by the supervisor or manager ordering the overtime inspection, and that the approved form G-202 is then promptly sent to the appropriate timekeeper at the Immigration Officer's regular duty station for review and processing.

3. District Directors shall ensure that Service policy concerning overtime assignments by GM-13 and GM-14 Immigration Officers, payable under the Act of March 2, 1931, is strictly adhered to in all instances. This policy is contained in the April 6, 1990 memorandum from the Executive Associate Commissioner for Operations, and provides that these officers shall only work 1931 Act overtime assignments on a random and infrequent basis.

The office of Inspections is working with the Resource Management Branch to develop automated reports on inspectional overtime based on the personnel database. One of these reports will target GM-13 and higher graded employees who submit payroll reports for inspectional overtime. Analysis of these reports will be used to identify instances of non-compliance with Service policies in this regard.

It is anticipated that, once these new reports are tested and placed into routine production, the current CINSP-33/G- 590B report will be discontinued. However, until this occurs, districts should continue to submit this monthly report.

#### **Part IV. National Audit Scheduling**

A. **Selection criteria.** The Office of Inspections will direct and conduct audits at selected POEs in each district. These audits will be scheduled on an annual basis. The selection of port(s)/districts to be reviewed / audited will be based upon the following factor(s):

1. Scheduled reviews - A schedule of audits will be developed by Headquarters, Inspections. At least one POE in each district will receive an audit annually either by the District Overtime Control Officer or by a National Audit Team. Each district will receive, at a minimum, an audit by a National Audit Team once every three years. The pay periods to be audited will not necessarily be the pay periods of the scheduled audit month. The schedule will remain flexible to allow for other selection methods noted below.

2. Audit requested by district - Districts may request a review to determine if its Inspections Program Managers are in compliance with Headquarters policies and directives.

3. An audit may be conducted in a district where any number of employees are projected to reach or exceed the statutory overtime cap.

4. An audit may be initiated based on review of reports: (b)(2), (b)(7)(E) or (b)(2), (b)(7)(E)

(b)(2), (b)(7)(E) Overtime report showing cumulative earnings and designating individuals projected to exceed the overtime cap.

(b)(2), (b)(7)(E) Overtime report by pay period - shows the overtime amounts earned by individuals during a given pay period.

(b)(2), (b)(7)(E) Payroll Exception Report - shows the number of employees earning inspectional overtime who are not inspections program personnel, possibly indicative of a need for improved scheduling practices.

(b)(2), (b)(7)(E) Report - This report may show an abnormally high number of rollback hours, high amount of non-statutory '31 Act overtime hours, or a large amount of '31 Act with a low amount of '45 Act hours.

5. Non-statutory overtime - Total expenditures of 1931 Act overtime on weekdays are greater than 30% of what is expended for the statutorily required Sundays and holidays.

6. An increase in overtime expenditures of 10% over comparable pay periods in previous years.

7. Complaints from carriers concerning amounts of overtime being billed; audits by other agencies, etc.

8. Regional/Headquarters review of workload and scheduling which indicates a possible imbalance.

9. Historical data - previous audit(s) detected a pattern of scheduling and overtime use that has not been in compliance with Headquarters policy. Review may be necessary to evaluate effectiveness of changes instituted.

10. The use of GS-13/14 managers to perform inspectional duties in excess of one Sunday or holiday per month.

#### **B. Methodology for selection of audit site and auditors.**

The majority of audits will be desk audits conducted away from the POE. An on-site audit will be conducted as circumstances dictate, such as lack of full compliance with recommendations made as a result of a previous audit; substantial increase in overtime use without a similar increase in workload; or where desk audit findings indicate unusual local circumstances which may only be validated/verified by an on-site visit.



Auditors for each specific audit detail will be selected from those experienced auditors residing in various districts and from regional and Headquarters Inspections staff. Each audit detail will consist of at least one regional or Headquarters staff officer and at least one District Overtime Control Officer (DOCO).

No DOCO will be selected for participation in a national audit of the district in which he or she is employed.

#### **Part V. Documentation Needed for Full Audit**

The documentation to be requested for a full audit will include, but not be limited to, the following:

1. Forms G-202 - Inspection Overtime Order Report. In numerical order for all officers, regardless of actual branch, for the specified period of the audit.
2. Forms G-259 - Duty Assignment Schedules and keys explaining coded information.
3. Forms I-577 - Daily Air Passenger Inspections Log.
4. Forms I-429 - Schedule of Arriving or Departing Aircraft.
5. Form G-22 - Monthly Workload Summary - Inspections
6. Current, or most recent, traffic survey by hour (land border).
7. Incident reports (if any) reporting unusual situations, arrivals, problems, etc.
8. Overtime schedule.
9. Shipping arrival logs.
10. Map of area jurisdiction showing inspection sites (especially for ports with extended seaport areas or multiple airports covered from one location), to include average travel times to these sites.
11. Locally negotiated overtime agreement.
12. Copy of most recent AGO certification, locally utilized AUO tracking worksheets covering the audit period, and copy of the latest percentage recalculation.
13. Time and attendance sheets for all employees performing overtime during the audit period.

Locally produced and utilized forms may be submitted in lieu of the above specifically named forms, where necessary.

The normal length of time covered in an audit is two pay periods, which may or may not, be consecutive. If possible, one pay period should include a holiday.

## **Part VI. Conduct of Audits**

### **A. Land Borders.**

1. Complete the Overtime Audit Work Sheet (Available Staff Regular Duty) with data from Form G-259. This data is to be filled in the worksheet for each day of the pay periods audited by each hour of the day with the number of on duty staff as noted below.

Check the block specifying the worksheet as containing the data from Form G-259.

Each column across the top of the worksheet, after the date and day of week column, relates to an hour of the day using a 24 hour clock.

Each row down the worksheet relates to the specific day of the week and the specific date as assigned by the auditor.

Complete the date column for the two pay periods included on the work sheet.

Fill in each cell with the number of inspectors scheduled to work during each hour period of the day of the audit period. Do not include personnel such as the port director, senior inspector, training officer, and intelligence officer not working primary or secondary inspection. Round periods of 30 minutes or more up to one hour. Alternate work schedules (AWS) are handled the same way; use the hours worked each day. Inspectors working a lieu holiday and receiving overtime pay should not be counted here but with personnel on overtime.

2. Complete Overtime Audit Work Sheet (Workload) with data from the most recent traffic survey. Fill in the data for each day of the pay periods audited by each hour of the day. The data is the number of applicants by hour. The number used is the average number. This is used to look for trends which might be better serviced by changes in scheduling practices.

3. Compare the staffing to the number of applicants for admission by hour/day.

4. Review the (b)(2), (b)(7)(E) and (b)(2), (b)(7)(E) reports to see who earned 1931 Act and 1945 Act overtime in a given pay period, or pay periods, to verify appropriateness of individuals working, i.e., area port director, port director, ADD for Examinations, ADD for Inspections, etc.

5. Look for repetitive overtime assignments, holdovers, and early call-ins indicative of a pattern which could

possibly be handled by scheduling an officer to include that period, or adjusting shifts.

6. Review Forms G-202 to determine if:

The hours and claimed amounts are correct.

Overtime is charged to the appropriate account (user fee vs. appropriated).

Overtime is properly recorded on the T&A .

The use of overtime was appropriate.

Any unusual overtime is explained in the remarks block.

7. Complete Overtime Audit Work Sheet (Staff Working on Overtime Basis), with data from Forms G-202. Include staff working a lieu holiday and receiving overtime pay. Auditor should consider use of different color pens to distinguish between 1931 Act and 1945 Act overtime. Round periods of less than one hour up to one hour.

8. Compare the number of management and non-management personnel working overtime in relation to non-overtime days, i.e., two SII's/PD needed on Sunday when one is normally needed for non-overtime periods, and no major increases in traffic or expected unusual incidents.

9. Review most recent AGO certification records for any inspections personnel receiving AGO.

10. Instructions for completing the Overtime Audit Work Sheets - Frequency Distribution Chart(s). The manual Frequency Distribution Chart work sheet is a tool to allow quick manual plotting of the information gathered and organized into the Overtime Audit Work Sheets. Factors such as the size and inherent complexity of the individual audit site will determine the number of individual charts produced. The use of available computer-based work sheets is highly recommended over the procedure outlined below.

Complete the Location and Pay Period to be included on the work sheet.

Notate what activity (land, air, or sea or combination) is being included on the worksheet in the upper right-hand corner near the location line.

Look at the information gathered into the Audit Work Sheet and decide upon a scale of the shaded left hand column which will allow plotting the information from the work sheet. Take the greatest possible number of inspectors on duty at any time and divide it by 28. Round up this number to the nearest whole number and use the result as the scale for each line on the chart. For example, a work sheet shows that the greatest number of inspectors on duty at any given time is 52.  $52/28 = 1.85$ , which rounds up to 2. The

scale should reflect that each line represents 2 officers. The scale should be progressive, e.g., 2,4,6..., thereby allowing the plotting of the number of staff on duty at any given hour.

A similar computation of the greatest number of arrivals will yield the scale for the arrivals work sheet(s). Always round upwards.

Decide what information is desired on the individual work sheet. Some locations may warrant an individual chart for each day of the audit period while others will allow a consolidated chart with all days of the week plotted in different colors and keyed in the bottom margin. If multiple days are plotted on each work sheet, then it is recommended that individual charts be produced for each type of chart, i.e., staffing and workload.

Analysis of the resulting charts will assist the auditors in determining the effectiveness of the scheduling methods employed at the audited site and in formulating suggestions, if warranted.

**B. Seaports and Airports.** The audit process for seaports and airports is virtually identical; the only difference may be in the size of the workload or number of facilities to be covered by the staff of one location.

1. Complete Overtime Audit Work Sheet (Available Staff Regular Duty), with data from Form G- 259. This data is to be filled in for each day of the pay periods audited by each hour of the day with the number of on duty staff as noted below.

Check the block specifying the work sheet as containing data from the Form G-259.

Each column across the top of the work sheet, after the date and day of week column, relates to an hour of the day using a 24-hour clock.

Each row down the work sheet relates to the specific day of the week and the specific date as assigned by the auditor.

Complete the date column for the two pay periods included on the work sheet.

Fill in each cell with the number of inspectors scheduled to work during each hour period of the day for each day of the audit period. Do not include personnel such as the port director, senior inspector, training officer, and intelligence officer not working primary or secondary inspection. Round periods of 30 minutes or more up to one hour. Inspectors working a lieu holiday and receiving overtime pay should not be counted here, but with personnel on overtime.

2. Complete the Overtime Audit Work Sheet (Workload).

Use data from the current form I-429. Fill in the data for each day of the pay periods audited by each hour

of the day. The data is the projected number of passengers/crew expected during a given hour. As an example, place the figures for arrivals scheduled at 8:12 a.m. and 8:50 a.m. in the 0800-0900 cell. The number used is the average number, not the maximum capacity of the aircraft. This is used to look for trends which might be better serviced by changes in scheduling practices.

If the Form I-429 is not available, use the actual data as provided on the Form I-577, following the procedure to complete the work sheet outlined above. For private aircraft, use the arrival time given.

### 3. Review Forms G-202:

#### a. Check for the following:

Completion of all blocks of information.

The hours worked and compensation claimed are correctly computed.

Reporting times, for computational purposes, are the same as the estimated time of arrival, unless the vessel or aircraft arrived early.

Charged to the appropriate account (user fee vs. appropriated) (carrier liability vs. government liability).

Would a split shift have been more appropriate (Sundays)?

Unusual circumstances, i.e. seemingly excessive inspectional time, delays, etc.

Do the Forms G-202 reflect that certain officers always complete their assignment(s) right at, or shortly after, an additional overtime period has been reached, e.g. 8:00 p.m. or 8:05 p.m., 10:00 p.m. or 10:05 p.m. (Compare closing time on G-202 with closing time on I-577 or I-418.)

Completion of supervisory certifications.

Who the reviewing officials were and when they verified and signed the Form G-202. Some officers are assigning their own overtime, completing their own Forms G-202, approving their own overtime, and completing their own T&As, without timely, adequate supervisory review.

b. Note the items below concerning the number of officers held over or called out:

What is the amount of time they are held over? Does it extend beyond the end of the subsequent shift of officers? Is the subsequent shift released prior to the officers that are being held over or called out?

Are officers being held over or called out every day? Could this be eliminated by an adjustment in the number of officers assigned to shifts?

Does the workload justify the hold overs or call outs? Check the flight log for the number of secondary referrals from each flight and the disposition of those referrals.

c. For en route inspections, determine if the time shown for the inspection is appropriate for the number of passengers and crew shown as inspected.

d. Check to ensure that GS-13 and GS-14 district officials were not working overtime on a regular basis. The only GS-13 and GS-14 managers that should be working overtime, on random shifts on an irregular basis, are the port directors and assistant port directors.

4. Review most recent AUO certification records of any inspections personnel receiving AGO.

5. Complete Overtime Audit Work Sheet (Staff Working on Overtime Basis), with data drawn from the Forms G-202 completed relative to the audit period. This is the actual number of officers working on an overtime basis during any given hour. Round periods of less than one hour up to one hour. Include officers working a lieu holiday and receiving overtime pay.

6. How does the staffing compare with the number of applicants for admission by hour/day? Compare the number of management and non-management personnel working overtime in relation to non-overtime days, i.e., four SII's/PD needed on Sunday when two are normally needed for non-overtime periods, and no major increase in traffic or expected unusual incidents.

7. Analyze the work sheet to see if there is an established pattern of arrivals during an overtime period that could be more economically covered by a regularly scheduled shift. For example, three or more days a week

overtime is incurred in the same time block, just prior to, or immediately following a scheduled shift.

8. Does the staffing indicate effective scheduling to cover the peak arrival periods with peak resources? Or is the facility over staffed/understaffed? Could the shifts be realigned to provide better coverage for all flights during the hours of operation?

9. Review the completed work sheets and look for trends which might allow the district to provide service at a lesser cost. Determine if overtime expenditures and/or backlogs can be reduced by schedule adjustments. Examples of these comparisons might include comparing an hourly ratio of passengers to the staff.

10. Review the number of officers working on Sundays and holidays as opposed to regular work days. If more are assigned on Sundays and holiday than on normal work days, compare the workloads. If the workload on Sundays and holidays are very similar to other days of the week, there could be a lack of compliance with Headquarters policy on overtime control and staffing ratios.

11. Review the processing time for regularly arriving vessels on regular work days as compared to overtime periods. Does it take longer on overtime periods? The vessel arrival log should have all arrival and processing information for all vessels.

12. Were overtime assignments made in compliance with the local union/district overtime policy as well as the national agreement?

13. Instructions for completing the Overtime Audit Work Sheets - Frequency Distribution Chart(s). The manual Frequency Distribution Chart work sheet is a tool to allow quick manual plotting of the information gathered and organized into the Overtime Audit Work Sheets. Factors such as the size and inherent complexity of the individual audit site will determine the number of individual charts produced. The use of available computer-based work sheets is highly recommended over the procedure outlined below.

Complete the Location and Pay Period to be included on the work sheet.

Notate what activity (air, or sea or combination) is being included on the worksheet in the upper right-hand corner near the location line.

Look at the information gathered into the Audit Work Sheet and decide upon a scale of the shaded left hand column which will allow plotting the information from the work sheet. Take the greatest possible number of inspectors on duty at any time and divide it by 28. Round up this number to the nearest whole number and use the result as the scale for each line on the chart. For example, a work sheet shows that the greatest number of inspectors on duty at any given time is 52.  $52/28 = 1.85$ , which rounds up to 2. The scale should reflect that each line represents 2 officers. The scale should be progressive, e.g., 2,4,6..., thereby allowing the plotting of the number of staff on duty at any given hour.

A similar computation of the greatest number of arrivals will yield the scale for the arrivals work sheet(s). Always round upwards.

Decide what information is desired on the individual work sheet. Some locations may warrant an individual chart for each day of the audit period while others will allow a consolidated chart with all days of the week plotted in different colors and keyed in the bottom margin. If multiple days are plotted on each work sheet, then it is recommended that individual charts be produced for each type of chart, i.e., staffing and workload.

Analysis of the resulting charts will assist the auditors in determining the effectiveness of the scheduling methods employed at the audited site and in formulating suggestions, if warranted.

#### **Instructions for Completion of Overtime Audit Work Sheet(s)**

##### **Frequency Distribution Chart**

(Sample on following page)

The manual Frequency Distribution Chart worksheet is a tool to allow quick manual plotting of the information gathered and organized into the Overtime Audit Work Sheets. Factors such as the size and inherent complexity of the individual audit site will determine the number of individual charts produced.

1. Complete the Date, Location, and Pay Period lines to be included on the work sheet.
2. Notate what activity (land, air, sea or combination) is being included on the work sheet in the upper right hand corner, near the Location line.
3. Look at the information gathered into the Audit Work Sheet and decide upon a scale of the shaded left hand column which will allow plotting the information from the work sheet. Take the greatest possible number of inspectors on duty at any time and divide it by 28. Round up this number to the nearest whole number and use the result as the scale for each line on the chart. For example, a work sheet shows that the greatest number of inspectors on duty at any given time is 52.  $52/28 = 1.85$ , which rounds up to 2. The scale should reflect that each line represents 2 officers. The scale should be progressive, e.g., 2,4,6..., thereby allowing the plotting of the number of staff on duty at any given hour.
4. A similar computation of the greatest number of arrivals will yield the scale for the arrivals work sheet(s).
5. Decide what information is wanted on the individual work sheet. Some locations may warrant an individual chart for each day of the audit period while others will allow a consolidated chart with all days of



the week plotted in different colors and keyed in the bottom margin. If multiple days are plotted on each work sheet, then it is recommended that individual charts be produced for each type of chart, i.e., staffing and workload.

6. Analysis of the resulting charts will assist the auditors in determining the effectiveness of the scheduling methods employed at the audited site and in formulating suggestions if warranted.

### **Overtime Audit Worksheet**

Frequency Distribution Chart

Page 1 of 1 (For Windows 95/98)

Page 1 of 1 (For Windows 3.1)

#### **Instructions for Completion of Overtime Audit Work Sheet**

(Sample on following page)

1. Determine what data is being recorded on the work sheet and check the box relating to that data.
  - Available staff on regular duty
  - Workload
  - Staff working on overtime basis
2. Complete the Dates, Location, and Pay period to be included on the work sheet.
3. Notate what activity (land, air, sea or combination) is being included on the work sheet in the upper right hand corner near the Location line.
4. Insert the individual dates of the audit period in the shaded column on the left side of the work sheet.
5. Complete the balance of the work sheet with the data collected from the duty assignment sheets, schedules of arriving aircraft, Forms G-202, as appropriate and relative to each hour of the day and each day of the audit period.

### **Overtime Audit Work Sheet**

Page 1 of 1 (For Windows 95/98)

Page 1 of 1 (For Windows 3.1)

## **Part VII. Completion of Audit Report**

Upon completion of the review of all documentation, overtime control officers will prepare a report for the district director from the notes made during the audit. It will include recommendations to correct any deficiencies noted. A copy of the report, after review by the district director and with any attachments, will be forwarded within 10 working days to the National Overtime Control Officer at Headquarters, Office of Inspections. These reports will provide background information and will provide documentation that the audit process is in place and functioning.

National Audit Team reports, drafted for the Assistant Commissioner, Inspections, will be forwarded in draft format to the district director within two weeks of completion of the audit. These draft reports will contain the same information and recommendations that would have been given to the district director at the closeout meeting of an on-site audit. District directors will then be afforded two weeks to provide written comments to the draft report prior to the report, in draft and final form, along with the district response and any attachments being sent forward to the National Overtime Control Officer for final signature and forwarding to the Assistant Commissioner, Inspections.

## **Part VIII. National Overtime Agreement**

See Article 27 of the Agreement between INS and the AFGE (NINSC) effective April 14, 1997.

## **Part IX. INS Policy and Correspondence Memoranda on Staffing and Overtime Control.**

The following policy directives relate to the subject of overtime and may be useful source materials for officers engaged in conducting overtime audits. Some have been reproduced in their entirety for reference in this manual, others may be obtained from local files or by contacting Headquarters, Office of Inspections.

1. Teletype of 8/17/89 (b)(2), (b)(7)(E) Report and Instructions for Form G-690, CO 235-C from COINS.
2. Memorandum of 10/17/89 - Fiscal Responsibility for Overtime Monies, CO 235-P from COMMR. (Reproduced in Part II of this appendix.)
3. Memorandum of 3/21/90 - Mid-Year Performance Review for Managers - Critical Element on Overtime Management, CO 235-P from COMMR.
4. Memorandum of 4/6/90 - Procedures for Controlling and Reducing 1931 and 1945 Act Overtime in the Inspections Program, CO 235-P from COMMR. (Reproduced in Part II of this appendix.)
5. Memorandum of 6/7/90 - Additional Guidance for the Administration of Inspectional Overtime Policy, CO 235-P from Executive Commissioner.

6. Memorandum of 7/11/90 - Overtime Payment for Travel to Perform Remote Inspections, CO 235-C from COINS to Assistant Regional Commissioner, Inspections, Southern Region.
7. Memorandum of 9/19/90 - Payment of 1931 Act Overtime for Custodial Detention of Aliens at Ports of Entry, CO 235-C from COINS to Assistant Regional Commissioner, Inspections, Southern Region.
8. Memorandum of 2/14/91 - Inspectional Overtime Management New Form G-202 "Inspection Overtime Order, Report and Certification," CO 235-C from the Office of the Executive Commissioner.
9. Teletype of 8/30/91 - Resumption of 1931 Act Overtime Billing, from HQFIN.
10. Teletype of 9/25/91 - Limitation of Overtime Pay to \$25,000, from HQMGT.
11. Memorandum of 3/4/92 - Management and Control of Inspectional Overtime, HQ 235-C for HQEXM. (Reproduced in Part II of this appendix.)
12. Memorandum of 1992 - Inspectional Overtime: Clarification of Policy on Staffing Ratios, CO 235-C from HQOPS.
13. Memorandum of 10/29/92 - Guidance and Clarification of Service Overtime/AGO Policy from HQMGT.
14. Memorandum of 3/5/93 - Overtime Compensation for Travel, HQ 235-C from HQOPS.
15. Memorandum of 3/19/93 - Definition of Overtime Under the Appropriation Act \$25,000 Cap, HQ 600-C from HQFIN.
16. Memorandum of 10/16/92 - Overtime Policy from the Office of the Commissioner to the Management Team.
17. Teletype of 10/22/93 - Control of Inspectional Overtime - Explanation of new utilization of HQINS-33 and new G-690C. HQINS Report instructions for Form G-690C.

Following is a sample overtime audit report:

Subject: Review of Overtime - Ports of X, Y, and Z

To: District Director, ABC District

From: Joe Snoops, Audit Team Leader

Procedures set forth in the Service's *Inspections Overtime Audit Manual* were followed in completing an audit for the above-named ports-of entry within your district. The audit team appreciates the help provided and quick responses to its inquiries.

The audit team reviewed the following documentation:

1. Forms G-202
2. Forms G-259
3. Forms I-429
4. Overtime schedule
5. etc....

#### Port of X

It was noted that all employees were scheduled to be off on the holiday which fell during the audit period. The Administrative Manual 04.205(VI)(C)(1) requires that the basic work week include Monday through Saturday, including holidays occurring on those days. Article 29 of the Union Agreement, paragraph 4 states: "The occurrence of holidays shall not affect the designation of the basic work week."

Forms G-202 are not signed in block 24, the approval block. If block 6 is completed, it is usually signed by the officer working the assignment.

According to Forms G-259, all three inspections officers were scheduled to work Monday through Friday, 8:00 AM to 4:30 PM. The call times for inspections assignments were tracked from August through December. If one officer was assigned to an 8:00 AM to 4:30 PM shift and a second officer assigned to a 1:00 PM to 9:00 PM shift, the overtime assignments could have been reduced by 28 in August, 22 in September, 18 in October, 13 in November and 16 in December. A review should be conducted of all inspectional assignments and the shifts assigned to provide the optimum coverage with the least overtime expenditures.

Forms G-202 show the numbers of passengers and crew inspected for each arrival. After reviewing, it appears that the vessel and aircraft inspections are properly staffed.

The following items are questions raised during the review of the overtime bills:

XXX-93-123 Sunday. The officers worked 0630 to 1430 and 1700 to 1940 for two and one half days of 1931 Act overtime. The callouts for the assignments were 0630, 0700, 1400, 1415, and 1900. The shift should have been split to cover all of the assignments with a total of 8 hours on duty.

XXX-93-124. The ETA was 0430, arrival was at 0450, inspection began at 0500 and completed at 0600, one hour later. Only 12 people were inspected. No reason was shown for the extraordinary amount of time taken to complete the inspection.

#### Port of Y

No Forms G-202 were submitted for the period September 1 - 6, 1992, and only 2 Forms G-202 were submitted for October 7. There should have been more than 2 forms submitted for October 7.

The vessel arrival log reflects arrival during an overtime period for which there are no bills. For example, October 7 - the M/V Davy Jones and the M/V Albatross. The bill for the M/V Star Trek indicates that the officer inspected it without assistance, but the log indicates that the M/V Star Trek had two inspectors. The bills should reflect the names of all vessels inspected by that officer.

1931 and 1945 Act overtime may be shown on the same bill. It is not required that a separate bill be completed as there were on November 10.

**Port of Z**

ZZZ-93-123. The officer billed for two days (Sunday) "called by agent to complete 18 D-2 I-95 for crewmen signing off and return home. aircraft departing at 0710 hours. Relieving crew arrived at 2345 on preceding night and were kept in a motel." It would appear that the vessel had already been inspected. 1931 Act overtime may not be charged to sign off crewmen, except upon arrival of the vessel from foreign. The time charged, 0430-0600, is to be charged at two hours of 1945 Act overtime. The T&A should be amended.

**Summary**

Recommended Actions:

1. The overtime program needs to be more closely monitored at all of the cited locations to eliminate the problems revealed by this review.
2. The Port of Y must submit copies of Forms G-202 to the Inspections Office as previously requested.
3. The scheduling of shifts and assignments must be made to maximize coverage more economically. (Audit officer should provide examples, such as split shifts, different shifts, and examples of savings if done so.)
4. Explanations for any delay in completion of the inspection must be contained in the remarks block on Form G-202.

Your response should be addressed to the Regional Chief Inspector, ZZZ Region, no later than 15 days from the date of this memorandum.

(signature of audit officer)