

who are at or have previously held a permanent position at the GS-7, GS-9, GS-11 or GS-12 level. If a candidate is in a position that is above the grade they are qualified, they may request a change to lower grade to accept this opportunity. CBP Officers who apply must have completed all pre-academy, academy and post-academy training. The area of consideration is CBP-wide and relocation expenses will not be paid. The Port of Portal is currently approved for a Special Salary Rate for CBPOs which is approximately 40% above the basic salary rate not including locality pay. This position is covered under the bargaining unit. Applicants may submit their résumés to (b)(7)(E) Closes August 17.

**LATERAL REASSIGNMENT OPPORTUNITY – CBP OFFICER, GS-1895-7/9/11/12
MULTIPLE PORTS OF ENTRY IN NORTH DAKOTA - DUNSEITH, MAIDA, NOONAN,
NORTHGATE, WALHALLA & WESTHOPE**

The Office of Field Operations is seeking candidates for the permanent position of CBP Officer, GS-1895-7/9/11/12, at the following Ports of Entry in North Dakota – Dunseith, Maida, Noonan, Northgate, Walhalla & Westhope. This is not a promotion and is only open to those in the 1895 series who are at or have previously held a permanent position at the GS-7, GS-9, GS-11 or GS-12 level. If a candidate is in a position that is above the grade they are qualified, they may request a change to lower grade to accept this opportunity. CBP Officers who apply must have completed all pre-academy, academy and post-academy training. The area of consideration is CBP-wide and relocation expenses will not be paid. This position is covered under the bargaining unit. Applicants may submit their résumés to (b)(7)(E) Closes August 17.

**LATERAL REASSIGNMENT OPPORTUNITY – CBP OFFICER, GS-1895-7/9/11/12
– PORT OF GRAND PORTAGE, MN**

The Office of Field Operations is seeking candidates for the permanent position of CBP Officer, GS-1895-7/9/11/12, at the Port of Entry in Grand Portage, MN. This is not a promotion and is only open to those in the 1895 series who are at or have previously held a permanent position at the GS-7, GS-9, GS-11 or GS-12 level. If a candidate is in a position that is above the grade they are qualified, they may request a change to lower grade to accept this opportunity. CBP Officers who apply must have completed all pre-academy, academy and post-academy training. The area of consideration is CBP-wide and relocation expenses will not be paid. This position is covered under the bargaining unit. Applicants may submit their résumés to (b)(7)(E) (b)(7)(E) Closes August 17.

**LATERAL REASSIGNMENT OPPORTUNITY – SUPERVISORY CBP OFFICER (1ST LINE), GS-1895-13
– PORT OF ROOSVILLE, MT**

The Office of Field Operations is seeking candidates for the permanent position of Supervisory CBP Officer (1st Line), GS-1895-13, at Port of Roosville, MT. This is not a promotion and is only open to those in the 1895 series who are at or have previously held a permanent position at the GS-13 or above level. Duties include supervising, planning, directing, coordinating, assigning and evaluating all work activities regarding the full range of inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise at Ports of Entry. The area of consideration is CBP-wide and relocation expenses will not be paid. Applicants may submit their résumés to (b)(7)(E) (b)(7)(E) Closes August 17.

TEMPORARY DETAIL OPPORTUNITY, OFFICE OF HUMAN RESOURCES MANAGEMENT, GS-1084-9/11/12

The Office of Human Resources Management is seeking candidates interested in a 120-day temporary detail assignment with the possibility of extension with the Strategic Partnerships and Communication Division in Washington, D.C. The assignee will serve as a Visual Information and Graphics Specialist reporting to the Multimedia Communication Branch Chief. This 120-day detail assignment is a non-funded, bargaining unit position. Permanent GS-1084, GS-9/11/12 personnel in the local commuting area will be considered. Per diem

reimbursement is NOT authorized. The candidate's resume must reflect the qualifying skills and abilities for this position. Interested candidates should submit their resumes and cover letters through their supervisory chain via e-mail to (b)(6), (b)(7)(C) with the subject line: *120-Day Temporary Detail Opportunity – Strategic Partnerships and Communication Division*. Questions about this solicitation may be sent to

(b)(6), (b)(7)(C) Closes August 21.

TEMPORARY DUTY ASSIGNMENT- OPERATIONS SUPPORT (OS), INFORMATION AND INCIDENT COORDINATION CENTER (IICC), EMERGENCY NOTIFICATION SYSTEM (ENS) PROGRAM SPECIALIST, ALL SERIES, GS-11/13. (NEW)

This is an opportunity for a temporary duty assignment to serve as an Emergency Notification System (ENS) Program Specialist with the Operations Support Office (OS), information and Incident Coordination Center (IICC), Continuity Branch. The Continuity Branch applies essential elements of continuity to the identification, prioritization, execution, and resiliency of CBP mission essential functions, necessary for uninterrupted operations during an emergency. This is a temporary assignment of four (4) months (120 days) with an option to extend. The position may require weekend and shift work. The assignment confers no promotion potential beyond the employee's current grade level and is open to bargaining and non-bargaining unit personnel currently at the GS-11/13 grade levels, all series. To be considered for this opportunity, please submit a resume and supervisory approval to (b)(7)(E) with "IICC ENS TDY" noted in the subject line. For specific details and how to apply, please review the hyperlink below.

TDYs and Vacancy Opportunities - All items

TDY Announcement ENS Program.docx

(b)(7)(E)

Closes September 8.

TEMPORARY DETAIL ASSIGNMENT – BRANCH CHIEF, GS-0132-14, OFFICE OF INTELLIGENCE, NATIONAL INTELLIGENCE WATCH, WASHINGTON, DC (NEW)

The Office of Intelligence is soliciting volunteers for a detail assignment for 120 days to serve as a member of the Current and Emerging Threats Division – National Intelligence Watch (NIW). The area of consideration is all CBP employees in the Washington, DC, National Capital Region. This is not a promotional opportunity. Current Active Top Secret/SCI. Candidates interested in this career-enhancement opportunity should submit their resumes and a statement of interest through their supervisory chain via email to OI-HR at

(b)(7)(E) and (b)(6), (b)(7)(C) Any questions regarding this solicitation may be directed to the National Intelligence Watch, attention (b)(6), (b)(7)(C) at (b)(6), (b)(7)(C) or by e-mail to (b)(6), (b)(7)(C) Open until filled.

For the fastest response, please do not reply to this message. Instead, please contact the responsible individual or office as outlined in the above message.

Message

From: (b)(6), (b)(7)(C), (b)(7)(E)
Sent: 1/27/2021 5:49:38 PM
To: WCXAGENTS (b)(7)(E)
(b)(7)(E)
Subject: FW: (b)(7)(E) Arizona Air Coordination Center (b)(7)(E) TCA
Attachments: (b)(7)(E) - Arizona Air Coordination Center (b)(7)(E).pdf

For Awareness-

The attached memo outlines the transition of the Joint Task Force - West, Arizona, and the Joint Field Command (JFC) from the dissolution to its realignment under the direct control of the U.S. Border Patrol, Tucson Sector (TCA) Chief Patrol Agent (CPA). **The Joint Intelligence and Operations Center (JIOC) has been formally renamed the Arizona Air Coordination Center (b)(7)(E).** The CPA will provide the mission priorities, requirements and direction to (b)(7)(E).

(b)(6), (b)(7)(C)

Willcox Border Patrol Station
Office (b)(6), (b)(7)(C)
Cell (b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C)
Sent: Wednesday, January 27, 2021 10:41 AM
To: TCA-OPS (b)(7)(E) TCA-PAICS (b)(7)(E) TCA-DPAICS (b)(7)(E)
Cc: (b)(6), (b)(7)(C)
Subject: FW: (b)(7)(E) Arizona Air Coordination Center (b)(7)(E) TCA

All,

Not sure if this went to the stations or not...

This formally renamed the JIOC to the (b)(7)(E)

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)
(A)Div Chief - Ops
USBP Tucson Sector
(b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C) On Behalf Of TCA-CHIEF-PATROL-AGENT
Sent: Thursday, January 7, 2021 2:57 PM
To: TCA-COMMANDSTAFF (b)(7)(E)
(b)(7)(E)
Cc: TCA ADMIN SUPPORT TEAM (b)(7)(E) TCA-OPS (b)(7)(E) TCA-HRB (b)(7)(E)
Subject: (b)(7)(E) Arizona Air Coordination Center (b)(7)(E) TCA

Good Afternoon,

This memorandum outlines the transition of the Joint Task Force – West, Arizona and the Joint Field Command (JFC) from the dissolution to its realignment under the direct control of the U.S. Border Patrol, Tucson Sector (TCA) Chief Patrol Agent.

Effective immediately, the Joint Intelligence and Operations Center (JIOC) will be replaced by the Arizona Air Coordination Center (b)(7)(E). The Chief Patrol Agent will provide the mission priorities, requirements and direction to (b)(7)(E). See attached memoranda for further details.

If you have any questions please talk with your immediate supervisor.

Thank you

(b)(6), (b)(7)(C)

Supervisor, Administrative Team
Tucson Sector, U.S. Border Patrol

(b)(7)(E)



U.S. Customs and
Border Protection

JAN 07 2021

MEMORANDUM FOR: Command Staff
Tucson Sector

FROM: (b)(6), (b)(7)(C)
Interim Chief Patrol Agent
Tucson Sector

SUBJECT: Arizona Air Coordination Center (b)(7)(E)

This memorandum outlines the transition of the Joint Task Force – West, Arizona and the Joint Field Command (JFC) from the dissolution to its realignment under the direct control of the U.S. Border Patrol, Tucson Sector (TCA) Chief Patrol Agent. It also supercedes "Change to Current Details to Joint Intelligence and Operations Center" dated February 14, 2019.

Effective immediately, the Joint Intelligence and Operations Center (JIOC) will be replaced by the Arizona Air Coordination Center (b)(7)(E). The Chief Patrol Agent will provide the mission priorities, requirements and direction to (b)(7)(E).

The Arizona Aviation Tactical Operations Group (AATOG) functions will be replaced by the Air Requirements Meeting (ARM). It will be responsible for TCA's air requirements management and prioritization as well as Air Task Order (ATO) creation. The ARM will consist of operations and planning decision-makers or their delegates from TCA, Tucson Air Branch (TAB) and Other Agencies (OA).

The Joint Air Synchronization Planning Group (JAS-PG) functions will be replaced by the ARM Planning Group (ARM-PG). It will be responsible for maintaining the ATO and tracking flights. All planned Air Support Requests (ASRs) in support of TCA border security operations will be submitted to the ARM-PG via email to the (b)(7)(E) inbox (b)(7)(E).

If you have any questions please talk with your immediate supervisor.

Attachments



U.S. Customs and
Border Protection

December 16, 2020

COMMISSIONER

MEMORANDUM FOR: See Distribution

FROM: Mark A. Morgan, **(b)(6), (b)(7)(C)**
Senior Official Performing the Duties of the Commissioner

SUBJECT: Joint Task Force-West (Arizona) and Joint Field Command

This memorandum serves as clarification that the Department of Homeland Security (DHS) Joint Task Force-West (JTF-W), and the U.S. Customs and Border Protection (CBP) Joint Field Command (JFC) are formally terminated. Effective immediately, all permanently or temporarily assigned personnel and Table of Organization billets in support of these integration efforts, will return to the office from which they originated. This means the office to which the personnel, or billets were permanently assigned to preceding the creation of the JTF-W and JFC.

Regardless of job series, billets assigned to the Office of Intelligence and Operations Coordination or the Joint Operations Directorate, before the JFC was established, will be assigned to the Office of Operations Support (OS). The physical and daily management of the Sensitive Compartmentalized Information Facility remains with the OS Office of Intelligence. If questions regarding the office to which an individual will be transitioned, the job series will be the determining factor. For example, all Customs and Border Protection officers will be assigned to the Office of Field Operations (OFO). Billets contributed to terminated efforts that changed series shall revert to the contributing component. For example a current 1895-filled billet, which was contributed by U.S. Border Patrol reverts to USBP; while the individual returns to OFO.

Funding currently obligated, executed, or expensed by the terminated component will return to that component. This includes all Operations and Support (e.g., salary and non-salary), and any investment funding in FY21 or across resource allocation plans and decisions. All supporting contracts will be reviewed for relevancy and considered for termination.

Consistent with the 2004 Commissioner Bonner memo delineating tactical and administrative control of air and marine operations, operational control and coordination functions outside of a Port of Entry (POE) will fall under the command of the appropriate U.S Border Patrol Sector Chief Patrol Agent (Ramey Sector and Miami Sector not withstanding). Operations coordination at a POE will fall under the command and control of the Director of Field Operations.

Distribution: All Joint Task Force-West (AZ) and Joint Field Command Personnel
Executive Assistant Commissioner Office of Field Operations
Executive Assistant Commissioner Operations Support
Executive Assistant Commissioner Air and Marine Operations
Chief, U.S. Border Patrol



**U.S. Customs and
Border Protection**

Deputy Commissioner

December 4, 2020

MEMORANDUM FOR: All Joint Task Force – West (Arizona) Personnel

FROM: Robert E. Perez
Deputy Commissioner (b)(6), (b)(7)(C)

SUBJECT: New Reporting Protocols for U.S. Customs and Border Protection
Joint Task Force – West (Arizona)

Effective immediately, all U.S. Customs and Border Protection (CBP) personnel assigned to the Joint Task Force – West (Arizona) will report to U.S. Border Patrol (USBP) Tucson Sector Chief Patrol Agent.

In support of Joint Task Force – West (JTF-W), the JTF-W (AZ) served as an independent organization reporting to the Office of the Commissioner. Given the dissolution of the JTF-W, all JTF-W (AZ) personnel, Joint Field Command, Joint Intelligence and Operations Center will realign to USBP Tucson Sector leadership. This interim reporting chain of command remains in-place until the final resolution of enduring mission sets.

cc: Chief of Staff, U.S. Border Patrol
Chief of Staff, Office of Field Operations
Chief of Staff, Air and Marine Operations
Chief of Staff, Operations Support

Message

From: (b)(6), (b)(7)(C), (b)(7)(E)
Sent: 3/8/2021 9:14:44 PM
To: (b)(6), (b)(7)(C), (b)(7)(E) WCXAGENTS
(b)(7)(E)
Subject: RE: Seized vehicle/property clarification
Attachments: Personal Property Disposition 5240-007 Personal Effects in Vehicle.doc

Agent (b)(6), (b)(7)(C) is correct. I have attached the policy letter that breaks down what he just went over. See section 4.3 to be specific. Yes, it is an older policy, but it has not been rescinded or replaced.

Essentially, what it comes down to is at the time of arrest (when possible) the seizing agent asks the violator what they actually want out of the vehicle. We don't keep food, trash, wet items, or items of potential biohazard. The agent bags it up and turns it over to the SPS for storage. At the end of the 30 days the violator is allowed, the SPS destroys the stored items. As (b)(6), (b)(7)(C) said, in WCX, the SPS has always done this for the agents, but it is actually an agent responsibility.

There are different procedures for BP and OFO when it comes to personal effects. OFO actually puts them in (b)(7)(E). Based on 4.4.5.1, BP puts it (b)(7)(E) but does not put it in (b)(7)(E) unless it needs to go to the national contractor. If it is determined and personal effects must go to the national contractor, the line item will be added by the SPS for the transfer. Only once my (b)(6), (b)(7)(C) in WCX did the personal effects go to the contractor.

Let me know if you have any questions.

(b)(6), (b)(7)(C)

(b)(6), (b)(7)(C)

Asset Forfeiture Specialist
AFP, HQ USBP

(b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C)
Sent: Monday, March 8, 2021 1:22 PM
To: WCXAGENTS (b)(7)(E)
Subject: Seized vehicle/property clarification
Importance: High

Good afternoon,

There has been some confusion about seized vehicles coming in to be processed for seizure. It's understandable as we have new agents from the academy as well as from other stations.

When we have a vehicle on the side of the road that is being seized, technically we are to clear everything out of the vehicle BEFORE it is towed. Willcox has historically not done this and the SPS here at the station takes care of personal property and trash in the vehicle. Agents that are, and have been detailed to Tucson have learned this recently (b)(6), (b)(7)(C)

always cleaned vehicles for us, and I have continued that as well. There is no guarantee that the newly hired SPS will continue this. We will put out guidance on how we will take care of handle this in the near future.

As far as searching property: As the seizing agent it is your responsibility to search the vehicle and seize any personal use or other drugs in the vehicle. The K-9 handlers clear the vehicles at the station to catch any MISSED narcotics from the field. **It is not to seize personal use that could have been seized by locals and put a violator in jail that would otherwise been released under Title 42.** If it is a prosecution case, (b)(7)(E)

(b)(7)(E) Either way, it is the arresting/seizing agent's responsibility to annotate personal use narcotics at the time of the arrest rather than after the fact. I understand that it adds time to process, but that is our job. If it's not a case, there is always the next day to finish any loose ends that couldn't be completed the day of the seizure.

The primary reason for this is Seized Property Specialists do not have seizure authority, they are strictly responsible for maintaining the change of custody; so they will have to track you down to sign 6051's and add to the I44 anyway if they find something during the cleaning process.

If you have any questions please feel free to reach out.

Respectfully,

(b)(6), (b)(7)(C)

Willcox Station

BPA/SPS(A)

(b)(6), (b)(7)(C)

office

work cell

Honor First!

U.S. CUSTOMS AND BORDER PROTECTION DIRECTIVE

ORIGINATING OFFICE: FO:SP

DISTRIBUTION: S-01

CBP DIRECTIVE NO. 5240-007

DATE: FEBRUARY 3, 2006

SUPERSEDES:

REVIEW DATE: FEBRUARY 2009

SUBJECT: PERSONAL PROPERTY DISPOSITION PROCEDURES

1 PURPOSE. To establish internal procedures and assign responsibilities for implementing policies and procedures outlined in the Department of the Treasury Directive 38, which remains applicable to U.S. Customs and Border Protection (CBP) pursuant to 6 United States Code 552(d) (6 U.S.C. 552(d), regarding the handling of personal effects taken during the course of a CBP law enforcement action. Examples of these personal effects might include nonforfeitable property contained in a seized vehicle or the personal baggage or effects of an arrestee who is to be held for removal or prosecution. This Directive also authorizes consignment of personal property to the National Seized Property Contractor for storage and sale or destruction. This Directive does not affect property of individuals who are held only for processing purposes for short periods of time pending release or return to their country of origin, such as voluntary returns and expedited removals.

2 POLICY. It is the policy of CBP to maintain 100 percent accountability and control for personal effects that are to be disposed of by the agency or returned to an owner or authorized agent at a later date.

3 AUTHORITY/REFERENCES. 40 U.S.C. § 552 and 41 Code of Federal Regulations part 101-48 (41 C.F.R. part 101-48); Seized Asset Management and Enforcement Procedures Handbook (SAMEPH), Customs Issuance System Handbook 4400-01A (January 2002); Department of the Treasury, Executive Office for Asset Forfeiture, Directive Number 38 "Disposition Procedures for Non-Forfeited Personal Property;" Customs Directive No. 5240-005, Accountability and Control of Custody Receipt for Detained and Seized Property (CBP Form 6051).

4 PROCEDURES. The following procedures are provided to assist CBP officers in determining how to handle personal effects. Any questions regarding this standard operating procedure from the Office of Field Operations (OFO) may be referred to the Seizures and Penalties Division (SPD), CBP Headquarters, Fines Penalties and Forfeitures (FP&F) Branch (for legal issues regarding abandonment) or Seizures Branch (for issues regarding secure physical storage of personal effects). The main office number for SPD is (b)(7)(E). Any questions regarding this standard operating procedure from the Office of Border Patrol (OBP) may be referred to OBP, Asset Forfeiture Office (AFO), CBP Headquarters. The main office phone number for AFO is (b)(7)(E).

4.1 Once a determination has been made that an individual has personal effects that are not needed as evidence by U.S. Immigration and Customs Enforcement (ICE), CBP, or another agency, and they cannot be released to the owner or their designee at the time of initial seizure or arrest, the procedures detailed herein shall be utilized for the secure inventory, packaging, storage, and final disposition of personal effects.

4.2 If at all possible, during the initial seizure and/or arrest, the seizing or arresting officer must attempt to turn over the personal effects to another party to whom the violator authorizes release. In cases where seizures are turned over to another Federal, State, or local agency, the seizing officer will attempt to transfer all of the personal effects along with the seized property. In cases where the arrestee is being turned over to another Federal, State, or local agency, the arresting officer must attempt to transfer all of the personal effects to such agency. If release cannot be accomplished, then CBP shall take custody of the personal effects and ensure the secure inventory, packaging, and storage and final disposition of these personal effects, pursuant to this Directive.

4.3 Inventory: At the time of seizure or arrest, a 100 percent inventory shall be taken of all personal effects possessed by the violator or that are found in any conveyance or residence (in cases where real property is seized). CBP supervisors shall ensure, where it is safe and practical, that the violator and seizing/arresting officer jointly complete this 100 percent inventory of all the violator's personal effects.

4.3.1 If the violator authorizes release of personal effects to another party, the "Authorization for Release of Personal Effects" (Attachment A) form must be filled out by the seizing/arresting officer, witnessed by another officer, and signed by the violator. The seizing/arresting officer must obtain the violator's signature on the inventory sheet acknowledging what personal effects were taken. This form must be utilized, along with a CBP Form 6051R as outlined below. When personal effects are released to a violator or the violator's authorized party, the individual who is receiving the personal effects must sign the CBP Form 6051, thus reflecting that they have taken custody of all personal effects.

4.3.2 A CBP Form 6051A will be utilized to document the inventory of the personal effects that are taken from the violator (e.g., watch, ring, credit card, cuff links) (Attachment B). Because officer safety and liability are primary concerns, this inventory should be completed in front of the violator and with a minimum of (b)(7)(E) CBP officers present.

4.4 Packaging: Once the 100 percent inventory has been completed, the personal effects must be packaged. The items shall be placed in an evidence bag or box utilizing the following procedures:

4.4.1 Seizure Bags: Seizure bags must be completely and permanently sealed. When using a self-sealing, preprinted seizure bag, the colored flap must be folded over so that

it meets with the back of the bag to form a permanent seal. Do NOT cover the bag number. A CBP Form 366A should be placed across the seam of the bag (half on and half off). The sealing officer and witness must sign and date the CBP Form 366A. If the CBP Form 366A is not available, the sealing officer and witnesses must sign across the seal with a permanent marker.

4.4.1.1 When using a seizure bag that is not self-sealing and preprinted, the bag must be completely and permanently sealed (i.e., heat-sealed). The CBP Form 366A should be placed on the front of the bag across the point where the bag is permanently sealed. The sealing officer and witness must sign and date the CBP Form 366A. If the CBP Form 366A is not available, the sealing officer and witness must sign across the seal with a permanent marker.

4.4.1.2 All information on either the preprinted seizure bag or the seizure bag containing CBP Form 366A must be printed by the sealing officer. This information includes:

4.4.1.2.1 The FP&F case number, ENFORCE event number (when applicable), and line item number.

4.4.1.2.2 Seizing/arresting officer's/agent's name.

4.4.1.2.3 Witnessing officer's/agent's name (same as appears on the CBP Form 366A).

4.4.1.2.4 Violator's name (violator's complete name from the arrest report, search arrest seizure report (SAS), or CBP Form 6051S).

4.4.1.2.5 Date/Time of Seizure/Arrest (same as appears on the arrest report, SAS or block numbers five and six of CBP Form 6051S)

4.4.1.2.6 Description (each box/bag will state "PERSONAL EFFECTS").

4.4.1.2.7 If more than one bag is used, the bag count should be reflected (i.e., 1 of 4, 2 of 4, etc.).

4.4.2 Seizure Boxes: Seizure boxes must be completely and securely sealed. When utilizing boxes, the packaging should be appropriate for the item being seized. Boxes will be of one-piece construction with no open areas (e.g., two-piece lid construction, handles). Boxes should be as full as possible since partially filled boxes tend to crush and shift during transfer and handling. Encircle the box with tape until the ends meet at one place on the package. This must be done lengthwise and widthwise with a CBP Form 366A affixed at all points where the seams meet. The sealing officer and witness must sign and date each CBP Form 366A. If the CBP Form 366A is not available, the sealing officer and witness must sign across the seal with a permanent marker.

4.4.2.1 Each seizure box must be labeled with a CBP Form 366A. If there are multiple boxes, the first box must have a CBP Form 366A completed in its entirety (print legibly). Additional CBP Form 366As on multiple related boxes, other than the first box, must include the FP&F case number, line item number, and box count clearly annotated on them. Each box should also have "PERSONAL EFFECTS" clearly written on it. The label should be prominently displayed on one of the four sides of the box. Any preprinted box should contain the same information as the CBP Form 366A.

4.4.3 In any situation where a seizure bag or box cannot be sealed in accordance with the above procedures due to size and configuration (car seat, furniture, etc.), the seizing/arresting officer must make all attempts to seal the property so as to ensure that no one can tamper with the personal effects.

4.4.4 Once the personal effects have been sealed utilizing the above procedures, a CBP Form 6051S will be created. Block 14a will annotate the line item of the property being listed in (b)(7)(E). Block 14b will be listed as "PERSONAL EFFECTS." Block 14c will list the number of sealed boxes and/or bags being held. Block 16 will be completed in accordance with the procedures set forth in the SAMEPH and CD No. 5240-005.

4.4.5 When adding the line item to (b)(7)(E) the description line will be annotated as "PERSONAL EFFECTS." Under "Quantity," the seizing/arresting officer will list the number of boxes and/or bags containing personal effects. The (b)(7)(E) category code will be (b)(7)(E) and the property type will be (b)(7)(E). Legal status will be (b)(7)(E). Physical status will be (b)(7)(E) and custodian code will be (b)(7)(E). All other fields will be completed based on the seizing/arresting officer's discretion. Personal effects being held pending an expedited removal or an imminent voluntary return will not be entered into TECS (b)(7)(E).

4.4.5.1 OBP may use ENFORCE or any other automated and locally auditable system with limited access to record and track property prior to consignment to the National Seized Property Contractor. Property that is to be consigned to the contractor must be entered in (b)(7)(E).

4.4.6 The original CBP Form 6051S\A will be attached to the personal effects and a copy of the CBP Form 6051S\A will be placed in the investigative and FP&F case file.

4.5 Storage and Final Disposition: Once the personal effects are boxed and/or bagged properly, the property will be either turned over to the National Seized Property Contractor or will be held in a CBP permanent vault. Property pending imminent release may be held at a CBP temporary vault or secure storage room, at the seizing or prosecuting officer's location. This storage area will have limited access and meet the guidelines of the CBP Physical Security Handbook (CIS HB 1400-02A). Property that is unsafe to store in CBP facilities or property that is considered abandoned and meets one of the criteria below will be consigned to the National Seized Property Contractor.

- Property that is determined to have a commercial value and is ordered sold by General Services Administration (GSA). (See paragraphs 4.5.4.2 and 4.5.4.3 below.)
- Property that is to be destroyed where CBP personnel are not equipped to destroy the property (e.g., freon).

If the owner of the property is transferred to ICE Detention and Removal Office for removal proceedings, the property will accompany the owner. If the violator voluntarily abandons property, the "Notice of Abandonment" (Attachment C) form must be filled out by the seizing/arresting officer, witnessed by another officer, and signed by the violator. The contractor, and all other parties taking physical custody of the personal effects, must complete the acceptance/chain of custody section of the CBP Form 6051S\A. A copy of the CBP Form 6051S\A reflecting the contractor's signature accepting the personal effects will be placed in the investigative and FP&F case file. It is also the responsibility of the seizing/arresting officer to include all known addresses of the owner so that a "Notice of Abandonment" may be sent out by CBP.

4.5.1 The "Notice of Abandonment" will be given to the violator at the time of arrest, if the violator is the owner of the property. If the violator is not the owner of the property, the "Notice of Abandonment" will be sent to the owner as described below. Upon receiving the seizure/abandonment case file, it is the FP&F officer's and AF officer's responsibility to ensure that "Notices of Abandonment" are sent out via certified mail, return receipt requested (for domestic), and registered mail, return receipt requested (for international), for property valued \$5,000 or more. For property valued below \$5,000, notices may be sent via first class mail. In all cases, the "Notice of Abandonment" must be sent out within 5 calendar days from the receipt of the seizure/abandonment case file in the FP&F or Sector office. This form and instructions may be included as a separate set of attachments in the notice, if there are other items of seized property that are subject to forfeiture for which a notice is being issued.

4.5.2 The "Notice of Abandonment" must be mailed out to all of the violator's addresses (including any incarceration address) and must contain the appropriate CBP case number(s), the date of retention, name of the violator, the regulation pertaining to abandonment (41 C.F.R. 101-48.102-1, "Vesting of title in the United States"), complete description of the personal effects being held, procedures for the release of personal effects, procedures for the abandonment of personal effects and the time frame for the violators to either abandon or recoup their personal effects.

4.5.3 Violators have 30 days from the date of receipt of the "Notice of Abandonment" to request either a release or abandonment of their personal effects.

4.5.4 Release of Personal Effects: In cases where the violator requests the release of personal effects, the FP&F officer or AF officer will require that the violator sign a "Hold Harmless & Release Agreement" prior to the release of the personal effects. In cases where the violator refuses to sign the "Hold Harmless and Release Agreement," the Office of Chief Counsel must be consulted. Once the "Hold Harmless and Release

Agreement" is signed, the FP&F officer or AF officer may release the personal effects. If the personal effects were turned over to the National Seized Property Contractor, the FP&F officer or AF officer will complete a CBP Form 7605 authorizing the release of the personal effects. Storage costs, including the seizure cost allocation (SCA), must be paid by the individual named on the CBP Form 7605 who is picking up the personal effects (identified in Block 7). If the violator allows another party to pick up the personal effects, a letter of authorization or Power of Attorney must be completed by the violator naming the individual(s), law firm, etc., whom they are authorizing to recover their personal effects. This must be done prior to the issuance of the CBP Form 7605.

4.5.4.1 The contractor, upon releasing the personal effects, shall forward a copy of the completed CBP Form 7605 and completed CBP Form 6051S/A to the FP&F officer or AF officer reflecting that the personal effects have been released. (b)(7)(E) must then be updated to reflect the line item(s) as being released.

4.5.4.2 In cases where the 30-day time frame has expired, and the violator either assents to abandonment of the personal effects or never responds to CBP, the FP&F officer, AF officer, or their designee must make a commercial value determination of the property. This determination will take into consideration the cost of consignment, storage, preparation for sale (to include the removal of any personally identifiable information), and sale of the property. If it is determined that the property does not have a commercial value, the FP&F officer or AF officer must complete a CBP Form 4613, and in the case of contractor-held property, a CBP Form 7605, authorizing the destruction of the property. Upon completion of the destruction, the original authenticated CBP Form 4613 and CBP Form 7605 must be sent to the FP&F officer or AF officer so that (b)(7)(E) may be updated to reflect the actual physical status of the property.

4.5.4.2.1 CBP offices must prepare an SF120 to report property deemed to have a commercial value to GSA. If GSA directs CBP to sell merchandise, the property must be consigned to the National Seized Property Contractor and ordered sold. Proceeds of the sale must be kept in a special account (suspense account) for 3 years. Abandoned currency will be deposited into the same account. During that period of time, a former owner may be reimbursed from the special fund, based upon a proper claim filed within the 3 years from the date that the title of the goods was vested to the United States. The Government may withhold the costs for the care and handling of the property from the reimbursement. Also, the former owner can only claim the fair market value of the item(s) less costs incurred for storing and handling. The reimbursement amount cannot exceed the net sales proceeds. (See 41 C.F.R. 101-48.102-4.)

4.5.4.3 In cases where nonforfeitable currency is in the possession of a violator who is arrested, this nonforfeitable currency may be deposited in the violator's personal "canteen" account at the location to which they are being transferred. For OBP, in cases where funds in possession cannot accompany the violator (i.e., foreign currency or coins, not accepted by the United States Marshals Service), funds will be maintained at the arresting or prosecuting office until released to the owner or his representative or

considered abandoned. Abandoned foreign currency will be converted to U.S. funds in the same manner as seized foreign currency. This procedure is contained in the SAMEPH. Abandoned currency will be deposited into the Treasury Forfeiture Fund Suspense Account. If the cost of converting foreign currency is disproportionate to the value of the currency, the FP&F officer or the AF officer may order the currency destroyed by the Seized Property Specialist (SAMEPH, 2.4.3(9)). The (b)(7)(E) screen that reflects the "FUNDS ON PERSON" will be completed with the total amount of funds that the violator has on their person.

5 MEASUREMENT. Through periodic review of the Personal Property Disposition Procedures, Directors, Field Operations, CBP Air and Marine Directors for Air Operations, Sector Chiefs, and the Director, Seizures and Penalties Division, Office of Field Operations (OFO), Headquarters, will ensure that all policies and procedures stated in this Directive are properly adhered to and followed.

5.1 Directors, Field Operations and FP&F officers will ensure that personal effects management is included in local oversight inspections.

5.2 Sector Chiefs and Asset Forfeiture officers will ensure that personal effects management is included in local oversight inspections.

5.3 The Director, Seizures and Penalties Division, OFO, will ensure that personal effects management is included in oversight inspections of the National Seized Property Contractors.

6 NO PRIVATE RIGHT CREATED. This is an internal CBP Directive and it does not create or confer any right, privilege, or benefit on any person or party.

Acting Commissioner of U.S. Customs and Border Protection

Attachments

Attachment A



Customs and Border Protection

Department of Homeland Security

AUTHORIZATION FOR RELEASE OF PERSONAL EFFECTS
HOLD HARMLESS & RELEASE AGREEMENT

Customs and Border Protection (CBP) Case No.:

Property:

Released to: _____

This Agreement is made between (Name of violator) as owner of (Description of Personal Effects) and United States Customs and Border Protection, Department of Homeland Security.

This Agreement is made in consideration of the return of the property described above which is the subject of the referenced CBP Case Number, and was detained as personal effects, in relation to a violation of Title (Law), United States Code, Section (Law) and for other consideration, the receipt of which is hereby acknowledged.

I, (Name of Violator), hereby authorize (Name and Address of Party Taking Custody of Personal Property), to take possession of the above-listed property on my behalf.

In consideration of the release of the above-listed property to the above named party, I, (Name of Violator), hereby release and forever discharge the United States, its officers, agents, servants, and employees, their heirs, successors, or assigns, from any and all action, suits, proceedings, debts, dues, contracts, judgments, damages, claims (including claims for interest), and/or demands whatsoever in law or equity which I, my heirs, successors, or assigns, ever had, now have, or may have in the future in connection with the detention, seizure, and/or release by United States Customs and Border Protection of the above-listed property.

I, (Name of Violator), further agree to hold and save the United States, its officers, agents, servants and employees, their heirs, successors, or assigns, harmless from any claims by any and all law suits or claims of any character for or on account of any and all lawsuits or claims of any character whatsoever in connection with the detention, seizure, and/or release by United States Customs and Border Protection of the above-listed property.

In addition, I, (Name of Violator), agree to reimburse the United States, its employees, or agents from any necessary expenses, attorney's fees, or costs incurred in the enforcement of any part of this agreement within thirty (30) days after receiving written notice that the United States, its employees, or agents has incurred them.

Name: _____ Address: _____

Signature: _____ Date: _____
(See asterisk below)

Subscribed before me: this ____ day of ____

CBP Officer (Print name) _____

CBP Officer (Signature) _____

Notary Public (Print name) _____

Notary Public (Signature) _____

My commission expires: _____

*Either a CBP Officer or a Notary must witness the signing of this document.

U.S. DEPARTMENT OF HOMELAND SECURITY
Bureau of Customs and Border Protection

CUSTODY RECEIPT for SEIZED PROPERTY and EVIDENCE

Handbook 5200-09

1. FPF No. 		2. Incident No. 		
3. Investigative Case No. 		4. Enforce No. 		
5. Prior Detention? Yes ☐ No ☐ If yes, CBP 6051D No. _____		6. Date Seized (mm/dd/yyyy) / /		7. Time Seized (Use 24 Hrs)
9. Seized From: Name: _____ Address: _____ Telephone No. () Ext:		10. Entry No. 		11. Seal or Other ID Nos.
12. Remarks: 				

13. Send Correspondence to:

14. PROPERTY (By Line Item) Attach CBP 58 if conveyance

a. Line Item No.	b. Description	c. Packages Number	Type	d. Measurements Qty.	UM	e. Est. Dom. Value
						\$
						\$
						\$
						\$
						\$
						\$

15. Seizing Officer

X

Print Name

Signature

Date

16. ACCEPTANCE / CHAIN OF CUSTODY

a. Line Item No.	b. Description	c. Print Name/Title/Organization	d. Signature	e. Date

CBP Form 6051A Continuation Sheet Attached? Yes ☐ No ☐

CBP Form 6051S (03/04)

CBP Retains Original

CUSTODY RECEIPT FOR SEIZED PROPERTY AND EVIDENCE

Instructions

NOTE: Narcotics, currency, monetary instruments, DEA samples, and evidence to be used in court must be transferred on a separate CBP 6051S. Initiate a separate CBP 6051S or D when this form is used for property transfer to the contractor. When initiating a separate CBP 6051S or D, ensure that the line item number corresponds to the line item number in **(b)(7)(E)**

BLOCK DESCRIPTIONS (Fill in all sections that apply)

- Block 1. FPF No. Enter the 16-digit system generated FPF Case Number.
Block 2. Incident No. Enter the 15 digit system generated Incident Number.
Block 3. Investigative No. Enter the OI Investigative Case Number or IA File Number.
For OI/IA Use only Enter Enforce system case number.
Block 4. Enforce No. Enter an "X" in the block if property had been DETAINED prior to seizure and attach Detention Notice (CBP 6051D). List CBP 6051D, if applicable.
Block 5. Detention Enter the date of seizure in month/day/year.
Block 6. Date Enter time of incident in 24-hour format (e.g. 1600).
Block 7. Time Federal Drug Identification Number/Misc. (Other agency case number)
Block 8. FDIN/Misc. Enter the name, address and telephone number of the person whose property has been seized.
Block 9. Seized from Enter the Entry number.
Block 10. Entry No. Enter Baggage Claim Number, Evidence Bag Number, CBP seal, or any other identification attached to the property.
Block 11. Seal and Other I.D. No. Enter any remarks which may be relevant or which may be of assistance in storing or maintaining the property. **Reference any previous CBP 6051S serial number.**
Block 12. Remarks Enter the local CBP office, SAIC, Port, or FPF address, as appropriate.
Block 13. Send Correspondence to Enter the local CBP office, SAIC, Port, or FPF address, as appropriate.
Block 14. Property For non-S/A/S evidence, complete sections as appropriate (OI/IA use). Information entered in items 13a through 13d should be the same as entered in **(b)(7)(E)** See examples below:

Line Item No.	Description	Packages No. / Type	Measurement Qty / UM	Line Item No.	Description	Packages No. / Type	Measurement Qty / UM
1	Cocaine 50 bricks in 5 boxes	5 / boxes	100 / Kg	2	Shirts	10 / Cartons	1000 / Ea.

- Block 14a. Line Item No. Group items by tariff number or **(b)(7)(E)** category code. Line item number corresponds to the line item number in **(b)(7)(E)**
Block 14b. Description Enter a brief description of the seized item.
Block 14c. Number & Type of Packages Enter the number and type of packaging containing the property. (e.g. BX=box, BA=bale, EN=envelope)
Block 14d. Quantity and Unit of Measurement The block contains the quantity of the seized item given in the units of measure entered in the Unit of Measurement

Block 14e. Estimated Domestic Value
Block 15. Seizing Officer

block. For NARCOTICS, the net weight is entered.
Enter the estimated domestic value of the item seized.
Printed name and signature of Seizing Officer and date (the first officer taking custody of the property). This initiates the Chain of Custody for all items described in block 13. Signature is for **ALL** line items, including any CBP 6051A continuation sheet(s).

Block 16. Acceptance Chain of Custody
Block 16a. Line Item No.

Enter the line item numbers from block 13 being accepted.
(e.g. 1,2,3 and 5; or 1-3, 5)

Block 16b. Description

Specify item(s) being accepted. The word "ALL" or equivalent is **NOT** acceptable.

Block 16c. Print Name

Print the name, title and organization of the individual accepting custody of item(s).

Block 16d. Signature

Have the individual accepting custody of item(s) sign in this block.

Block 16e. Date

Enter date custody is accepted.

CBP Form 6051S (Back) (03/04)

Attachment C

CUSTOMS AND BORDER PROTECTION

Date:

Name:

Address:

City, State:

FP&F#

ENFORCE#

NOTICE OF ABANDONMENT

On (Date of Seizure), Customs and Border Protection (CBP) came into possession of personal effects from you or the conveyance they were transported in, as a result of a seizure action, search warrant or arrest. The property described below is subject to the provisions set forth under Title 41, Code of Federal Regulations, Part 101.48.102, entitled "Vesting of Title in the United States". The property represents personal effects and consists of the following:

MERCHANDISE ABANDONDED

(Property Described Here)

You have the right to request the return or release of the property. Your request must be made with our office within 30 days from the date of your receipt of this letter. It is not necessary to visit the Fines, Penalties, & Forfeiture Office or Asset Forfeiture Office. Property may be released to you or your authorized agent by following the procedures referenced below. However, if possession of an item is prohibited in the United States, the item may not be released and is subject to forfeiture as provided in the attached seizure notice.

Procedures for Release of Personal Effects

Enclosed is the "Hold Harmless & Release Agreement" form. To obtain release of the abandoned property, please sign and return the "Hold Harmless & Release Agreement" form. If you wish to obtain release of the abandoned property please contact the Fines, Penalties & Forfeiture/ Asset Forfeiture Office at (xxx) xxx-xxxx Ext. xxx., to be advised of the administrative release procedures.

Procedures for Abandonment of Personal Effects

If you no longer have a desire to claim the above-listed property, please sign and date the statement at the bottom of this letter and return the completed form as

soon as possible to the Fines, Penalties, and Forfeitures Office that mailed it to you.

Signature and Date (Acknowledgement of Receipt by owner)

Notice of Abandonment and Assent to Forfeiture.

Pursuant to the provisions of Title 41, Code of Federal Regulations, Part 101-48.001-8, I hereby abandon all claims to the above-described articles, and waive any further rights or proceedings relative to said property.

Signature and Date (Owner)

FP&F/AF Officer or Designee

Message

From: (b)(6), (b)(7)(C), (b)(7)(E)
Sent: 5/3/2021 6:38:51 PM
To: WCXAGENTS (b)(7)(E)
(b)(7)(E)
Subject: FW: Updating Your Home Port or Alternate Port in (b)(7)(E)
Attachments: SailPoint_Provision_Qrg_V1.pdf

ALCON,

In addition to the information provided below concerning the replacement of ICAM with SailPoint. Please keep in mind along with the updated alternate port change in SailPoint the correct location (Event Site Code) will also need to be selected (b)(7)(E) as shown below. If the location is not changed (b)(7)(E) to correspond with the correct location of the seizure the incident will adopt the location currently set (b)(7)(E). Thank you again for all you do, if there are any questions or if I can assist in any way please let me know.

(b)(7)(E)

Respectfully,

(b)(6), (b)(7)(C)

Seized Property Specialist
U.S. Border Patrol
200 S. Rex Allen Jr Drive
Willcox, AZ 85643

(b)(6), (b)(7)(C)

From: (b)(6), (b)(7)(C)
Sent: Thursday, April 15, 2021 9:20 AM
To: WCXAGENTS (b)(7)(E)
Subject: Updating Your Home Port or Alternate Port in (b)(7)(E)

Good morning all,

ICAM - the system we used to use to request any provisioning or change our home or alternate port for (b)(7)(E) has been replaced by SailPoint. Attached is a PowerPoint on how the new system works and includes a link directly to the site. The process for changing your home port or alternate port if you are on a temporary assignment detail can be found on page 27 of the attachment. Once your alternate port has been changed to the location of your temporary assignment all seizures created in (b)(7)(E) will automatically fall under your selected alternate port. Once your temporary assignment has ended you will need to return to SailPoint and delete the alternate port so that (b)(7)(E) will revert back to your home port which should not change during this process. If there are any questions or if any assistance is needed regarding seizures or (b)(7)(E) issues please feel free to contact me at any time.

Respectfully,

(b)(6), (b)(7)(C)

Seized Property Specialist
U.S. Border Patrol
200 S. Rex Allen Jr Drive
Willcox, AZ 85643

(b)(6), (b)(7)(C)

Message

From: CBP POSTMASTER (b)(7)(E)

(b)(7)(E)

Sent: 8/24/2020 4:41:43 PM

Subject: CBP Central: Monday, August 24, 2020

Monday, August 24, 2020



Welcome to CBP Central, a one-stop announcement center for CBP employees. CBP Central is emailed at the beginning of each week and is posted on the CBPnet homepage under the CBP Central icon. CBP Central is a series of headlines that links to a full announcement. Mass e-mail POCs must send submissions to the Office of Public Affairs (OPA); (b)(6), (b)(7)(C) and cc **CBP Central mailbox NLT Thursday 3 p.m.** and ensure that their links are live and working. For career opportunities, please include the deadline in the abstract. Please coordinate with your Web Content Administrator (WCA) to assure links are live and working. (b)(7)(E)

Announcements

REGISTRATION OPEN FOR LUNCH AND LEARN: ENFORCEMENT STATISTICS 101 (NEW)

The Enterprise Analytics Division (EA), Operations Support (OS), is excited to host the second quarterly Lunch and Learn: Enforcement Statistics 101 on Wednesday, August 26 from 12:00 PM – 1:00 PM via WebEx. To register, please fill out the form here by August 25th at 12 PM (EST) and pass along the information to anyone you feel may be interested. The session will include an overview of CBP reporting teams' data analytic capabilities and data leadership for developing and sharing CBP enforcement statistics; reviewing the process for requesting official enforcement data; and using key data to understand and use enforcement data. The official invite with WebEx information will be shared on August 25th.

OFFICE 365 PLANNER AND TEAMS INTEGRATION: HELPS YOU STAY ON TASK (NEW)

Office 365 (O365) Planner and Teams Integration helps organize your day! Learn how Planner and Teams Integration can clean up the chaos of task management by joining the virtual Roadshow Training on August 25 from 1:00p.m. – 3:00p.m. EST. If you're using Microsoft Teams, you can organize your tasks by adding one or more Planner tabs to a team channel. You can then work on your plan from within Teams or in Planner for web, remove or delete your plan, and get notified in Teams when a task is assigned to you in Planner. To learn more, simply click on Teams Roadshow Training. Additional O365 training courses will be offered each Tuesday through September 15 on various O365 products such as Teams, Planner, Live Events, Forms, OneNote and Outlook. Did you miss an O365 training session or want to refresh what you have learned? Previously recorded sessions are available on CBP O365 Streams channel.

DHS WOMEN'S EQUALITY DAY PROGRAM (NEW)

The Privacy and Diversity Office (PDO) invites you to participate in the DHS Women's Equality Day virtual program on Wednesday, August 26 from 1:00pm – 2:00pm EST. This program will celebrate the 100th

anniversary of women's right to vote. PDO Executive Director (b)(6), (b)(7)(C) will serve as a panel member along with leaders from USSS and TSA. The event can be accessed [here](#) on Adobe Connect or via audio conference bridge at (b)(7)(E). Captioning will be available [here](#). Please login a minimum of 10 minutes before the start of the program.

REMINDER: SPECIAL RESPONSE TEAM (SRT) OPEN APPLICATION PERIOD FOR THE BASIC SELECTION COURSE (BSC) THROUGH AUGUST 31ST, 2020.

SRT is a select, highly trained group of Customs and Border Protection Officers (CBPOs) with special operations capability and progressive law enforcement skill sets. SRT is tasked with providing unique tactical responses to our nation's ports of entry, national security threats, incidents of national significance and other specialized missions as directed by the Department of Homeland Security (DHS) and CBP. SRT values diversity of backgrounds and experiences because problem solving is an SRT priority, and mission failure is not an option. Do you feel the need to challenge yourself, to grow, to excel? If you have what it takes, come and take your place among us. Interested CBP Officers must submit a memorandum no later than August 31st to (b)(7)(E). Selected candidates will be expected to attend SRT Basic Selection Course (BSC) Class XX scheduled March/April 2021. For detailed instructions on how to apply for the Special Response Team, please visit the SRT SharePoint site by clicking [HERE](#).

REMINDER ANNOUNCEMENT: DELIVERING EXCEPTIONAL CUSTOMER SERVICE IS A KEY FOCUS FOR OFAM (NEW)

The [OFAM CUSTOMER RELATIONS INBOX](#) is a centralized point of entry for CBP Office of Facilities and Asset Management (OFAM)-related inquiries and requests. Please take this opportunity to use the following link [OFAM CUSTOMER RELATIONS INBOX](#) to familiarize yourself with OFAM's Customer Relations Box as a centralized point of entry for CBP Office of Facilities and Asset Management (OFAM) related inquiries and requests. The OFAM CUSTOMER RELATIONS INBOX provides you with an entry point for general questions or concerns and enables us to respond more directly as appropriate.

REMINDER: ONE WEEK NOTICE OF FY 2020 END-OF-YEAR UNIFORM ORDERING WEBSITE SHUTDOWN

The CBP uniform ordering website will close in one week on August 31 at 12:00 AM Eastern Daylight Time. Authorized CBP employees are advised to place uniform orders prior to the closing of the ordering website, as the ordering website will no longer be accessible after August 31. To receive a refund for a uniform item purchased within the return period, you must return the item and place a new order by August 31. Items returned beyond this date will only be eligible for exchange. The website is scheduled to re-open for Fiscal Year (FY) 2021 purchases in FY 2021, Quarter 1, or as funding permits. For more information, please click [here](#).

HEALTHIERCBP: BREASTFEEDING AWARENESS MONTH (NEW)

Breastfeeding Support and Coverage

Did you know?

1. CBP has a Lactation Directive [51711-004](#).
2. If you are enrolled in a Federal Savings Account, breast pumps, breastfeeding classes and lactation supplies are eligible expenses.
3. Your health insurance most likely will cover the cost of one breast pump per pregnancy, contact your insurance plan with questions of breastfeeding benefits. A pre-authorization or letter of necessity may be required for your plan.
4. Most health insurances provide discounts on essentials for new moms and babies, check your insurance plans website for these discounts.

For questions regarding the lactation directive, contact (b)(6), (b)(7)(C) at (b)(6), (b)(7)(C). For more information about HRM's HealthierCBP Programs, contact (b)(6), (b)(7)(C) at (b)(6), (b)(7)(C) or (b)(6), (b)(7)(C).

DEPARTMENT OF LABOR EMPLOYEES' COMPENSATION OPERATIONS AND MANAGEMENT PORTAL (DOL ECOMP) REQUIRED TO FILE WORKERS' COMPENSATION CLAIMS

Effective August 17, CBP requires all employees and supervisors to use the DOL ECOMP system to initiate and process claims for workers' compensation benefits under the Federal Employees' Compensation Act. To access the DOL-ECOMP Claimant Query System (CQS), an employee must complete a one-time registration and identity verification process. Once registered, an employee may file for workers' compensation benefits or wage loss compensation in DOL ECOMP-CQS by completing the employee portion of the appropriate forms. DOL-ECOMP will notify the designated supervisor to complete the agency portion of the form within 24 hours. Training and tutorials are available for employees, supervisors, and workers' compensation staff here.

USE IT, DON'T LOSE IT: COMPENSATORY TIME OFF FOR TRAVEL (CTOT) (NEW)

CTOT is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Time in a travel status includes the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel. CTOT is forfeited if not used by the end of the 26th pay period after the pay period during which it was earned. There is no payout for forfeited CTOT. Additional information on CTOT can be found here.

ANNOUNCING THE NEW SAFETY INCIDENT REPORTING TOOL

On August 14, a new Safety Mishap Report (Form 502) in the new Safety Incident Reporting Tool (SIRT) replaced MicroPact eCOMP and is now the initial step for reporting and recording safety incidents, property damage, occupational injuries, and illnesses. Employees will report all safety incidents in a separate system from workers' compensation claims. These separate systems will improve accuracy in injury and illness record-keeping and give leadership a clearer picture of what safety issues are having the biggest mission impacts. For an overview of the entire process, click here. Please visit the SIRT SharePoint page or contact

(b)(7)(E)

for additional information.

IT'S NATIONAL WELLNESS MONTH (NEW)

Throughout the month of August, National Wellness Month focuses on self-care, managing stress and promoting healthy routines. Incorporate wholesome habits into your lifestyle to continue throughout the year and see how much better you feel! Research has shown self-care helps manage stress and promotes happiness. Whether you challenge yourself to a new yoga pose or try a different spa treatment, a small change can impact your health in positive ways.

There are numerous ways to make small changes:

- Increase your water intake.
- Add more fruits and veggies to your meals.
- Monitor your sleep and make adjustments for better sleep habits.
- Join a yoga, walking, or aerobics class.
- Learn to meditate.

These small steps can lead to a healthier lifestyle.

HEALTHY HABITS FOR YOUR KIDS: Using these back-to-school nutrition tips, you can set the tone for the school year and support your child's health, happiness and success. Start the day with a healthy breakfast, and keep kids going with healthy snacks.

Get kids in on the act! You've heard it a million times, but that's because it works! The more involved kids are in planning and cooking meals, the more likely they are to eat them.

- Include your kids when planning the weekly family menu so they feel like they have a say in what they're eating.
- Shop for groceries together. Make a list before you go to the store and only buy foods on the list. Once in the store, let your kids help you find items on the list. Read food labels aloud and talk about the choices you're making.
- Cook with your kids. It's a great opportunity to teach them measurements, conversions and cooking skills, and it gives them a vested interest in the finished product.
- Hold family taste tests. Buy different brands of a healthy food (whole-grain pasta, for example) and let family members decide which one they like best.

Ensure your kids drink plenty of water. Dehydration can lead to dizziness or confusion, diminished energy, sluggish cell activity and stagnant elimination.

Get kids moving at home, but at the end of the day, make sure they get enough sleep. Growing children need sleep...although they will beg to differ with you! It is vital to their mood, behavior and attention. Children aged 6-13 need about 9-11 hours of sleep a night. For more information about HRM's HealthierCBP Programs, contact (b)(6), (b)(7)(C) at (b)(6), (b)(7)(C) or (b)(6), (b)(7)(C)

REMINDER: STAY CONNECTED WITH MYCBP APP!

Receive important agency messages and news. Access employee benefits and services. The app is available for download on a personal or government-issued smartphone, including Android and Apple products.

Download Today!



Career Opportunities

(Ordered by closing date)

TEMPORARY DUTY ASSIGNMENT- OPERATIONS SUPPORT (OS), INFORMATION AND INCIDENT COORDINATION CENTER (IICC), EMERGENCY NOTIFICATION SYSTEM (ENS) PROGRAM SPECIALIST, ALL SERIES, GS-11/13.

This is an opportunity for a temporary duty assignment to serve as an Emergency Notification System (ENS) Program Specialist with the Operations Support Office (OS), information and Incident Coordination Center (IICC), Continuity Branch. The Continuity Branch applies essential elements of continuity to the identification, prioritization, execution, and resiliency of CBP mission essential functions, necessary for uninterrupted operations during an emergency. This is a temporary assignment of four (4) months (120 days) with an option to extend. The position may require weekend and shift work. The assignment confers no promotion potential beyond the employee's current grade level and is open to bargaining and non-bargaining unit personnel currently at the GS-11/13 grade levels, all series. To be considered for this opportunity, please submit a resume

and supervisory approval to (b)(7)(E) with "IICC ENS TDY" noted in the subject line. For specific details and how to apply, please review the hyperlink below.

TDYs and Vacancy Opportunities - All items

TDY Announcement ENS Program.docx

(b)(7)(E)

(b)(7)(E) Closes September 8.

TEMPORARY DUTY ASSIGNMENT – MANAGEMENT AND PROGRAM ANALYST GS-0343-11/12/13 – WASHINGTON, DC (NEW)

Air and Marine Operations (AMO), Chief of Staff Division is seeking interested candidates for a temporary duty opportunity to fill the position of Management and Program Analyst GS-0343-11/12/13 in Washington, DC. This opportunity is open as a lateral temporary duty assignment and confers no promotion potential. This is a 120 day detail that is located at 1300 Pennsylvania Ave NW, Washington, DC 20004, or remotely from the employee's home location. Travel expenses, to include per diem, will not be covered for this TDY. Applicants should submit their resumes, SF-50 and cover letter to (b)(6), (b)(7)(C) Closes September 20.

TEMPORARY DETAIL ASSIGNMENT – BRANCH CHIEF, GS-0132-14, OFFICE OF INTELLIGENCE, NATIONAL INTELLIGENCE WATCH, WASHINGTON, DC

The Office of Intelligence is soliciting volunteers for a detail assignment for 120 days to serve as a member of the Current and Emerging Threats Division – National Intelligence Watch (NIW). The area of consideration is all CBP employees in the Washington, DC, National Capital Region. This is not a promotional opportunity. Current Active Top Secret/SCI. Candidates interested in this career-enhancement opportunity should submit their resumes and a statement of interest through their supervisory chain via email to OI-HR at

(b)(7)(E)

and

(b)(6), (b)(7)(C)

Any questions regarding this solicitation may be directed to the National Intelligence Watch, attention (b)(6), (b)(7)(C) at (b)(6), (b)(7)(C) or by e-mail to (b)(6), (b)(7)(C) Open until filled.

For the fastest response, please do not reply to this message. Instead, please contact the responsible individual or office as outlined in the above message.

Message

From: (b)(6), (b)(7)(C), (b)(7)(E)
Sent: 6/30/2021 8:39:22 PM
To: WCXAGENTS (b)(7)(E)
(b)(7)(E)
Subject: Station/Department Vehicle Heat Stress Kits
Attachments: 56108 - Tucson Sector Heat Stress Standard Operating Procedure, Policy.pdf; Heat Stress Awareness and Prevention (b)(7)(E).pdf

All,

TCA Health and Safety put together Vehicle Heat Stress Kits. They are to be issued to field agents daily from May 1st through September 30th. The intent is to have the kit in the field in the event there is a heat related emergency, agents will have equipment on hand to take immediate action and provide aid. The kits contain a thermometer, electrolyte supplement, emergency blanket, 2 ice packs and an ice sheet. Also, in the kit is an attached contents card showing what the kit should contain. Please make sure it is a complete kit prior to taking it out to the field.

Important:

- Please make sure it is a complete kit prior to taking it out to the field.
- If something is used or damaged report it to your supervisor so it can be replaced.
- Only use the electrolyte supplement in an emergency. There are sqwinchers available for you by the issue room.

Supervisors, these items are in Maximo so please issue them out accordingly. We have enough that four can be issued out per shift. Please inspect them when they return to see if anything needs to be replaced. If so, send an email with what needs to be replaced and the kit number to (b)(6), (b)(7)(C) and me. There is a mini fridge in the issue room now. 2 ice packs will need to be taken from the freezer and put into the kit when issuing out and put back into the freezer when they return.

Any questions or comments let me know,

Thanks,

(b)(6), (b)(7)(C)

(b)(7)(E)



U.S. Customs and
Border Protection

APR 09 2021

MEMORANDUM FOR: Command Staff
Patrol Agents in Charge
Unit Supervisors
Tucson Sector

FROM:

(b)(6), (b)(7)(C)

Interim Chief Patrol Agent
Tucson Sector

SUBJECT: Tucson Sector Heat Stress Standard Operating Procedure

Attached is the Tucson Sector Heat Stress Standard Operating Procedure (SOP) (b)(7)(E) dated April 2021. This Standard Operating Procedure provides guidance on the identification, evaluation, and management of potential conditions and injuries related to heat stress.

Questions may be directed to Policy and Compliance Director (b)(6), (b)(7)(C) at (b)(6), (b)(7)(C)

Attachment

**TUCSON SECTOR
STANDARD OPERATING PROCEDURE
HEAT STRESS**

SHORT TITLE (b)(7)(E)

EFFECTIVE DATE: April 2021

RESPONSIBLE OFFICE: Policy and Compliance Department

SUPERSEDES: N/A

1. PURPOSE.

1.1. Tucson Sector (TCA) may be exposed to extremely hot environments during routine and law enforcement-unique operations, especially on the Southern border. This publication provides guidance on the identification, evaluation, and management of potential conditions and injuries related to heat stress to personnel assigned to TCA.

1.2. This publication applies to all TCA personnel.

1.2.1. TCA management and employees will adhere to precautionary procedures to prevent acute or chronic heat conditions and injuries. Employees will take action to ensure proper hydration and other precautions are implemented in hot environmental situations.

1.2.2. TCA employees work and train in environments that place them at increased risk for heat-related illnesses compared to the general population. Weather, location, operations, duty uniform, and training requirements create unique heat stress situations. Occupational exposure to heat can result in injuries, disorders, reduced productivity, and death.

1.3. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with U.S. Customs and Border Protection (CBP) records management directives and Internal Operating Procedures (IOP) 2110-033 Volume 2, *Correspondence and Records Management* procedures.

1.4. Refer recommended changes and questions about this publication to the Responsible Office (R/O) listed at the top of this page.

1.5. This publication may be supplemented by stations with an internal Standard Operating Procedure (SOP).

1.6. Waivers are authorized for this SOP. (See *Formatting and Processing SOP*, Section 6.)

2. RESPONSIBILITIES.

2.1. Chief Patrol Agent has final approval authority and responsibility for all matters relating to this SOP.