



U.S. Department of Justice

Executive Office for Immigration Review

Chief Immigration Judge

5201 Leesburg Pike
Falls Church, Virginia 22041

January 14, 1987

MEMORANDUM FOR: All Immigration Judges
All Management Officers and Staff
ANSIR Cities Only

FROM: William R. Robie *WR*
Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum No. 87-1:
Automation of the Manual Information System on ANSIR

This Operating Policies and Procedures Memorandum (OPPM) is a revision, for ANSIR cities only, of OPPM No. 86-8, which sets forth the policies and procedures for the Manual Information System (MIS).

Effective January 1, 1987, MIS statistics will be reported by your offices through the ANSIR system. All ANSIR cities will discontinue the preparation and submission of MIS forms IJ-1 through IJ-5. To ensure accurate and complete statistical information, the instructions detailed below must be carefully followed.

1. Data Base Verification. To ensure the accuracy and completeness of the data base, all Management Officers must verify their pending caseload before January 28, 1987, and inform Cindy Senseney (FTS 756-6554) of the results.

The verification process begins with the generation of a list of all pending cases in 'A' number order by selecting "VERIFY" from the VS Report Menu. On the same day that the list is generated, compare it with the open ROP files. The hearing date is also listed, which allows you to search the pending drawers for cases not found in the open files. This process will systematically purge the open files of all completed or misfiled cases while uncovering cases which were overlooked and not entered or updated in ANSIR. When the necessary additions or updates are made to the data base, the verification process is complete.

After January 1987, the verification process prescribed above must be conducted on a quarterly basis. All Management Officers will send their verification list and results to Cindy Senseney, Management Analyst, Planning and Analysis Unit.

2. Deadline for Routine Data Entry. All of the following conditions are mandatory:

- * All ANSIR data must be input and updated by the fifth of each month for cases received, acted upon or completed during the previous month.
- * All off-calendar and rejected cases must be corrected by the fifth of each month.
- * Transferred-in dates must be entered by the fifth of each month for cases transferred-in during the previous month.

It is crucial that Cindy Senseney be notified on the fifth of the month if these conditions are not met. This deadline is vital to the maintenance of accurate data in the statistical reports.

3. IJ Days in City Screen. This screen must be completed accurately, including the IJ code and hearing location by the last day of each month. Attached are detailed instructions regarding this screen. Please follow them carefully.

4. Detail Cities. To assure that all data involving detail cities is entered by the fifth of each month for the prior month's hearing actions and completions the following procedures are mandatory:

- * Judges on detail will remove all worksheets from the ROPs and hand-carry them back to their base offices upon completion of detail assignments.
- * Clerks will enter all detail-related case information into the ANSIR system by the fifth of each month, using the IJ worksheets.
- * All judges on detail will continue to complete MIS forms IJ-1 for detail cities only. Clerks will prepare MIS forms IJ-4 for detail cities only and submit them to OCIJ each month. (Note: It is only the IJ-4s which are forwarded to OCIJ and only for judges who complete cases on detail assignments.)
- * The PAU will compare the ANSIR-generated statistics with the IJ-4s submitted by your offices over a period of several months. If the numbers are consistently comparable, we will abandon the use of IJ-1s and IJ-4s for detail city completions.

If you have any questions regarding any of these requirements, or serious problems are discovered please contact Steve Cooley, Chief, Planning and Analysis Unit, at FTS 756-6554.

Attachment