

# EXHIBIT H

## (part 2)

6. The detainee must have sufficient mobility, strength, or dexterity in both arms and hands, as well as both legs, to follow instructions on the passenger information cards provided by the carrier and located at emergency exit rows.
7. The detainee must have sufficient visual capability to follow instructions on the passenger information cards without the assistance of visual aids beyond contact lenses or eyeglasses.
8. The detainee must have sufficient auditory capacity to hear and understand instructions shouted by a crewmember without assistance beyond a hearing aid.
9. The seat(s) immediately next to the emergency exit doors may **not** be occupied by a detainee at any time, and must be occupied by a contracted security officer if there are unrestrained detainees seated in any seats of the emergency exit row.
  - a. When there are unrestrained detainees at the exit, these officers must remain in place (on the ground or in the air) as long as there are unrestrained detainees at, or near, the emergency exit door.

#### F. Carry-on Items

Unless specified differently in this document, items such as books, valuables, religious items, legal materials, and other miscellaneous items will generally be placed with the detainees' stowed property on the aircraft. Detainees with coats, jackets or sweaters will wear them or store them in their property; no carry-on items are allowed, and items will be returned to the delivering agency, office or ICE facility for disposition. During inclement weather, each sending field office will be responsible for providing an adequate supply of coats and/or blankets for use during detainee exchange. Cash will be maintained in the detainees' possession unless it poses a safety or security risk to the mission.

1. **Clothing:** Detainees are limited to one set of adequate and clean clothing on their body. No jail overalls or institutional clothing will be permitted on any ICE Air flights.
2. **Footwear:** All detainees boarding the aircraft are required to wear proper footwear. For safety reasons, high-heeled shoes/boots, steel-toed shoes/boots, and showers shoes/flip-flops are not acceptable on the aircraft.
3. **Jewelry:** For internal CONUS transfer flights, detainees will be permitted to wear a plain wedding band. All other jewelry, including religious medallions, must be packaged with the detainee's property. All ICE detainees on IAO flights, who are being removed from the country the same day, are permitted to keep all monies and jewelry on their person as long as the jewelry is not a security risk. Jewelry that is considered to be a security or safety risk will be stored in the detainees' property.
4. **Removal of Pierced Items from Detainees:** Neither ICE, security personnel, or the flight medical provider will remove any foreign body jewelry, studs, metal pieces, etc., implanted in the skin or body of a detainee. All foreign materials implanted in the skin or body of a detainee scheduled for travel via ICE Air aircraft must be removed at a medical facility and/or by trained medical personnel prior to travel. The removal of such items can potentially cause infection and/or injury to the detainee, and must never be attempted outside an appropriate medical setting. The sending office is responsible for ensuring that any detainee transported via ICE Air aircraft has had any unnecessary foreign objects implanted in his/her skin or body removed. The FOIC will make the final decision for rejection/acceptance of detainees with foreign objects in/on their body and will determine if

the object may be used as a potential weapon or escape device, or could be considered to be a security risk.

5. **Eyeglasses:** Two pairs of prescription eyeglasses and one soft eyeglass case (without metal inserts) or hard paper cases will be permitted, if carried on the detainee's person.
6. **Contact Lenses:** All contact lens cases in the possession of the detainees will be turned over to the Flight Nurse or the FOIC and placed in personal property.
7. **Hair:** No detainee will be permitted to board with his/her hair bound with any object (rubber bands, ponytail holders, string, bobby pins, beads, etc.). No hair decorations are permitted. Wigs will be permitted for valid medical reasons (hair loss due to chemotherapy, etc.).
8. **Accessories:** Belts, suspenders, bootstraps, chains, neckties, scarves, hats, caps, turbans, and/or gloves are not permitted on ICE Air flights.

## G. Property

If applicable, property not permitted on the body of a detainee for boarding purposes may be sealed with their other property. All detainee property must be placed in suitable, durable containers (no plastic trash bags) tagged with an I-77. Property information must also be listed on the I-216. All excess detainee property must be shipped by the sending ICE ERO office.

1. **Confiscated and Refused Property:** Property refused by the FOIC will be returned to the delivering agency at the airlift detainee exchange location for disposition/ forwarding. Any item that the FOIC determines could be used as a possible weapon will be taken from the detainee and returned to the delivering ICE official for disposition.
2. **Discrepancies:** Any discrepancies regarding the contents of the transported, sealed detainee property container/box will be resolved between the sending and receiving ICE offices.
3. **Detainee Money:** Although cash is the accepted vehicle for money transfer to foreign soil, checks may also be allowed in very limited, special circumstances. The sending office must coordinate such cases with IAO in Mesa, and the detainee's alien number must be recorded on any check.

### Approved Property Bags



## H. Restraint Requirements

In accordance with the Use of Restraints policy, policy number 11155.1, Section 5.10, effective November 19, 2012, detainees transported by ICE Air aircraft will be fully restrained by the use

of handcuffs, waist chains, and leg irons during CONUS and OCONUS flights. Detainees will not be delivered to the airlift in any type of restraint that necessitates removal prior to the alien boarding the aircraft. Flight security personnel will restrain any individual aboard an ICE Air flight who poses a threat to the safety of the mission. ICE-approved handcuffs and leg irons (Hiatt, S&W, Peerless, etc.) will be applied according to policy and procedures. **Series 400 Peerless are not to be used.** All cuffs should have the correct right and left side in their construction. Many inexpensive cuffs have two right sides cuffs attached with a chain, but there should be a mirror image relationship. All restraints will be applied with double bars, locking pins up, and keyholes forward. The FOIC will have final decision as to the use of restraints. (The Use of Restraints on minors is described in the Juvenile Section.)

1. **Exchanging Restraints:** Delivering field offices will exchange restraints on a one-for-one basis during the alien exchange process. Crew members are not authorized to exchange working restraints for damaged or defective restraints.
2. **Removal of Restraints:** Restraints will not be removed for any reason unless approved by the FOIC or the Assistant FOIC.
3. **Special Restraints:** The FOIC has the authority to authorize the type of restraint used on detainees in special circumstances, i.e., spit masks, mittens, leg braces, cargo straps, humane restraint blanket, etc.
4. **Foreign Agreements:** All existing MOUs and other agreements with foreign governments regarding repatriation procedures, including the use of restraints and operations, will continue to be observed.

***NOTE: All restraints will be removed prior to the aircraft door opening at the OCONUS destination locations.***

#### **I. Detainee Meals and Incidentals**

The designated ICE officer meeting the aircraft will provide detainee meals as indicated on the official flight manifest. This should include food items, diapers, formula for infants/toddlers, and sanitary supplies for females.

One meal per alien must be provided by the sending ICE office. This meal will include one sandwich and one granola bar (or an acceptable substitute). Due to allergy precautions, no peanut butter or peanut-based products are allowed. Extra water will be provided by IAO if needed. Fruit, chips and condiments (mustard, ketchup, mayonnaise, etc.) are not allowed. Note: Additional meals will be provided for those detainees on a medical-needs basis and as recorded on the Medical Form, as well as on any flight scheduled longer than 10 hours.

#### **FUGITIVES AND /OR HIGH PROFILE REMOVALS**

If an alien is a special interest case or considered to be a High Profile Removal (HPR), appropriate annotation must be made in the "Status" column of the I-216. Notifications of all HPR movements aboard IAO aircraft will be completed by Field Operations, as soon as the approved operational plan is completed.

## VIOLENT AND ESCAPE RISK DETAINEES/FAILURE TO COMPLY

Advance notification must be provided to IAO in the "Afflicted/Dangerous" column of the I-216 for those detainees being transported by ICE who have exhibited or threatened violence, for whom special custody conditions are required, and for those detainees who have any known gang affiliation. Available supplemental information must be provided by the sending field office to IAO.

Field offices are to ensure that a summary of cases is forwarded in a timely manner to appropriate HQ ERO units, including IAO, prior to scheduling.

## ICE HEALTH SERVICE CORPS

The ICE Health Service Corps (IHSC) oversees medical care and public health services for ICE detainees. IHSC also serves as the medical authority for ICE on a wide range of medical issues, including the agency's comprehensive detainee health care program.

### A. Medical Considerations

1. **Psychological Issues:** Those cases requiring psychological care should be identified on the I-216 as "Special Handling" cases in the "Afflicted/Dangerous" column. IAO Mesa must be apprised of these cases so that proper notification and arrangements can be made for/by receiving countries. Detainees who are taking prescribed psychotropic medications must be transferred with their medication and sufficient documentation to allow proper monitoring and treatment of their condition. Detainees on active suicide watch will be refused boarding unless prior approval and medical clearance has been obtained from the Flight Nurse or the FOIC.
2. **Pregnant Detainees:** Prior approval must be obtained from the receiving location(s) by the sending location(s). Pregnant detainees who are in the first or second trimester of pregnancy may travel via ICE Air aircraft if there have been no medical complications with the pregnancy. The clearance for air travel by a medical provider must be annotated on the medical summary. Those detainees in their third trimester may travel only if the detainee has a written statement from an ICE-contracted physician or an IHSC official authorizing travel by aircraft, and if the detainee is not experiencing any medical problems at the time of boarding. The statement must be dated within 72 hours of the scheduled movement.

### B. Tuberculosis Clearance for Air Transport

ERO detainees who do not have signs, symptoms, or diagnostic tests indicating confirmed or suspected active TB disease are eligible for air transportation.

Detainees who have been identified during chest radiograph screening and subsequent evaluation with confirmed or suspected TB disease are eligible for air transport after the following criteria are met:

1. The detainee is on multidrug anti-tuberculosis treatment, and the treating provider has determined the detainee to be non-contagious, or;
2. The treating provider gives an alternate explanation for the abnormal findings and excludes a diagnosis of TB disease.

Detainees who have completed TB screening will have results documented on a transfer summary.

Detainees who do not present with symptoms consistent with TB and have not been tested for TB are eligible for air transport, subsequent to a TB symptom screening by the Flight Nurse (TB testing should be accomplished as soon as feasible at the receiving facility).

Detainees who do not present with symptoms consistent with TB, and have documentation of a positive finding for a TB Skin Test (TST) or Interferon Gamma Release Assay (IGRA), and have not yet had a CXR, are eligible for air transport (a CXR should be scheduled as soon as feasible at the receiving facility).

Detainees who do not present with symptoms consistent with TB and have had a TST placed, but not yet interpreted, are eligible for air transport (the date and time the TST was placed should be documented on the medical transfer summary so it may be interpreted at the appropriate time by the receiving facility).

Detainees who do not present with symptoms consistent with TB and have had blood drawn for an IGRA, with results pending, are eligible for air transport (date of the specimen collection and pending status should be documented on the medical transfer summary for follow-up by the receiving facility).

### **C. Guidance for Flight Nurses on TB Clearance Requirements for Transportation**

Detainees identified via a symptom screening at the flight line by a Flight Nurse as having symptoms consistent with TB will be denied boarding and will be referred back to an appropriate facility for further medical evaluation.

Detainees are eligible for air transportation without environmental controls if they meet the criteria for housing in general population or the following criteria:

1. No symptoms suggestive of TB assessed and documented within one year prior to transport.

**AND one or more of the following:**

2. In ICE custody for less than 72 hours, and TB Symptom Screening conducted by Flight Nurse.
3. Prior positive TST or Interferon Gamma Release Assay (IGRA) and subsequent normal CXR not suggestive of TB disease.
4. Negative TST or IGRA within one year of scheduled transport.
5. CXR not suggestive of TB disease.
6. Three consecutive respiratory specimen<sup>++</sup> microscopy results smear negative for AFB and no clinical suspicion of TB disease.

7. Suspected or confirmed drug-susceptible TB disease; and three consecutive respiratory specimen<sup>++</sup> microscopy results smear negative for acid fast bacilli (AFB); and taking and tolerating multidrug, anti-tuberculosis therapy; and evidence of clinical improvement.
8. Suspected or confirmed multidrug-resistant (MDR) or extensively drug resistant (XDR) TB disease and three consecutive respiratory specimen<sup>++</sup> microscopy results smear negative for AFB; and taking and tolerating an effective, multidrug, anti-tuberculosis regimen; and evidence of clinical improvement; and produced a series of at least two early morning sputum specimens of good quality, collected on separate days, that are all negative for Mycobacterium tuberculosis (MTB) on culture.
9. Reliable documentation of recent, successful completion of effective TB therapy and a 15 day supply of medication, if applicable.

#### D. Prescription Medication

Any detainee requiring prescription medication will be medicated prior to acceptance by the Flight Nurse or the FOIC. Prescribed medications must be delivered to the Flight Nurse. Detainees requesting medication must have at least a seven-day supply of appropriate dosages prior to boarding. Whenever possible, prescription medications should be stapled with the ICE Medical Summary (or equivalent medical form) and the I-216.

Detainees are permitted two respiratory inhalers and one bottle of nitroglycerin tablets on their person.

#### E. Narcotics and Controlled Substances

The Flight Nurse will account for and secure all Drug Enforcement Agency (DEA) Schedule II, III and IV drugs in his/her custody. Change of custody of narcotics and controlled substances requires a written transfer, as detailed below.

The Flight Nurse and the officer delivering the detainees to the airlift will also:

1. Note the amount of the transferred dosage on form ICE Medical Summary or its equivalent, (Section II- Medication Required for Care En Route). Information included will be the name of the detainee, alien number, name and dosage of the drug, and the quantity of the drug transferred to the custody of the Flight Nurse.
2. Document any drugs administered during flight on the medical form. The Flight Nurse and the receiving officer will count the number or quantity of each controlled substance being transferred and will document the amount on the ICE Medical Summary or equivalent form upon arrival of the detainee at the final destination.
3. Both the Flight Nurse and the receiving officer will print and sign their names on the ICE Medical Summary or equivalent form. The Flight Nurse (or the FOIC on flights without a Flight Nurse) will retain the original copy of the finalized forms; giving one copy to the delivering officer and one copy to the receiving officer.

## **F. Special Medical Treatment**

Detainees requiring special medical treatment (self-catheter, colostomy care) will not be boarded unless the detainee can perform the necessary care or treatment on himself/herself, and the necessary equipment is intact and accompanies the detainee.

In accordance with PBNDS, detainees transferred from one detention facility to another diagnosed with HIV/AIDS must be provided a 30 day supply of medication, as ordered by the prescribing authority.

## **G. Decreased Mobility**

For safety reasons, detainees who are unable to board the aircraft on their own will not be boarded on the aircraft without authorization in advance from the ICE FOIC and/or the IAO SDDO. Transport chairs are available for detainees with decreased mobility or paralysis. Under these circumstances, detainees will need to be transported with wheelchairs, crutches, and/or any other available medical assistance equipment to final destinations. Officers will not carry detainees aboard the aircraft.

## **H. Medical Conditions Requiring Evaluation**

Detainees with conditions such as the following will be refused boarding unless cleared by an IHSC medical provider in addition to approval from the FOIC: infectious (contagious) disease; respiratory condition; gastrointestinal problem (bleeding); uncontrolled seizure disorder; uncontrollable psychiatric behavior; sickle cell disease; kidney failure requiring dialysis; head injury; cardiac condition (history of angina or heart attack); thrombophlebitis of the lower extremities; and dental appliance or wire restricting opening of the mouth that cannot be clipped by IHSC/or authorized medical personnel.

## **I. Exceptions to Medical Provisions**

Unless otherwise noted, the only individuals authorized to grant exceptions to any provision in this section are the Flight Nurse or the FOIC.

## **FEMALE DETAINEES, JUVENILES AND FAMILY UNITS**

### **A. Female Detainees**

Unless instructed otherwise by IAO, male and female detainees may be transported together on ICE Air flights. Whenever possible, female detainees will be under the visible surveillance of a female officer and separated from male detainees.

**B. Juveniles**

IAO flights will operate in accordance with the Use of Restraints Policy (ERO11155.1), dated November 19, 2012, and the June 6, 2014, memorandum Interim Guidance Regarding the Use of Restraints While Transferring Juveniles on ICE Air Flights in addition to any and all internal IAO Policies.

Minors/Unaccompanied Children (UC) will be separated from unrelated adults at all times during transport and seated in a designated area near officers and under their close supervision.

Any detainee below the age of 18 is considered a juvenile. The Flores Settlement Agreement requires all UCs to be handled in the least restrictive setting; therefore, restraints are not warranted except in exigent circumstances, juveniles being transported by IAO flights shall not be handcuffed or restrained unless an individual juvenile has demonstrated or threatened violent behavior, has a history of criminal activity, or demonstrates a likelihood of escape. In these instances, the use of restraints should be on a strict case-by-case basis and not as a general practice. Juveniles under the age of 12 years old should never be in full restraints. If it is necessary to restrain a juvenile, always consider size, age, gender, and comprehension level when considering the type of approved restraints to apply. Continue to treat all juveniles with courtesy and respect, but do not sacrifice or compromise security to do so.

If a Flight Officer in Charge (FOIC) determines it necessary to restrain an entire group of juveniles on an IAO flight, then that decision must be approved at/or above the Unit Chief level and an After-Action Report must be completed. The same process must be followed when any juvenile under the age of 12 is restrained in any manner.

Minors five years of age and younger are considered “tender age” and require an additional escort to be supplied by the sending field office, as they cannot be cared for by the guards assigned to the mission.

If a tender-age child is accompanied by another family member who is also a juvenile, the juvenile relative cannot be considered responsible for the tender-age child. If they are traveling together, an additional escort will be required for each of them.

**C. Family Units**

Family units will be transported together as much as possible in order to avoid stress separation. Minors who are part of a family unit will travel with at least one parent. Note: \*If a parent or guardian is responsible for the juvenile(s) in flight, they should be exempted from restraints. If they pose a threat or safety concern, they would not be the responsible caretaker of the family group.

If an exception arises that requires separation, the officers will document the incident by recording the facts and the reasoning behind such a decision.

Supplies for infants (i.e., diapers, formula, etc.) will be made available during transport whenever applicable.

## **EMERGENCY AIR MOVEMENTS**

Emergency air movements will be based on unforeseen circumstances such as disturbances and/or riots in ICE ERO facilities, urgent evacuations due to natural phenomena, or other urgent operational reasons. Emergency air movements may also occur due to exigent enforcement operational requirements. All emergency air movements must be authorized by IAO management in Mesa.

## **TRAVELING ON ICE FLIGHTS**

Only persons assigned to IAO will be transported via ICE aircraft, unless otherwise approved by the IAO DAD. The approval for requests to access ICE aircraft or flight operations will be coordinated through IAO.

## **REQUEST FOR MEDIA ACCESS TO ICE FLIGHTS**

Media requests must be made in writing and submitted to the ICE Public Affairs Office at least 14 business days in advance of the requested date of access. Requests to board ICE flights (by accredited media, congressional staffers or consular officials) or requests to access IAO (without boarding the aircraft) must be submitted for consideration and concurrence to the appropriate ERO DAD.

If approved, the request will be forwarded to the appropriate HQ ICE component(s), as well as to the IAO DAD, for coordination with ICE Air and the respective field office's staff involved at the flight line to ensure visibility.

Exceptions to the above procedures, due to special circumstances, may be authorized only by the Assistant Director for Removal.

All requests must include:

1. Source and purpose of request;
2. Date, location and duration of the media event;
3. List of equipment to bring on board the aircraft;
4. The name, date, place of birth, and social security number for each individual requesting access;
5. Passport/visa information for all participating media personnel traveling to a foreign destination, non-U.S. citizen media personnel traveling abroad and returning on the same aircraft are responsible for having in their possession appropriate documents required for re-entry into the United States;
6. A signed ICE Hold Harmless Agreement; and, any other information required by HQ ERO. Media representatives are responsible for securing all required visas; and

7. Only the ERO Assistant Director for Removal may authorize exceptions to the above procedures. If media representatives do not follow these procedures and/or secure these approvals, the FOIC will deny media representatives access to the special charter flight.

FOICs that are contacted by media personnel at the aircraft without having the proper authorization are to deny access until proper clearance is acquired.

## CONTACT INFORMATION FOR AIR CHARTER OPERATIONS

SDDOs may be contacted 24 hours a day, seven days a week by phone at (602) 744-(b)(6);  
25372. Additional contact information can be found on the IAO website within the ICE Intranet.

## COMMERCIAL AIR OPERATIONS

### Overview

IAO's Commercial Air Operations Unit (CAO) is located in Mesa, Arizona and serves as the commercial air transportation coordinating entity within ERO. CAO coordinates all escorted and unescorted commercial removal requests, as well as domestic transfer requests, received from ERO's 24 field offices. CAO is also responsible for coordinating travel and lodging arrangements for visiting foreign officials. These tasks are completed daily by the staff officers, contractors, and ICE ERO AARs, in conjunction with Department of State Regional Security Officers (RSOs) throughout the world.

CAO is charged with the mission of transferring and removing aliens via commercial aircraft, thus executing the final phase of the removal process. CAO strives to improve commercial removals by maximizing the use of direct routes to foreign countries, and minimizing transit situations that require extensive resource coordination, allowing field offices to better utilize officer resources.

### Operational Process

## ERO COUNTRY REMOVAL GUIDELINES (CRGs) & RESTRICTIONS

### A. Travel Requests

1. Escorted and Unescorted removal classifications are determined by the field offices utilizing the Escort Determination Chart found in *DROPPM Chapter 16, Appendix 16-4: Enforcement Standard Pertaining to the Escorting of Aliens*.
2. Field Office Travel Coordinator (FOTC) initiates the ticketing process by submitting a travel request online, through the current Travel Service Provider (TSP).
3. The request is transmitted to the TSP with a copy either the CAO.UNESCORTED or CAO.ESCORTED mailbox.
4. Within 24 hours of receipt, the TSP creates and sends an itinerary, based on the request to the FOTC, with a copy to appropriate CAO mailbox.

5. The FOTC reviews and either accepts, revises, or declines the itinerary within 24 hours of receipt. The FOTC must reply within 24 hours of receiving the itinerary or the TSP will consider the itinerary to be accepted and final.
6. FOTC itinerary validation is necessary to ensure travel plans are established before notification cable and Electronic Country Clearance (eCC) are submitted.
7. Unescorted removals require cable notifications while Escorted removals require cable notifications and an eCC.
8. If requested, the TSP will return a revised itinerary to the FOTC within 24 hours of submission. If no revisions are requested, the TSP will purchase tickets and the itineraries will be considered final.
9. The TSP will impose a fee for any changes requested after the 24-hour period expires.
10. ICE Air Operations Travel Coordinators (TCs) will submit eCC requests and notifications according to the country RG requirements. After an escorted removal notification cable is submitted, IAO TCs will submit an eCC to the State Department.

#### B. Purchase of Business Class Airfare

1. First class and business class travel are prohibited unless otherwise approved by the Secretary of Homeland Security and/or the ICE Director, in accordance with ICE Policy Directive 2-4.0, Approval of First Class and Premium Travel.
2. Currently, only the ICE Director or his/her designee is authorized to approve business class travel by ERO employees.
3. All ERO requests for premium class travel for removal operations must be routed through the CAO Unit Chief for concurrence prior to transmission to the Office of the Director for final approval.

#### C. Cable Notification

1. CAO TCs and Staff Officers will generate and submit Notification Cables for all escorted and unescorted removals.
2. Notification Cables convey no particular permission to conduct the removal mission; they simply provide notification to the Embassy/ICE Attaché/RSO in the receiving and transit countries of ICE's intent to conduct a removal to or through their area of responsibility.
3. Notification Cables are different than a Country Clearance. A Country Clearance conveys actual permission for ICE Officers to be in country on official business.
4. Using Microsoft Outlook's Simple Mail Transfer Protocol (SMTP), IAO generates and sends a cable, via email, directly to the Pentagon. The Pentagon receives and converts IAO email/SMTP cable messages into a readable message by Department of State (DOS) Secure Messaging and Routing Terminal (SMART). The DOS SMART receives and processes cables for dissemination to DOS in the respective countries.

#### D. Department of State eCC System

1. The eCC is the tracking tool owned by DOS, and used by both DOS and ICE.
2. The eCC request has two separate processes: the Requestor (ICE Air TCs and Staff Officers) creates requests for clearance to visit or transit one or more countries, and the ICE

- Attaché, AAR, or RSO review submitted requests and determine whether they can be approved, denied, or require more information.
3. The eCC system is used by ICE Attaché personnel in the host country to facilitate escorted removals and, when necessary, to provide lodging assistance, transportation, meet and greets, and/or prompt evacuation in case of an emergency.
  4. The eCC is the official authorization for U.S. Government personnel to be in country (including transits) *on official business*.
  5. Issuance of an eCC takes into account current travel warnings and safety issues in country. Once eCC clearance is provided, the travel is considered officially authorized by DOS. All official activities fall under the direction of the Chief of Mission. ICE officers and agents engaged in official business (including approved annual leave) shall not travel to other countries, change hotels, or otherwise modify their travel plans without obtaining prior authorization from IAO CAO, in conjunction with the in-country approving official. This is primarily for officer safety. In the event of an emergency, the Chief of Mission will be required to account for the whereabouts, safety and security of all U.S. personnel in country, and will utilize eCC information to do so. During an emergency, ICE also uses the eCC to locate and account for all personnel.
  6. While in country, in conjunction with escorted removal travel (including while on approved annual leave), ICE officers and agents shall immediately comply with all requests to make contact with in-country officials. Because the Chief of Mission granted the presence of ICE Officers in country, officers must comply with instructions to contact Embassy/ICE Attaché/RSO Officials, when directed to do so. Compliance is not optional while on official travel (including annual leave taken in conjunction with official government travel).

#### E. Group Removals

1. A group removal is an unescorted removal of aliens in groups of six or more.
2. To request a group removal, the Field office needs to send a completed I-216 to the CAO.UNESCORTED mailbox and to the Travel Service Provider office having jurisdiction.
3. In the body of the email, the field office needs to state the requested travel date, airport, airline and the desired breakdown (i.e., how many aliens per flight, etc.).
4. CAO will process the request once OMEGA issues the itineraries.
5. CAO will notify the applicable ICE Attaché Office of upcoming unescorted group removal.
6. Unless specifically advised to do so, the field office shall not include the ICE Attaché Office's POC in the travel request.

***NOTE: CAO does not limit the number of aliens to be processed in group removals, and relies on the airline to accept them.***

#### F. Canadian Removals

1. IAO CAO coordination is required for Canadian Removals. CAO requires the following documentation to be sent to the (b)(7)(E) mailbox in a PDF format:
  - a. I-270\*\* (type legibly);

- b. I-270A\*\* (type legibly);
  - c. Medical paperwork (if the alien has a medical condition);
  - d. I-217;
  - e. Final Order of Removal;
  - f. Notice to Appear (Form I-862);
  - g. Copy of documentary evidence of Canadian Landed Immigrant status or other Canadian Immigration status (TD/Passport/Letter of facilitation);
  - h. NCIC Wants/warrants in "additional comments" on I-270A (if applicable, state if active wants/warrants exists in U.S. or Canada or both);
  - i. Intended address upon return to Canada; and
  - j. Itinerary (if applicable).
2. CAO will coordinate the removal with the Canadian Border Security Agency (CBSA) prior to submitting the Notification Cable.
  3. Canadian Landed Residents should follow the same procedure as Canadian citizens.
  4. All Canadian subjects who are being removed by commercial air, regardless of citizenship and whether escorted or unescorted, are required to possess a valid passport or valid TD from the Canadian consulate.
  5. If a subject is being removed via land transportation, the subject can possess a birth certificate, an expired passport (not to exceed six months), or a valid TD from the Canadian consulate.

#### **G. Escort Threat Assessment (ETA)**

1. An ETA is required for all alien removal travel conducted via commercial aircraft.
2. The classification officer is required to make a threat assessment of each detainee, or group of detainees, using the ETA worksheet, and then recommend a Class Descriptor. The first and second-line supervisors will review this recommendation, assign a "final" Class Descriptor, and complete the worksheet. A supervisor who does not concur with the recommended Class Descriptor must justify his/her alternative assessment in the comments section. Threat factors include criminal background, propensity for violence or disruptive behavior, potential threat to national security, potential risk to the public, length of flight, layover durations, , if the alien has been a victim of a sex crime by a member of the opposite gender, medical conditions, age, and ability to resist an officer's control.

### **COMMERCIAL REMOVAL PROCESS TIMELINE CHANGE/CANCELLATION PROCESS**

#### **A. Cancellation Notification Process**

1. In January 2008, ERO instituted an authorization process for changes and cancellations in response to an increasing volume of changes and cancellation requests from field offices.
2. After the 24-hour itinerary validation period has expired, changes and cancellation requests must be authorized by a staff officer within CAO.
3. A designated FOTC or higher ranking officer must approve a change or cancellation request being submitted to the TSP. The FOTC must ensure that the proper form is used

- when making all requests via the TSP website. (i.e., change form for changes and cancellation form for cancellation requests).
4. Notification starts by submitting a cancellation or change request to CAO and to the TSP.
  5. Staff officers within IAO will forward authorized or declined requests to the TSP, the IAO TC responsible for the requesting AOR, and also to the requesting FOTC.
  6. If requests are incomplete and/or are submitted incorrectly, CAO staff will communicate directly with the requesting FOTC. (The TSP is not routinely included in internal/routine correspondence.)
  7. For removals transiting more than one country, the sending field office *must* make notification of the change/cancellation to the ICE Attaché office for both the transit and destination countries.
  8. When a change or cancellation occurs within 24-48 hours of a scheduled removal (or in route), the field office and/or FOTC is responsible for making notifications to the applicable ICE Attaché Office(s).
  9. Contact should be made by telephone via X-SECTOR (800-973-2867) to one of the following until notification is achieved (in this order):
    - a. The ICE Assistant Attaché for Removal (or ICE Rep)
    - b. The ICE Attaché
    - c. The Department of State Regional Security Officer (RSO)
    - d. The ICE Air Operations CAO Duty Officer at (202) 423-(b)(6) for further guidance on notifications.
  10. Field offices should be persistent in their attempts to make the required notification(s) until contact is made through one of the methods listed above. As a last resort, send an email to the ICE Attaché Office and CAO and explain the reason(s) why notification is being made electronically.
  11. FOTCs are to reach out to ICE Attaché Offices for last-minute changes and cancellation matters ONLY. FOTCs must contact IAO CAO for any other routine matters regarding removal questions/issues. Any last-minute changes must be operationally necessary.
  12. Additional notes regarding changes and cancellations, per the August 25, 2010, ICE Memorandum issued by former Assistant Director Robert P. Helwig, Guidance Regarding Travel Itineraries, Country Clearances Notifications and Expedited Country Clearances, include:
    - a. Officers are prohibited from changing or cancelling any part of their itinerary (i.e., flight/hotel arrangements) without prior approval from ICE Air CAO.
    - b. All authorized changes and cancellations must be made through the TSP, and not directly with the airline.

## B. Expedited Removal

1. Per law, UC cannot be issued an expedited removal.
2. Allowed for exceptional cases *only*.
3. Processing of an expedited request *does not guarantee* approval by host country.
  - a. Field offices must submit a request to CAO via the dedicated mailbox at (b)(7)(E) documenting the need to expedite.

4. The subject line of the email should reference the subject being removed, e.g., Expedited Request for Escorted/Unescorted Removal; A098765432; Smith; UK.
5. The body of the email must summarize (in sufficient detail) the following:
  - a. Justification for the Expedited Request;
  - b. Alien's Biographical Information;
  - c. Criminal History (Including Wants/Warrants);
  - d. Medical History; and
  - e. Behavioral History.
6. An Expedited Removal request should also include the following attachments:
  - a. A Copy of the Travel Document;
  - b. The Escort Threat Assessment;
  - c. Medical Summary (when applicable); and
  - d. Copy of Itinerary.

### **C. Special Cases – Visa Waiver and Airline Expense Cases**

1. Visa Waiver and Airline Expense Cases are requested using the Special Request button found on the OMEGA website at (b)(7)(E)
2. Field offices must submit documentation to the TSP for the carrier via fax at (910) 938-3601 or by email/scan. Required documentation includes passport, I-94W, I-259, E-ticket, and the reservation and/or reservation number.
3. The carrier will return an itinerary to the TSP within 24-48 hours. More complicated cases may take longer.
4. Once the carrier accepts responsibility and issues an itinerary, it is forwarded to the TSP, who in turn issues a ticket.

**Acronym List**

AAR	Assistant Attaché for Removal
ACO	Air Charter Operations
AFB	Acid Fast Bacilli
AOR	Area of Responsibility
AROCC	Arizona Removal Operations Coordination Center
BDU	Battle Dress Uniform
CDF	Contract Detention Facilities
CAO	Commercial Air Operations
CONUS	Continental United States
CRG	Country Removal Guidelines
CXR	Chest X-Ray
DAD	Deputy Assistant Director
DEA	Drug Enforcement Agency
DDO	Detention and Deportation Officer
DHS	Department of Homeland Security
DO	Deportation Officer
DOCC	Detention Operations Coordination Center
EADM	ENFORCE Alien Detention Module
ERA	Enforcement and Removal Assistant
ER	Expedited Removals
ERO	Enforcement and Removal Operations
FOD	Foreign Object Debris
FFT	Flight Following Team
FOIC	Flight Officer in Charge
FOTC	Field Office Travel Coordinator
FOS	Flight Operations Supervisor

FTC	Failure to Comply
GOIC	Ground Officer in Charge
HPR	High Profile Removal
HQ	Headquarters
IAO	ICE Air Operations
ICE	U.S. Immigration and Customs Enforcement
IGRA	Interferon Gamma Release Assay
IGSA	Intergovernmental Service Agreement Facilities
IHSC	ICE Health Service Corps
IRI	Interior Repatriation Initiative
IT	Internal Transfer
KO	Contracting Officer
MDR	Multidrug-Resistant
MSS	Mission Support Specialist
MTB	Mycobacterium Tuberculosis
NTA	Notice to Appear
OCONUS	Outside the Continental United States
PBNDS	Performance-Based National Detention Standards
PIC	Pilot in Command
PPD	Tuberculin Skin Test
SDDO	Supervisory Detention and Deportation Officer
SHRC	Special High Risk Charter
TB	Tuberculosis
TC	Travel Coordinator
TSP	Travel Service Provider
UC	Unaccompanied Child(ren)
VR	Voluntary Return

XDR            Extensively Drug Resistant