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**U.S. Immigration
and Customs
Enforcement**

October 09, 2014

RE: ICE FOIA Case Number 2014-ICFO-01681

This letter is the final response to your Freedom of Information Act (FOIA) request to U.S. Immigration and Customs Enforcement (ICE), dated June 20, 2014, for a copy of the ICE Style Manual.

ICE has considered your request under the FOIA, 5 U.S.C. § 552.

A search of the ICE Office of the Executive Secretariat for records responsive to your request produced 53 pages that are responsive to your request. ICE has determined that portions of the 53 pages will be withheld pursuant to Exemptions 6 and 7(C) of the FOIA as described below.

ICE is withholding portions of the responsive records under the application of FOIA Exemptions 6 and 7(C) to protect from disclosure the names and contact information of individuals contained within the documents.

FOIA Exemption 6 exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The privacy interests of the individuals in the records requested outweigh any minimal public interest in disclosure of the information. Any private interest in that information does not factor into the aforementioned balancing test.

FOIA Exemption 7(C) protects records or information compiled for law enforcement purposes that could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes particular note of the strong interests of individuals, whether they are suspects, witnesses, or investigators, in not being unwarrantably associated with alleged criminal activity. That interest extends to persons who are not only the subjects of the investigation, but those who may have their privacy invaded by having their identities and information about them revealed in connection with an investigation. Based upon the traditional recognition of strong privacy interest in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate. As such, ICE has determined that the privacy interest in the identities of individuals in the records requested

clearly outweigh any minimal public interest in disclosure of the information. Please note that any private interest in that information does not factor into this determination.

You have the right to appeal ICE's determination and should you wish to do so, please send your appeal following the procedures outlined in the DHS regulations at 6 Code of Federal Regulations § 5.9 and a copy of this letter to:

U.S. Immigration and Customs Enforcement
Office of Principal Legal Advisor
U.S. Department of Homeland Security
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Your appeal must be received within 60 days of the date of this letter. Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS regulations are available at www.dhs.gov/foia.

The Office of Government Information Services (OGIS) also mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you wish to contact OGIS, you may email them at ogis@nara.gov or call 1-877-684-6448.

Provisions of the FOIA and Privacy Act allow us to recover part of the cost of complying with your request. In this instance, because the cost is below the \$14 minimum, there is no charge.¹

If you need to contact the FOIA office about this matter, please call (866) 633-1182 and refer to FOIA case number **2014-ICFO-01681**.

Sincerely,



Catrina M. Pavlik-Keenan
FOIA Officer

Enclosures: 53 Pages

¹ 6 CFR § 5.11(d)(4).



U.S. Immigration
and Customs
Enforcement

U.S. Immigration and Customs Enforcement

Office of the Executive Secretariat

Style Guide

October 2009 edition

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Overview

This style guide is a compilation of styles provided in the *United States Government Printing Office Style Manual* (USGPO <http://www.gpoaccess.gov/stylemanual/browse.html>), *The Chicago Manual of Style* <http://www.chicagomanualofstyle.org/home.html>, *The Redbook*, and various other style and grammar guides and manuals. It is not intended to provide all styles that the ICE Office of the Executive Secretariat writers use when preparing documents for dissemination outside of ICE. Rather, it provides a quick reference for the rules and styles that are commonly used and sometimes confuse even experienced writers.

PART 1

The Mechanics of Effective Writing

Section 1: Punctuation Rules

1.1 Apostrophes and Possessives

- a. Add an apostrophe and an *s* to singular nouns to form their possessive case.

Ex.: boss's

Ex.: citizen's

Ex.: congress's
- b. Generally add only an apostrophe to plural nouns ending in the *s* form; however, add both an apostrophe and an *s* to some irregular plurals such as men's.

Ex.: bosses'

Ex.: citizens'

Ex.: congresses'
- c. Note if a proper noun, as in a last name, ends in a *z* or an *s*, only an apostrophe is added on the ending.

Ex.: Representative Gutierrez' proposal
- d. In compound nouns, add's to the element nearest to the object possessed.

Ex.: attorney general's appointments
Ex.: comptroller general's decision
Ex.: attorney at law's fee
- e. Do not use an apostrophe with possessive pronouns

Ex.: its
Ex.: ours
Ex.: theirs
Ex.: yours
Ex.: hers
- f. Do not use an apostrophe with initialisms:

Ex.: The bank offered several IRAs.

But: DHS' approach varied dramatically from the other agencies.

1.2 Brackets

Use brackets to clarify text or to indicate that part of a word has been omitted. The purpose is to comment on or add to the matter being quoted.

Ex.: “The [Homeland Security] Act was a significant piece of legislation.”

Ex.: The law “clearly prohibit[s]” the act complained of.

1.3 Semicolons

The semicolon is used to:

- a. Separate clauses containing commas.

Ex.: It looked like it was going to rain; however, we decided to stay outside anyway.

- b. Separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Ex.: Immigration reform seemed to be a high priority for the Senator; so we were surprised when it was not in his talking points.

- c. To set off items in a series.

Ex.: A person will be found liable for negligence if they have a duty of care; they violated that duty; and the party was injured.

1.4 Colons

- a. A colon is used in sentences to both separate and set up what comes next.

Ex.: ICE is charged with enforcing two areas of law: customs and immigration.

- b. A colon is used to introduce formally any matter that forms a complete sentence, list, question, or quotation.

Ex.: The following question came up for discussion: What policy should be adopted?

Ex.: There are three factors: preparation, mobilization, and manpower.

- c. If what follows the colon is not a complete sentence, do not capitalize the first word.

Ex.: The major issue at the conference is the following: how to reform immigration law.

- d. Colons are used after a salutation.
- Ex.: Dear Sir:
- Ex.: To Whom It May Concern:
- e. Colons are used to express time.
- Ex.: 2:40 p.m.
- f. Colons are used after introductory lines for lists and tables, if subentries follow.
- Ex.: The following three items must be considered:
- Time
 - Distance
 - Purpose

1.5 Commas

- a. Use a comma to separate two words or figures that might otherwise be misunderstood.
- Ex.: In 1930, 400 men were dismissed
- Ex.: To John, Smith was very kind.
- Ex.: What the difficulty is, is not known.
- b. Before a direct quotation of only a few words following an introductory phrase.
- Ex.: He said, “Now or never.”
- c. To indicate the omission of a word or words.
- Ex.: Then we had much; now, nothing.
- d. The serial comma is used within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.
- Ex.: Red, white, and blue
- Ex.: 2 days, 3 hours, and 4 minutes (series); but 70 years 11 months 6 days
- e. Before the conjunction in a compound sentence containing two or more independent clauses, each of which could have been written as a simple sentence.
- Ex.: The agent went into the house alone, and his partner remained with the family.
- f. After a noun or phrase in direct address.

Ex.: Senator, will the measure be defeated?

Ex.: Mr. Chairman, I will reply to the gentleman later.

- g. Between the title of a person and the name of an organization in the absence of the words *of* or *of the*.

Ex.: Chief, Division of Finance

Ex.: Chairman, Committee on Appropriations

- h. To separate thousands, millions, etc. in numbers of more digits.

Ex.: 4,230

- i. Between month, holiday, or season and year in dates.

- j. After the year in complete dates (month, day, year) within a sentence.

Ex.: The dates of September 11, 1943 to June 12, 1944, were erroneous

Ex.: This was reflected in the December 31, 2008, financial data.

- k. Omit commas

- between month, holiday, or season and year in dates.

Ex.: June 2001

Ex.: February and March 2009

Ex.: Labor Day 2008

Ex.: spring 2009

- Before abbreviations of compass directions.

Ex.: 500 12th Street SW

- Before an ampersand (&).

Ex.: Brown, Wilson & Co.

1.6 Dashes

There are three types of dashes: *em*-dash, *en*-dash, and hyphen, and each has a specific use as described in the following sections.

- a. The *em*-dash

- Use the *em*-dash (—) to denote a sudden break or abrupt change in thought.

Ex.: He said—and no one contradicted him—“The battle is lost.”

- Instead of commas or parentheses, if the meaning may thus be clarified.

Ex.: These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

b. The En-Dash

The en dash (–) is longer than the hyphen, but half the length of an em dash (—).

- Use the *en*-dash (–) in a combination of figures, capital letters, or figures and capital letters. Use an en dash, not a hyphen, even when such terms are adjectival modifiers.

Ex.: 5–20 pages

Ex.: CBS–TV

Ex.: C–SPAN

Ex.: 6–A

Ex.: I–95 (interstate roadway)

Ex.: 2001–2005

Ex.: January–June

- Do not use an en dash for *to* when the word *from* precedes the first of two related figures or expressions.

Ex.: From June 1 to July 30, 2009; not from June 1–July 30, 2009

- Do not use an en dash for *and* when the word *between* precedes the first of two related figures or expressions.

Ex.: Between 2006 and 2008; not between 2006–08

1.7 Hyphens

- a. Use hyphens to clarify awkward or confusing word construction, join two words that are used as a single unit, or to connect some prefixes and suffixes.

Ex.: The defendant made an assumption-of-risk argument.

- b. Use hyphens also to connect the elements of certain compound words; to indicate continuation of a word divided at that end of a line; and between the letters of a spelled word.

Ex.: The Style board changed New Jerseyite to New J-e-r-s-e-y-a-n.

- c. Common expressions using phrasal adjectives.

Ex.: day-to-day basis

Ex.: civil-rights law

Ex.: social-security claims

1.8 Ellipses

- a. An ellipsis is three periods separated by spaces. They are used to denote that not all of the original material is provided, either at the end of a sentence or in two or more consecutive sentences. Ellipses are not used when the beginning of the sentence is omitted.

- b. Eliminating words mid-sentence.

Ex.: “The committee explained that the findings were ... reasonable.”

- c. Eliminating additional sentences. Note the terminal period preceding the ellipses.

Ex.: “The committee was very clear in its conclusions....Their decision was then adopted by the council.”

- d. Eliminating words from the beginning of a sentence. No ellipses should be used.

Ex.: The council stated that they, “[G]enerally agreed with the committee decision.”

1.9 Parentheses

- a. Use parentheses to set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Ex.: The result (see fig. 2) is most surprising.

- b. To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

Ex.: Committee members (like Smith) attend weekly meeting to discuss the status of the project.

- c. To enclose an explanatory word not part of a written or printed statement

Ex.: The Portland (Ore.) Chamber of Commerce; but Athens, Georgia, schools

1.10 Periods

Periods are used to indicate the end of a sentence, a declaratory statement, or an abbreviation.

- a. Periods are used after abbreviations, unless otherwise specified. However, periods are not used after short names which are not abbreviations of the longer form.

Ex.: Co. for company

But: mph for miles per hour

- b. Outline headings

Periods should be used to indicate the end of a heading in an outline when it is a complete sentence.

Ex.: I. A Negligence Claim Requires Proof of Four Elements.

1. Preexisting duty
2. Violation of that duty
3. Causation
4. Injury

- c. Declaratory statements and requests.

Ex.: Would you please hand me that hook.

1.11 Question Marks

- a. Question marks are used to indicate a direct query, even if not in the form of a question.

Ex.: Did he do it?

Ex.: He did what?

- b. Use the question mark after each phrase to express more than one query in the same sentence.

Ex.: Is the Director responsible for this document? The writer?

1.12 Quotation Marks

- a. The quotation mark is used to enclose direct quotations.

Ex.: The answer is “No.”

- b. Note that a single quotation mark is used to identify embedded quoted material and the space between the two marks.

Ex.: He said, “John said, ‘No.’ ”

- c. Block quotations. In general, do not use quotations around long block quotations.

Ex.: The court concluded that:

The defendant could not have known that he was violating the law when he drove his scooter without a valid driver's license; however, ignorance of the law is no defense. Accordingly, the defendant will be charged with the crime of driving without a license.

- d. Place the comma and the final period inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are part of the quoted matter.

Ex.: “The President,” he said, “will veto the bill.”

Ex.: Who asked, “Why?”

Ex.: Why call it a “gentlemen’s agreement”?

Section 2: Capitalization Rules

2.1 Proper Nouns

Proper nouns—the name of a person, place, organization, or position title—are generally capitalized.

- Ex.: John Doe
- Ex.: the State of Texas
- Ex.: the Department of Homeland Security
- Ex.: Statue of Liberty
- Ex.: Special Agent Johnson; however, “special agents are considered...”

2.2 Common Nouns and Adjectives in Proper Nouns

- a. Capitalize short form proper nouns (abbreviated versions of long names).

Ex.: The Homeland Security Act (the Act)

Ex.: The Secretary of Homeland Security (the Secretary)

- b. Specific governmental acts are capitalized.

Ex.: Act

Ex.: Code

Ex.: Resolution

Ex.: Amendment

Ex.: Statute

- c. Capitalize the definite article *the* (or its equivalent in a foreign language) when used as a part of an official name or title.

Ex.: The Dalles (Oregon); but the Dalles region

Ex.: The Hague; the Second Hague Conference

Ex.: El Salvador; Las Cruces; L’Estrel

Ex.: The George Washington University

However,

Ex.: the Atlantic Monthly

Ex.: the National Photo Company

Ex.: the Department of Homeland Security

2.3 Names of Organized Bodies

Capitalize the full names of existing or proposed organized bodies and their shortened names. However, capitalize other substitutes, which are most often regarded as common nouns, only to indicate preeminence or distinction.

a. National Government Units

Ex.: U.S. Congress; 111th Congress; Congress; the Senate; the House; Committee of the Whole; the Committee, but committee meetings (all other congressional committees)

Ex.: Department of Homeland Security; the Department

Ex.: American Embassy; British Embassy; but the consulate; the consulate general

b. International Organizations

Ex.: United Nations; the Council; the Assembly; the Secretariat

c. Common-Noun Substitutes

Ex.: Virginia Assembly; the assembly; the senate; the House of Delegates; Republican Party; Democratic Party; the party

2.4 Geographic Terms and Directionals

a. Directionals

Ex.: north, south, east, west

Ex.: the American South; the Northwest Passage

b. Political Divisions

Ex.: Colombia, France, the U.S. Virgin Islands

c. Appellations

Capitalize an appellation of an historical or political event that is used as a proper noun.

Ex.: The Great Depression

Ex.: The Great Society

Ex.: The War on Poverty

2.5 Titles of Persons

- a. Capitalize civil, religious, military, and professional titles, and titles of nobility, immediately preceding a name.

Ex.: President Barack Obama

Ex.: Secretary Napolitano

Ex.: Assistant Secretary Morton

Ex.: Chief of Staff Barr

- b. Capitalize the following common-noun titles immediately following the name of the person or when used alone as a substitute.

Ex.: Barack H. Obama, President of the United States; the President; the President-elect; the Chief Executive; former President Bush; former President Truman (references to vice-president are treated in the same way)

Ex.: Janet Napolitano, Secretary of Homeland Security; the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; or the Chief or Assistant Chief of Staff

2.6 Titles of Publications, Documents, Acts, and Laws

Capitalize all verbs and important words in full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art. Capitalize the first word of an infinitive but do not capitalize prepositions.

Ex.: Statutes at Large; Revised Statutes; District Code; but the code; the statutes

Ex.: Constitution (United States or with name of country); constitutional; but New York State constitution; first amendment; 12th amendment

Ex.: Reader's Digest; The New York Times Magazine; but Newsweek magazine

Ex.: Revenue Act; Walsh-Healey Act; Freedom of Information Act; interstate commerce law

Section 3: Spelling and Compounding Rules

3.1 Indefinite Articles

- a. Use the indefinite article *a* before a consonant and an aspirated *h*; *an* is used before a silent *h* and all vowels except *u* pronounced as in *visual* and *o* pronounced as in *one*.
- Ex.: an historic occasion
- Ex.: a hotel
- Ex.: a human being
- Ex.: an herbseller
- Ex.: an hour
- Ex.: an honor
- b. Use the indefinite article *a* when a group of initials begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z*, each having a consonant sound.
- Ex.: a BLS compilation
- Ex.: a CBP finding
- Ex.: a GAO initiative
- c. Use the indefinite article *an* when a group of initials begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x*, each having a vowel sound.
- Ex.: an AEC report
- Ex.: an FCC (ef) ruling
- Ex.: an NCS (en) proclamation
- Ex.: an RFC (ahr) loan
- d. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.
- Ex.: An 11-year-old
- Ex.: A onetime winner
- Ex.: A III (three) group
- Ex.: A IV-F (four ef)

3.2 **Definite Articles**

- a. Use the definite article *the* to give distinction or to adhere to an authorizing form. However, generally *the* is not used before an initialism or acronym.

Ex.: DHS

Ex.: ICE

Ex.: OI

- b. Common usage and organization names may require the definite article.

Ex.: the BBC

Ex.: the FBI

3.3 **Compound Adjectives**

- a. To avoid ambiguity, generally use a hyphen to join compound adjectives to form a single modifier *before* a noun.

Ex.: The conclusions are based on *out-of-date* information

Ex.: He is a *well-known* public speaker.

- b. Because it is unlikely the reader will misunderstand the meaning of compound adjectives, a hyphen is not necessary.

Ex.: The information is *out of date*.

Ex.: The public speaker is *well known*.

- c. Do not use hyphens in compound modifiers containing an *-ly* adverb, even when these words fall before the noun: *clearly defined terms*; *swiftly moving train*.

- d. Use hyphens to help the reader mentally join the parts of a compound adjective that appears only once in two or more parallel compound adjectives.

Ex.: The teacher had 4-, 5-, and 6-year-olds in her class.

- e. Generally, do not use a hyphen with the following prefixes:

- anti
- bi
- by
- de
- inter

- intra
 - intro
 - multi
 - non
 - off
 - pro
 - re
- f. Use hyphens to avoid ambiguity:
- Ex.: co-occurrence
- Ex.: co-op
- Ex.: non-civil-service position
- g. Use a hyphen with the prefixes *ex*, *self*, and *quasi*.
- h. Generally use a hyphen to join a prefix to a capitalized word:
- Ex.: pro-American
- Ex.: un-American
- Ex.: non-Government
- Ex.: non-Federal
- i. Do not hyphenate a civil or military title indicating a single office (*commander in chief*, *major general*), but print a double title with a hyphen (*secretary-treasurer*).
- j. The adjectives *elect* and *designate*, as the last element of a title require a hyphen.
- Ex.: President-elect
- Ex.: Assistant Secretary-designate

3.4 Improvised Compounds

- a. Print with a hyphen the elements of an improvised compound
- Ex.: hard-and-fast rule
- Ex.: state-of-the-art technology
- Ex.: first-come-first-served basis

- b. Use a hyphen to join a single capital letter to a noun or a participle:

Ex.: T-shaped

Ex.: C-chip

Ex.: X-ed out

Section 4: Acronyms, Initialisms, Abbreviations, and Symbols

Acronyms, initialisms, abbreviations, and symbols are used to save space and to avoid using repetitious words or phrases. Adhere to the DHS established lexicon and do not create new acronyms or initialisms unless they are unique to your correspondence and helpful to the reader.

When you use an acronym, initialism, abbreviation, or symbol, define the term the first time it is used in the correspondence. Thereafter, use only the acronym or initialism in that item. Do not introduce an acronym or initialism if the term will not be used again in the text.

4.1 Acronyms

An acronym is pronounced and treated as a word. It is composed of the first letter or group of letters from a group of other words. For example, *ICE* is pronounced and treated as a word.

Do not use *the* with acronyms for organizations and similar terms:

Ex.: ICE cancelled the program because the requirements changed.

4.2 Initialisms

- a. *DHS* is an initialism because each letter is pronounced: *D-H-S*. Generally, you do not use periods inside initialisms.

Ex.: DHS

Ex.: USCIS

- b. Generally use *the* with initialisms if *the* is used with the spelled-out version. However, note that most departments in the Federal government are not preceded by *the* in their initialism.

Ex.: the FBI

Ex.: DHS

4.3 Abbreviations

In general, an abbreviation follows the capitalization and hyphenation of the word or words to be abbreviated. Each letter in an abbreviation is followed by a period unless otherwise indicated.

- a. Do not use spaces between the letters in abbreviations or between initials in a personal name.

Ex.: C.S. Lewis

- b. Do not abbreviate the names of foreign countries with the exception of the former U.S.S.R., which is abbreviated due to its length.
- c. Spell out all States of the United States, the Canal Zone, Puerto Rico, and the Virgin Islands.
- d. Do not abbreviate words such as Street, Avenue, Place, Road, Square, Boulevard, Terrace, Drive, Court, and Building in ICE correspondence. However, the standard abbreviations for these terms may be used in electronic file names.
- e. In addresses, the abbreviations are used for: *NW*, *SW*, *NE*, and *SE*, however the following: *north*, *south*, *east*, and *west* are always spelled out.
- f. In inside addresses and signatures, retain the exact form used by the originator of the correspondence.
- g. A civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.* and *Dr.* are abbreviated with or without first or given names or initials.
- h. Spell out Senator, Representative, and Commandant.
- i. Unless preceded by *the*, abbreviate *Honorable*, *Reverend*, and *Monsignor* when followed by the first name, initials, or title.
- j. Hon. Sandra Day O'Connor; the Honorable Sandra Day O'Connor; the Honorables William H. Rehnquist, John Paul Stevens, and Sandra Day O'Connor
- k. The following and similar forms are used after a name: Esq., Jr., Sr., academic degrees, and fellowship orders.
- l. Degrees and titles should either precede or follow a name, not both.

Ex.: Henry L. Brown, Ph.D. or Dr. Henry L. Brown

Ex.: George Tompkins, JD, Ph.D. or Dr. George Tompkins

Ex.: Samuel J. Deckelbaum, M.D. or Dr. Samuel J. Deckelbaum

4.4 Referencing Time

- a. Abbreviate references of time as follows:
 - Ex.: 10 a.m. (not 10:00 a.m.)
 - Ex.: 2:30 p.m.
- b. Do not use the word o'clock with abbreviations of time; not 10 o'clock p.m.

4.5 Fiscal Year

- a. The 12-month period that businesses and the governments use for accounting purposes.
- b. The Federal Government's fiscal year begins on October 1. On the first occurrence in text, spell out and define as: fiscal year 2009 (FY 2009); thereafter use FY 2009.

4.6 Symbols

Generally in ICE correspondence, spell the term rather than using a symbol. However, if you need to use a table to present complex data, you may use symbols to save space.

- a. Spell *percent* in text.

Ex.: During that timeframe, productivity rose 10, 15, and 20 percent.
- b. Spell out Number or No. (when identifying apartment or suites) instead of using the symbol #.
- c. Use the applicable currency symbol when using figures to express money. However, spell out when identifying one million or more dollars or when emphasizing small cents.

Ex.: \$3.65

Ex.: \$0.75 but two pennies or three quarters

Ex.: 75 cents each

Ex.: \$3 (not \$3.00) per 200 pounds

Ex.: \$100,000 but one million dollars
- d. The section symbol "§" should be used when referencing sections of a statute or regulation. It is found in MS Word on the *insert symbol* menu.

Ex.: The alien violated § 1028(A) of the Act.
- e. Latin Abbreviations
 - The abbreviation *i.e.* stands for "that is" and is used in place of other words.

Ex.: He's going to the place where he does his best work, i.e., the library.

- The abbreviation *e.g.* means “for example” and is used when you do not intend to list all possibilities.

Ex.: Of all of the places where he likes to work, *e.g.*, the city library, the park, and the coffee shop, he does his best work at the office.

4.7 Numerals

- a. Use a figure for a single number of 10 or more with the exception of the first word of the sentence

Ex.: The car was 10 times as large as the scooter.

Ex.: Fifty bicycles were found in the pond.

- b. When 2 or more numbers appear in a sentence, and 1 of them is 10 or larger, figures are used for each number.

Ex.: Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.

Ex.: Each of nine major commodities (five metal and four nonmetal) was in supply.

4.8 Units of Time and Measurement

Generally use figures for units of time and measurement.

- a. Age:

Ex.: The girl is 6 years old

Ex.: He is a 5-year-old boy

Ex.: At the age of 3 (*years* are implied)
- b. Time:

Ex.: 4:30 p.m.

Ex.: 10 a.m.

Ex.: 7 minutes

(Do not use military time)
- c. Measurements:

Ex.: 8 by 12 inches
- d. Unit Modifiers:

Ex.: 5-day week

Ex.: 8-year-old wine

Ex.: 8-hour day

4.9 Ordinal Numbers

When using ordinal numbers, adhere to the same rules described above for numerals.

Ex.: First

Ex.: Fifth

Superscripts are not used in correspondence.

Ex.: 12th (not 12th)

Ex.: 73rd (not 73rd)

PART 2.

Grammar and Usage

Section 5: Writing Clear and Concise Sentences

This section identifies and defines some words that are often misused, provides suggestions for choosing words that create strong, vital sentences, and describes some of the grammatical pitfalls writers need to avoid.

5.1 Choosing the Right Word

Some of the commonly misused words and their definitions are listed in the following table.

Word	Definition
a lot	great many or amount
allot	distribute, apportion, assign
affect (vb)	influence
effect (vb)	cause
effect (n)	result (for every effect, there is a cause)
aggravate	make a bad condition worse (does not mean to irritate, provoke, or annoy)
allude	refer indirectly
delude	deceive
elude	escape
alternate	every other one or occurring in turns
alternative	having a choice between two or more options
anyone	any person
any one	a specific person or item
as (conj)	as if (he acted as if he were the manager) to the same degree (he was cold as ice)
as	in the character or capacity (he acted as the manager)
like	in the same way or manner (he acted like the manager)
as regards	acceptable form
in regard to	acceptable form
in regards to	unacceptable form
regarding	preferred in place of “as regards”
badly	describes an activity being performed (e.g., she feels badly about that)
bad	describes a condition or passive state (e.g., she has a bad cold)
bring	if it’s arriving, use bring
take	if it’s departing, use take
can	the ability to do something
may	permission to do something (can also mean possibility)

Word	Definition
compare with compare to	examine for similarities looking for resemblance
convince persuade	change one's opinion (usually followed with <i>of</i> or <i>that</i>) cause one to take action (followed by <i>to</i>)
disinterested uninterested	impartial or neutral bored or lacking interest
each other one another	for two for three or more
emigrate immigrate	exit entry
ensure insure assure	make certain something happens or does not happen insurance policy give confidence to someone that something will or will not happen
farther further	refers to physical distance refers to abstract ideas or greater extent or degree
fewer less	smaller number of individual (countable) items smaller quantity of something (that is not countable)
lay lie	place something recline
may be maybe	possibility perhaps
practical practicable	useful feasible, possible
principal principle	main or chief belief, moral standard, or law
that which	use when there is more than one thought use when one thought is less important
tantamount paramount	equivalent in value, meaning, or effect highest in rank or jurisdiction
while	use only to show simultaneity (at the same time) do not use as substitute for <i>though</i> , <i>although</i> , <i>even though</i> , <i>but</i> , or <i>and</i>

5.2 Using Active Voice

A sentence that uses the active voice includes a subject performing the action expressed by the verb. Generally, use the active voice in ICE correspondence; however, there are times when it is more important to emphasize what is being acted upon rather than who performed the action. Use the passive voice only when you have a very good reason for doing so. When in doubt, choose the active voice.

Passive: When the building was checked, it was determined that a computer had been stolen.

Active: When police checked the building, they found that someone had stolen a computer.

Ex.: The police investigated the incident.

Ex.: The officer detained the individual for questioning.

5.3 Parallel Construction

Use parallel construction when presenting a list or series of items. Parallel construction aids reader understanding because the use of similar forms alerts the reader to similarity in content.

Ex.: When entering incoming correspondence into the OESIMS database, the specialist: 1) *creates* a new case folder; 2) *completes* the profile on the subject page, and; 3) *uploads* the file.

Ex.: We completed the high-profile task by *working* weekends, *recruiting* staff from other program offices, and *neglecting* other projects.

5.4 Writing in the “Positive”

Replace a negative phrase with a single word that means the same thing to make sentences shorter and easier to understand.

Negative Compound	Single Word
not able	unable
not accept	reject
not certain	uncertain
not unlike	similar, alike
does not have	lacks
not many	few
not often	rarely
not the same	different
not . . . unless	only if

not . . . except	only if
not . . . until	only when

5.5 Modifiers

Modifiers are words or phrases that describe, qualify, limit, or restrict the meaning of a word. Modifying words and phrases should be used in such a way that they cannot cause confusion. This is accomplished by ensuring that the modifiers clearly modify the intended word and are placed as close as possible to that word, preferably before it.

Avoiding Misplaced Modifiers

A misplaced modifier is a word or phrase that modifies a word or phrase it was not intended to modify. A dangling modifier has no word to modify. It usually results in an unintended meaning.

Before: Although commonly associated with farm animals, politicians have not included horses in the new farm livestock assistance bill.

After: The new farm livestock assistance bill does not include horses, which are commonly associated with farm animals.

5.6 Using Plain English

The following tables list wordy expressions and offer alternatives that can be used to make sentences clearer and less abstract.

Wordy Phrase	Single Word
as a result	because
at an early date	sooner
at a later date	later
at the present time	now, currently
at this point in time	now, currently
at this time	now, currently
by means of	by
comes into conflict	conflicts
consider favorably	like
despite the fact that	although
due to the fact that	because
during the course of	during
for the most part	mainly
for the purpose of	for
for the reason that	because
in close proximity to	near
in order for	for
in order to	to
in the absence of	without
in the course of	during
in the event that	if
in the very near future	soon
in view of the fact that	because
consideration be given to	consider
make the assumption that	assume
make a determination of	determine
make an adjustment in	adjust
make provision for	provide
not in a position to	cannot
on a continuous basis	ongoing
please see	see

Wordy Verb Phrase	Clear Verb
give consideration to	consider
make an application	apply
make the determination	determine
give recognition to	recognize
make an assessment of	assess
make preparation	prepare
is dependent	depends
make application	apply
achieve verification of	verify
make a reduction in	reduce
carry out experiments	experiment
achieve the completion of	complete
come to a decision	decide
give an indication of	indicate
make provision for	provide
conduct the replacement of	replace
take a count of	count
give instruction to	instruct
make an estimate of	estimate
is applicable	applies
make the recommendation that	recommend
make an improvement on	improve
make an announcement	announce
present a report	report
make an examination of	investigate
serves to correct	corrects
have need of	need
functions to transmit	transmits
is used to control	controls
makes an adjustment of	adjusts
makes a revision of	revises
takes action	acts
undertake the implementation of	do, implement

5.7 Noun and Verb Agreement

This section describes some types of agreement that often give writers trouble.

- a. The subject and verb should agree even when other words come between them.
 Ex.: A reference *guide* of grammatical rules and conventions often *confuses* new writers.
- b. Phrases beginning with *as well as*, *together with*, *along with*, and the like do not change the number of subjects.
 Ex.: *President Obama*, as well as his advisors, *has* agreed to support the plan.
- c. When parts of a subject are joined by *or* or *nor*, the verb agrees with the nearer subject.
 Ex.: Neither the managers nor the employee *agrees*.
 Ex.: Neither the employee nor the managers *agree*.
- d. Pronouns and their antecedents agree in person and number.
 Ex.: To comply with certain privacy laws, ICE cannot disclose any information regarding any *individual* without *his* or *her* express written consent.
- e. Who and whom are commonly misused pronouns. Use *who* when you want to refer to *he* or *she*. Use *whom* when you want to refer to *him*, *her* or *them*.

5.8 Possessive Case and Gerunds

Use the possessive case of a pronoun before nouns and gerunds. While a noun is a person, place, or a thing, a gerund is a verbal noun that expresses the generalized or uncompleted action.

- a. Before a Noun
 Ex.: Her presentation is finalized.
- b. Before a gerund
 Ex.: Their staying the course will build strong relationships.
- c. In noun positions
 Ex.: Theirs is not the realistic option.

Section 6: Citation of Sources

Use the following guidelines when including a source in your document. These styles are based on THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION. For sources not listed here, reference the BlueBook or contact the Office of the Executive Secretariat for guidance.

6.1 Legal References

a. Court cases (Rule 10)

Note that party names may be italicized or underlined but must be consistent throughout the document.

- [First Party] v. [Second Party], [Reporter Volume] [Reporter Name] [First Page], [Cited Page] ([Court, unless U.S.S.C.] [Year]).

Ex.: *Zadvydas v. Davis*, 533 U.S. 678 (2001)

Ex.: *United States v. MacDonald*, 531 F.2d 196, 199-200 (4th Cir. 1976).

b. Statutes (Rule 12)

Note that *et seq.* should not be used to reference multiple sections of a statute.

- [Official Name of Act], [Code Volume] U.S.C. § [Section Number] ([Edition]).

Ex.: Immigration and Nationality Act, 8 U.S.C. §§ 1101-1574 (2008).

Ex.: The Homeland Security Act, 6 U.S.C. §§ 101-612 (2008).

c. Regulations (Rule 14)

- [Title Number] C.F.R. § [Section] ([Edition]).

Ex.: 8 C.F.R. § 204.6 (2008).

6.2 Non-legal References

a. Books, Reports and other Non-periodic Materials (Rule 15)

Note that small caps (font menu) are used for author and title.

- [AUTHOR NAME] [BOOK TITLE] [Page] ([Editor], ed., [Publisher] [Year of current edition]) ([Year of original edition]).

Ex.: JOEL P. TRACHTMAN, *THE INTERNATIONAL LAW OF ECONOMIC MIGRATION* 54 (Upjohn Institute 2009).

b. Periodical Materials (Rule 16)

Note that short forms for journal titles must be used. These can be found in BlueBook table T.13.

- [AUTHOR NAME], [Article title], [Journal volume] [Journal name abbreviated] [First page], [Referenced page] ([Year]).

Ex.: Michael Trebilcock & Kevin Davis, *The Relationship Between Law and Development: Optimists versus Skeptics*, 56 Am. J. Comp. L. 102 (2008).

c. Internet Sources (Rule 18)

- Only available online: [Page title], [URL]

Ex.: The ICE Cyber Crime Center,
<http://www.ice.gov/partners/investigations/services/cyberbranch.htm>.

- Available in paper form and online: [Full citation], *available at* [URL]

Ex.: SANTA MONICA, CAL., MUNICIPAL CODE ch. 3.20 (1976), *available at* <http://www.codemanage.com/santamonica/>.

PART 3.

Preparing Documents for Distribution

Section 7: Preparing ICE Internal Memoranda

This section provides guidance on how to prepare memoranda that are sent from a program office to the Office of the Assistant Secretary for clearance or signature. A sample internal memorandum can be found in Appendix A.

7.1 Document Preparation

- a. Follow parts 1 and 2 of the ICE Style Guide for proper formatting and grammar.
- b. Apply the Internal Memorandum cover sheet described in this section.
- c. Note that the Office of the Executive Secretariat does not edit internal memoranda.

7.2 Preclearance Required

- a. All documents must include the signature or initials of the approving program official as well as contact information for the program point of contact.
- b. All broadcast messages must be pre-approved by the Office of Public Affairs.
- c. All congressional reports must include a congressional report cover sheet (sample in appendix E).

7.3 Clearance Process

- a. All program-approved documents should be hand delivered to the correspondence analyst team within the Office of the Executive Secretariat.
- b. The Office of the Executive Secretariat will route all internal memoranda requiring OAS clearance or signature and will return the edits or approved copy to the program.

Section 8: Preparing ICE General Correspondence

A sample of ICE general correspondence can be found in Appendix B.

8.1 Page Set up

Text should be left aligned and left justified (do not right justify). The first line of a paragraph should be indented by 0.5 inch.

a. Typeface

Type is 12-point, Times New Roman

Line spacing is single (Microsoft Word main menu: format/paragraph)

b. Page Margins

Top margin 0.5 inch

Bottom margin 1.0 inch

Left margin 1.0 inch

Right margin 1.0 inch

c. Header Margins

Header Margin 0.38 inch

Note: The bottom line of the top header should be flush with the bottom of the logo.

Footer Margin 0.33 inch

Note: Place the ICE logo and return address inside the top header. Ensure the designated ICE office is appropriate for the signing official. Do not repeat this heading on subsequent pages.

DHS logo and return address should appear as:

Office of the Assistant Secretary

U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536



**U.S. Immigration
and Customs
Enforcement**

d. Inside Address

- Begin the recipient's address a minimum of two lines beneath the bottom line of the header.
- Address presidential appointees, federal and state elected officials, and most county and city officials as "The Honorable." Do not abbreviate any titles. (Note: Once entitled to a distinctive title, the person retains the title throughout his or her lifetime (such as members of Congress, governors, ambassadors, generals, and so on.))
- Do not use two titles with the same meaning: Use Dr. Paul White or Paul White, M.D.; not: Dr. Paul White, M.D.
- Spell out all State names: but District of Columbia is abbreviated: D.C. Create two spaces between the State (or D.C.) and zip code.

8.2 Salutation (Greeting)

Dear <insert title and last name>:

Dear Chairman [name] or Dear Secretary [name]; not Dear Mr. Chairman or Dear Madam Secretary

8.3 Templates

Before preparing a custom response, search the OESIMS intranet site under Templates to determine whether ICE has a template that is responsive to the incoming correspondence.

8.4 Body of Letter

a. Tone

Review responses for tone and avoid confrontational, argumentative, or accusatory language or indications that the originator of the incoming letter is wrong. Do not be defensive. Rather, be direct and factual but avoid brusque or condescending language. Try to keep sentences simple and precise. The active voice should be used.

b. Content

Responses should be concise, relevant, provide the most current information, and answer all of the questions posed in the incoming correspondence. However, responses should provide no more information than is needed to be responsive to the questions or concerns stated in the incoming correspondence.

Responses should be consistent with other materials provided. If no template applies, search SharePoint to determine whether previous responses have already been prepared on the subject.

The date of the response is not typed in the letter. A date may be stamped on the letter after the signature is affixed.

c. Structure

- Do not end a page with a single line of text. Move single lines or signature blocks at the end of a page to the next page.
- Do not end a page with a colon; move the line to the next page.
- Do not break over two lines numbers or telephone numbers, dates, hyphenated words, an agency's full name from "U.S." (U.S. Immigration and Customs Enforcement), or a person's full name.
- Do not hold, italicize, or underline words or sentences in external correspondence to emphasize your point.
- Paragraphs are indented.

d. Referencing Individuals within Text

Use an individual's full name (John Smith) the first time it appears in the body of the letter; thereafter, use *Mr.* or *Ms.* (unless you know that *Mrs.* is preferred) and last name (Mr. Smith).

e. Referencing Addresses within Text

When referencing an address within the body of a letter, indent address two tabs (1 inch) from the left margin and place one blank line before and after the complete address.

Ex.:

If you would like more information concerning this topic, please forward your request to:

U.S. Customs and Border Protection
1300 Pennsylvania Avenue, NW
Washington, D.C. 20229

We appreciate your interest in U.S. Immigration and Customs Enforcement.

8.5 Research

- a. Verify correct spelling and appropriate capitalization of names, titles, phone numbers, acronyms, organizations, and geographic references.
- b. Verify all factual material by confirming dates and events to make sure they occurred or will occur as stated. (Google is one good source.)

8.6 Headers for Second and Subsequent Pages

- a. If the response is more than one page, the full name of the individual/report should appear left justified in the header of the second and subsequent pages of the document; underneath the name should be “Page” and the number:

Ex.: Mr. John Smith
Page 2

- h. Begin the text two line spaces (three returns) after the page number. Page numbers never appear on the first page.

8.7 Closing

- a. The closing is typed two lines (three returns) below the last line of text and begins at 3-5/8 inches from the left margin. (This will line up with the ICE seal in the header.)
- b. Use *Sincerely*, for all ICE program correspondence. Use *Sincerely yours*, for all Assistant Secretary correspondence. Use *Yours very truly*, for all Secretary correspondence.

8.8 Signature Block

- a. Enter four blank line spaces (five returns) beneath the closing.
- b. Type the signature block at 3-5/8 inches from the left margin

8.9 Enclosure and Attachment

The word “Enclosure” or “Attachment” is typed two lines (three returns) below the signature block at the left margin of the document with the letter.

- a. The word “Enclosure” should be used if you are sending a document with the response.
- b. The word “Attachment” should be used if you are sending a document with a memo.

8.10 Footer

Type the footer: www.ice.gov (10 pt Times New Roman; font color is dark teal, underline) at 4-5/8 inches from the left margin. This footer should align with the office name to the right of the ICE seal.

8.11 Distribution Lists

For correspondence that will be distributed to many people in various offices, note in the cc: line “See Distribution Below.” On a separate piece of paper, or at the end of letter, list each individual’s name and title.

Ex.: John Morton, Assistant Secretary
Theresa Bertucci, Deputy Assistant Secretary for Management
Suzie Barr, Chief of Staff

8.12 Final Preparation

- a. Proofread your final response for grammar, complete sentences, missing or extra words and to make sure the response is still accurate if there has been a delay since the response was originally prepared.
- b. If more than one week has passed since the draft was created and a date is included (for example: as of December 1, X events occurred), confirm with the lead program office that the pertinent facts or figures have not changed in the interim before sending the final draft to the Office of the Assistant Secretary (OAS) for review or signature.

Section 9: Preparing ICE and DHS Responses for Congressional and Other High Priority Correspondence

The following information pertains specifically to preparing responses for congressional correspondence. An example of high priority correspondence can be found in Appendix C.

9.1 Addressing Congressional Responses

- a. When a senator or representative writes on behalf of another person and requests that the response be sent to one of his or her home state offices, address the response to the senator or representative and send it to the requested office.
- b. Information cannot be released to a member of congress about the case of a third party without a signed privacy release or other authorizing document.
- c. Send a courtesy copy to a second party (that is, the constituent) when a representative or senator writes on behalf of another individual. Direct the response to the senator or representative and send the response to the office from which the incoming was sent or to the address requested in the text, and the courtesy copy to the constituent.
- d. When sending correspondence to a senator's or representative's local office, prepare the address as follows:

Senator

The Honorable Jane Jeanne Doe
United States Senate
456 State Street
Mayberry, North Carolina 11111

Representative

The Honorable John J. Doe
Member, U.S. House of Representatives
456 State Street
Mayberry, North Carolina 11111

- e. When sending correspondence to a senator's or representative's Washington office, prepare the address as follows:

Senator

The Honorable Jane Jeanne Doe
United States Senate
Washington, D.C. 20510

Representative

The Honorable John J. Doe
U.S. House of Representatives
Washington, D.C. 20515

(Note: do not include a Hill office building and room number in the Washington address.)

- f. If more than one representative or senator signs an incoming letter, address an original response to each individual who signed the letter, and indicate in the text that a separate response is being sent to each signatory.
- g. Responses to congressional committee chairs and ranking members are addressed

as follows:

Chairman

The Honorable John J. Doe
Chairman
Committee on Homeland Security
United States Senate
Washington, D.C. 20510

Ranking Member

The Honorable Jane Doe
Ranking Member
Committee on Oversight and
Government Reform
U.S. House of Representatives
Washington, D.C. 20515

9.2 Preparing Headers on Subsequent Pages

- a. If the congressional or general public response is more than one page, type the full name of the individual or report left justified in the header of each subsequent page. The page number never appears on the first page.

Ex.: The Honorable John Smith
Page 2

- b. Begin the first line of text on each subsequent page two spaces (three returns) below the page number.

9.3 Using Standard Closing Sentences

- a. Office of Congressional Relations as Signatory:
- Thank you for your interest in ICE. Please do not hesitate to contact my office if I can be of further assistance.
- b. Office of the Assistant Secretary as Signatory:
- Thank you for your interest in our law enforcement efforts. Please contact me if you have any further questions.

9.4 Preparing the Signature Block

Type the signing official's signature block four lines (five returns) below the closing. The official's title should be listed directly under his or her name. The name of the program office should not be listed in the signature block as it is already included in the letterhead.

Section 10: Preparing Correspondence for the Secretary, and other DHS Component Office Signature

The following information pertains specifically to preparing responses that will be signed by DHS or another DHS agency. An example of DHS correspondence can be found in Appendix D.

10.1 Preliminary Matters

- a. All correspondence prepared for DHS is sent with a cover memo that includes additional background information not included in the response letter.
- b. All correspondence prepared for DHS letterhead is prepared in a Microsoft Word document without letterhead:

10.2 Document Preparation

- a. Typeface

Type is 12-point, Times New Roman
Line spacing is *single*, 12 pt (Microsoft Word main menu: format/paragraph)
- b. Format

Paragraphs are indented at 0.5 inches
- c. Closing
 - Signed by the Secretary:

Yours very truly,

[4 lines]

Janet Napolitano
Secretary
 - Signed by the Assistant Secretary, Office of Legislative Affairs:

Respectfully,

[4 lines]

Chani Wiggins
Assistant Secretary
Office of Legislative Affairs

Section 11: Preparing Envelopes for ICE Correspondence

We have tried to cover all possible types of addresses in this section; however, if there is a question, please contact the Executive Secretariat.

11.1 Formatting

- Type ICE address on label and place label below the DHS logo and above the single blue line.
- Use a uniform block style for addresses.
- Allow two spaces on the envelope between the state and the zip code.
- If an “attention” line is needed, type it in the lower left-hand corner of the envelope:

[ICE Return Address]

General Services Administration
18th and F Street, NW
Washington, D.C. 20406

Attention: Mr. Cecil Cooke

11.2 State Zip Code Abbreviations.

Use two letter zip code abbreviations for states on envelopes; do not spell out the state name.

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	D.C.	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

11.3 Sample Street Addresses on Envelopes

- Street address or box number—use either one, but do not use both.
- Box number and post office station—always use the box number first.
- Abbreviate post office box, “P.O. Box”

Mr. Thomas Shelton
Box 3, Potomac Station
Alexandria, VA 22301

Mr. Robert Smith
P.O. Box 426
Miami, FL 22144

Route number—use the rural route number before the box number.

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

Pleasantville, NY 10570

- d. Apartment, room, suite or other unit is used after the street address on the same line.

Mr. Fred Flintstone
10126 Griff Drive, Apartment 2
Oxon Hill, MD 20022

Section 12: Appendix A

Sample ICE Internal Memorandum

Office of Detention and Removal Operations

U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536



**U.S. Immigration
and Customs
Enforcement**

Memorandum for: John Morton
Assistant Secretary

From: David Venturcella
Acting Director

Subject: Proposed Letter to the ACLU

Issue:

[Provide a brief statement of the issue that the document discusses or the question that it presents.]

Background:

[Briefly explain how this issue came to be and why it is now on the Assistant Secretary's desk.]

Analysis:

[Explain the importance of the document and what will take place once it is cleared/ signed.]

Clearance:

[Provide the name of the program point of contact that OAS can contact if they have questions. Include what is being asked of OAS (request for clearance, signature, FYI).]

Section 13: Appendix B
Sample ICE General Correspondence

Office of the Executive Secretariat

U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536



**U.S. Immigration
and Customs
Enforcement**

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

Warwick, New York 10990

Dear Mr. (b)(6),(b)(7)(C)

Thank you for your letter to John Morton, Assistant Secretary for Immigration and Customs Enforcement, requesting information that would be useful for your U.S. Government class research project.

We are pleased to provide you with materials that will give an overview of the programs that U.S. Immigration and Customs Enforcement (ICE) has in place to enable it to fulfill its mandate of enforcing the Nation's immigration laws. ICE is the largest investigative branch of the Department of Homeland Security and is responsible for detecting and preventing immigration violations and ensuring the departure of all removable aliens from the United States.

In addition, I would encourage you to visit www.ice.gov for additional information on ICE and the breadth of its activities.

Your interest in this matter and in our immigration enforcement activities is appreciated.

Sincerely,

Kevin J. Fandl, Esq.
Acting Director

Section 14: Appendix C
Sample ICE High Priority Correspondence

Office of the Assistant Secretary

U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536



**U.S. Immigration
and Customs
Enforcement**

Ms. Joanne Lin
Legislative Counsel
Washington Legislative Office
American Civil Liberties Union
915 15th Street, NW, 6th floor
Washington, D.C. 20005

Dear Ms. Lin:

On behalf of Secretary Napolitano, thank you for your letter dated September 22, 2009, requesting a copy of Dr. Dora Schriro's assessment of the U.S. Immigration and Customs Enforcement detention system and her recommendations for comprehensive reform.

I appreciate and understand your interest in this very important report and detention reform in general. Secretary Napolitano and her staff are currently reviewing the document. Once the Secretary completes her review, it will be disseminated, and I will immediately forward a copy to your staff.

Thank you again for your patience, and feel free to contact my office should you have additional questions.

Sincerely yours,

John Morton
Assistant Secretary

Section 15: Appendix D
Sample DHS Correspondence

[Do not use letterhead when DHS is the signatory]

The Honorable Bennie Thompson
Chairman
Committee on Homeland Security
U.S. House of Representatives
Washington, D.C. 20515

Dear Chairman Thompson:

Thank you for your September 29, 2009, letter concerning border security, immigration enforcement, and the ability of the Department of Homeland Security (DHS) to identify and locate potentially dangerous individuals who overstay their visas, such as Hosam Maher Husein.

As you know, U.S. Immigration and Customs Enforcement (ICE), the largest investigatory agency of DHS, protects national security and upholds public safety by targeting criminal networks and terrorist organizations that seek to exploit vulnerabilities in our immigration system, in our financial networks, along our border, at federal facilities and elsewhere, in order to do harm to the United States. ICE's Office of Investigations and Office of Detention and Removal Operations, along with the DHS National Protection and Programs Directorate, combine expertise to address the very issues you raised in your letter. They have addressed your specific questions in the enclosed document.

I appreciate the opportunity to address these concerns and look forward to working with you on other critical homeland security issues in the future.

Sincerely Yours,

Janet Napolitano

Enclosure: responses to visa security inquiry

Section 16: Appendix E

Sample ICE Congressional Report Cover Sheet

Message from the Assistant Secretary

[Date of signature]



I am pleased to present the [name of report] report, prepared by U.S. Immigration and Customs Enforcement.

This report was prepared in response to a requirement found in the [Act] [citation]. [Note if this is a revised version].

As you review this report, I would like to draw your attention to the fact that [significant fact in report].

Pursuant to our obligations in the [Act], I am transmitting a copy of this report to the following members of Congress:

[List of members]

Inquiries about the contents of this report should be directed to [program officer] at [phone number].

Sincerely yours,

John Morton
Assistant Secretary
U.S. Immigration and Customs Enforcement