



U.S. Department of Justice

Executive Office for Immigration Review

Chief Immigration Judge

5201 Leesburg Pike
Falls Church, Virginia 22041

January 14, 1987

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

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

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

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

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

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

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

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

