



OOD  
PM 19-01

Effective: 11/07/2018

To: All of EOIR  
From: James R. McHenry III, Director *KHR for JRM*  
Date: November 7, 2018

## NEW FORMAT FOR MEMORANDA AND CANCELLATION OF OPPMS

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PURPOSE:	Establishes standard formatting for EOIR policies and rescinds outdated memoranda
OWNER:	Office of the Director
AUTHORITY:	8 C.F.R. § 1003.0(b)
CANCELLATION:	Operating Policies and Procedures Memoranda 97-5, 99-3, 03-04, and 13-01

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In an effort to standardize EOIR processes and procedures, and to ensure proper exercises of statutory and regulatory authorities related to component operations, all future agency policies, to include letters, manuals, memoranda, operational notes, internal guidance, and other types of policies or directives, should follow the format of this memorandum. This applies to both inter- and intra-component guidance.

Further, as part of its ongoing efforts to improve operations, EOIR is conducting a comprehensive review of all of its extant policy memoranda issued by its adjudicatory components, the Office of the Chief Immigration Judge (OCIJ), the Board of Immigration Appeals, and the Office of the Chief Administrative Hearing Officer. Based on that review, the following Operating Policy and Procedures Memoranda (OPPM) issued by OCIJ are rescinded:

*OPPM 97-5 Facsimile (Fax) Machine Policy*

*OPPM 99-3, Facsimile (FAX) Machine Policy between INS, Guam, and the Honolulu, HI Immigration Court*

*OPPM 03-04 Use of Federal Express Delivery Service*

OCIJ and the Office of Administration will determine if any future internal guidance becomes necessary regarding the use of facsimile machines and overnight delivery services. All employees otherwise remain subject to applicable law and policy regarding the use of government property.

Finally, OPPM 13-01, *Continuances and Administrative Closure*, which was supplemented and amended by OPPM 17-01, *Continuances*, is rescinded in full. Guidance on continuances in OPPM 17-01 remains in effect, and any reference in any other memorandum to OPPM 13-01 regarding continuances should be treated as a reference to OPPM 17-01, as appropriate.

All rescissions are effective as of the date of this memorandum. Please contact your supervisor if you have any questions about these matters.

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