



HQASM 120/9.7

July 16, 2010

Memorandum

TO: All Asylum Office Staff

FROM: Joseph E. Langlois, Chief /s/

SUBJECT: Issuance of Revised Procedures Regarding RAPS HOLD

The purpose of this memorandum is to announce the issuance of revised procedures regarding the use of the HOLD function in RAPS. As of July 22, 2010, RAPS will no longer allow Asylum Offices to place cases on HOLD – HQ. Under these system and procedural changes, the HQ Asylum Training, Research and Quality branch will place cases on HOLD upon proper receipt for quality assurance review, as well as release cases from HOLD after HQ review. The revised procedures attached to this memorandum replace the content in Section III.Q.1 *HQASM/TRAQ* of the Affirmative Asylum Procedures Manual. The newly revised procedures will soon be placed on the Asylum Virtual Library (AVL).

Additionally, on July 22, 2010, a new HOLD code, HOLD – UC, to be used with cases involving unaccompanied alien children (UACs), will be present in RAPS. However, Asylum Offices should not use this code until HQASM issues related procedures in the near future.

If you have any questions regarding the guidance in the attached procedures, please contact the HQASM Operations Branch.

Attachment