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**HSI Best Practice Submission**

**Investigative Best Practice – JTTF**

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**Best Practice Title:** SCR Submission and Maintenance for JTTF-Related Cases

**Office/Program:** National Security Unit, Counterterrorism Section

**POC (name/contact info):** CTS Program Manager Responsible for Coverage of AOR

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**Best Practice Details:**

HSI has long struggled to statistically quantify the significant contributions by ICE personnel (including HSI special agents and ERO officers), utilizing our specific authorities in JTTF investigations. Using SCRs is one way to highlight the importance of reporting investigations utilizing ICE resources and equities, while recognizing the sensitivity of working in a classified environment and maintaining the integrity of related investigations. The SCR process provides a platform that contributes to the statistical value of PWPs, awards, individual and agency recognition, and agency funding.

(b)(7)(E)



SUB-CATEGORY	DEFINITION	DATA VALIDATION
(b)(7)(E)		

**Process**

1. Open a (b)(7)(E) and update with ROIs; (no classified information)
2. Ensure a CTS HSI subject report is completed for all identifiable targets;
3. Contact an NSU/CTS Program Manager (PM) to review verbiage prior to submitting an SCR to Domestic Operations;
4. Copy PM on all Initial/Disruption/Dismantlement SCRs emailed or submitted to Domestic Operations;

**Sample SCR Verbiage**

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Page 532

Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act



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