

(b)(5)





## Shirk, Georgette L

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**From:** Swanson, Trina M  
**Sent:** Thursday, June 07, 2018 2:55 PM  
**To:** Boland, Emily H  
**Cc:** Kliska, Jennifer R  
**Subject:** FW: Question about Merlin 92s  
**Attachments:** Guide\_SAO Request Document\_V1.0.pdf; SOP APPX M - SAO Request Document.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Emily,

I think I am caught up on I-730 inquiries and congressionals. Please let me know if you think I missed something. I think the most critical thing we need to get done is issue the updated guidance for SAO requests. Roman issued the first version that only speaks to FJT-R. A new version needs to be completed and sent to the field that will include both FTJ-R and A. Alex signed off on the draft that's attached – SOP APPX M. We need to amend page 22 to reflect that changes

(b)(5) [REDACTED]  
[REDACTED] We agreed upon this fact after Alex sent the below email. You will see Roman has referenced some other areas that need updating. I don't think you need to add the screenshots on the blank pages because they already seem to be there in V1.0 but please take a look. I think we will want to hold off on issuance until we get the final FAM language for the V92 SAO requirements from State. It's currently with their legal team. But, we could have this ready to go once they finalize their guidance. [REDACTED]

(b)(5) [REDACTED] Please let me know if you have any questions.

(b)(5) We also have not issued our Camp Marriage guidance. Last we were told was that Stephanie was working on that? We may want to check in on that.

I will try to check my email next week while I am at the FOD conference. So, if anything comes up and you need help, just let me know.

Thank you!

Trina

*Trina Swanson*  
Adjudications Officer, Programs & Integrity Branch  
International Operations/RAIO  
U.S. Citizenship & Immigration Services  
Department of Homeland Security  
202-272-9647

Referred to U.S. Department of State

Referred to U.S. Department of State

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**From:** Ginzburg, Roman [mailto:Roman.Ginzburg@uscis.dhs.gov]  
**Sent:** Tuesday, May 15, 2018 2:01 PM  
**To:** Gambardella, Alexandra A; Scarlatelli, Adam W  
**Cc:** Swanson, Trina M; Kliska, Jennifer R; SAOMerlin; Leigh, Jessica K; Frank, Kathryn M (Katy); Boland, Emily H  
**Subject:** RE: Question about Merlin 92s

Alex,

I have drafted guidance for our officers for requesting Merlin 92s. I tried to align the process for requesting Merlin 92s to the Merlin instructions we issued several months back [REDACTED]

[REDACTED] (b)(5)

Could you take a quick look to double check that these instructions work for you? You can limit review to pages 22 and 23, which discuss instructions for Merlin 92s.

We would like to issue this guidance to our officers soon (next week if possible). Several offices are holding cases that require Merlin 92, awaiting updated submission/request instructions.

Kind regards,  
-Roman

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**From:** Ginzburg, Roman  
**Sent:** Thursday, May 10, 2018 3:20 PM  
**To:** Gambardella, Alexandra A <GambardellaAA@state.gov>; Scarlatelli, Adam W <ScarlatelliAW@state.gov>  
**Cc:** Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>; Kliska, Jennifer R <Jennifer.R.Kliska@uscis.dhs.gov>; SAOMerlin <SAOMerlin@state.gov>; Leigh, Jessica K <Jessica.K.Leigh@uscis.dhs.gov>; Frank, Kathryn M (Katy) <kathryn.m.frank@uscis.dhs.gov>  
**Subject:** RE: Question about Merlin 92s  
**Importance:** High

Hi Alex and Adam,

Thinking more about the best way to operationalize these Merlin 92 data requirements. Could we submit part of the SAO Request Template that we developed for Merlin requests? Attaching the relevant data sections for your review. By

using this template (instead of a spreadsheet) hoping to reduce the data entry burden since we have partially automated the SAO Merlin Request template. Please let us know if you have any objections.

(b)(5)

Thank you,  
-Roman

**From:** Ginzburg, Roman

**Sent:** Friday, May 04, 2018 1:36 PM

**To:** 'Gambardella, Alexandra A' <GambardellaAA@state.gov>; Scarletelli, Adam W <ScarlatelliAW@state.gov>

**Cc:** Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>; Kliska, Jennifer R <Jennifer.R.Kliska@uscis.dhs.gov>;

SAOMerlin <SAOMerlin@state.gov>; Leigh, Jessica K <Jessica.K.Leigh@uscis.dhs.gov>

**Subject:** RE: Question about Merlin 92s

Alex, thank you! I think this will work for us.

Adam, do you think there is a mechanism you could use to let co-located posts know that this is the only info that's required for Merlin 92 submissions? We will likely issue an email to our field offices. Could you do something similar so that everyone has the same guidance? We will share our message once drafted. Likely sometime next week.

Kind regards,  
-Roman

Referred to U.S. Department of State

UNCLASSIFIED

**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Friday, May 04, 2018 8:59 AM  
**To:** Gambardella, Alexandra A; Scarlatelli, Adam W  
**Cc:** Swanson, Trina M; Kliska, Jennifer R; SAOMerlin; Leigh, Jessica K  
**Subject:** RE: Question about Merlin 92s

Hi Alex and Adam,

Following up on the below question. If helpful, we can meet sometime next week to standardize the Merlin 92 request process. Just let me know if there is a time and day of the week that may work.

Best,  
-Roman

**From:** Ginzburg, Roman  
**Sent:** Friday, April 27, 2018 11:50 AM  
**To:** 'Gambardella, Alexandra A' <[GambardellaAA@state.gov](mailto:GambardellaAA@state.gov)>; Scarlatelli, Adam W <[ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)>  
**Cc:** Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; SAOMerlin <[SAOMerlin@state.gov](mailto:SAOMerlin@state.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>  
**Subject:** RE: Question about Merlin 92s

Hi Alex,

(b)(5)

Adam and I spoke earlier this week about the need to standardize Merlin 92 data requirements both for USCIS offices and posts.

Kind regards,  
-Roman

Referred to U.S. Department of State

-Alex

Official - SBU  
UNCLASSIFIED

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**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Tuesday, April 24, 2018 2:57 PM  
**To:** Gambardella, Alexandra A; Scarlatelli, Adam W  
**Cc:** Swanson, Trina M; Kliska, Jennifer R; SAOMerlin  
**Subject:** RE: Question about Merlin 92s

Alex,  
Just so I am triple clear, you are asking for the below info for all FTJ-asylee (v92) benes that require an SAO Merlin 92?  
Thanks,  
-Roman

Referred to U.S. Department of State

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**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Friday, April 13, 2018 5:38 PM  
**To:** Gambardella, Alexandra A; Scarlatelli, Adam W  
**Cc:** Swanson, Trina M; Kliska, Jennifer R; SAOMerlin  
**Subject:** RE: Question about Merlin 92s



Alex,

Sorry, need to make sure I am crystal clear on your request. Are we only talking about a handful of cases that previously received "need info" responses? Or is this data required for all pending/future Merlin 92s? (b)(5)

Kind regards,  
-Roman

Referred to U.S. Department of State

**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Thursday, April 12, 2018 11:57 AM

**To:** Gambardella, Alexandra A; Scarlatelli, Adam W  
**Cc:** Swanson, Trina M; Kliska, Jennifer R  
**Subject:** RE: Question about Merlin 92s

Hi Alex,

Thanks for the quick reply! Would very much appreciate it if you could clarify with post/NBO that this info is not required.

As you know, we don't collect a lot of the highlighted info (and can't per the Paperwork Reduction Act). Fear this will be a very big lift to gather, even just the data we do collect since the questions are very expansive, e.g., "all addresses for 15 years". Our Nairobi office has very scarce resources due to staffing changes, which are further stretched by the imminent transfer of the large FTJ-R backlog from Kampala.

I am not certain about what info post/NBO previously required USCIS NBO to submit for Merlin 92s, and for which nationalities. We don't have any specific data requirement in our guidance for making a Merlin 92 SAO request. I would be happy to take a look at what you think is absolutely required, but would caution against trying to front-load info to account for "hits", i.e., "need info" cases in the initial submission. Think we may need to take the processing time loss for those, hopefully few, cases that are found to require additional info to clear.

Kind regards,  
-Roman

Referred to U.S. Department of State

Official - SBU  
UNCLASSIFIED

**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Thursday, April 12, 2018 8:25 AM  
**To:** Scarlatelli, Adam W; Gambardella, Alexandra A  
**Cc:** Swanson, Trina M; Kliska, Jennifer R  
**Subject:** Question about Merlins 92

Hi Alex and Adam,

Hope you are well.

This morning, I got pinged from our USCIS Nairobi office regarding Merlin 92 submissions. Apparently, CONS at post is requesting the highlighted data to submit SAOs for FTJ-Asylum (V92) cases.

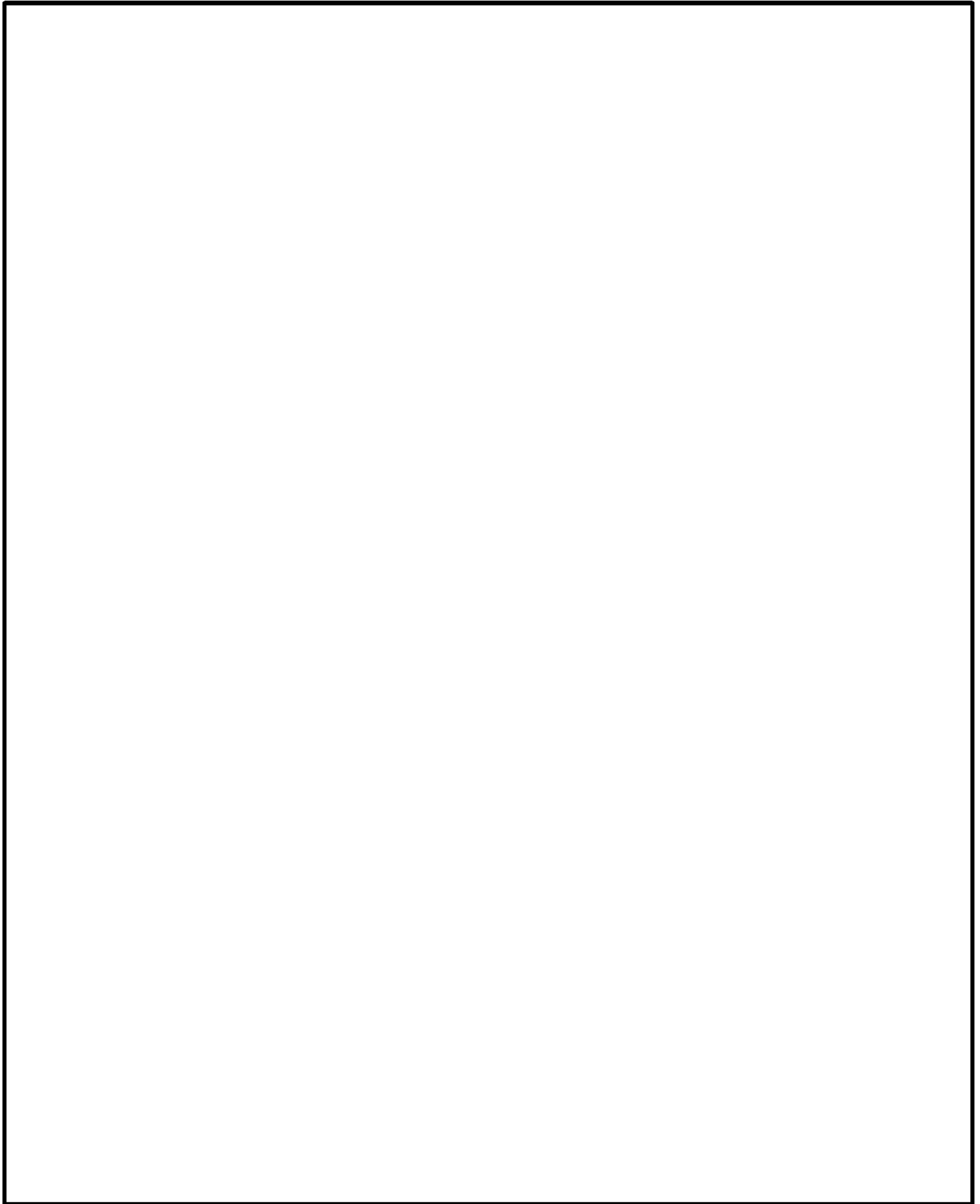
I believe we discussed that additional data would not be required for Merlin 92s. Has this policy changed? If not, could you please contact post NBO?

Thank you for your help,  
-Roman

(b)(7)(e)

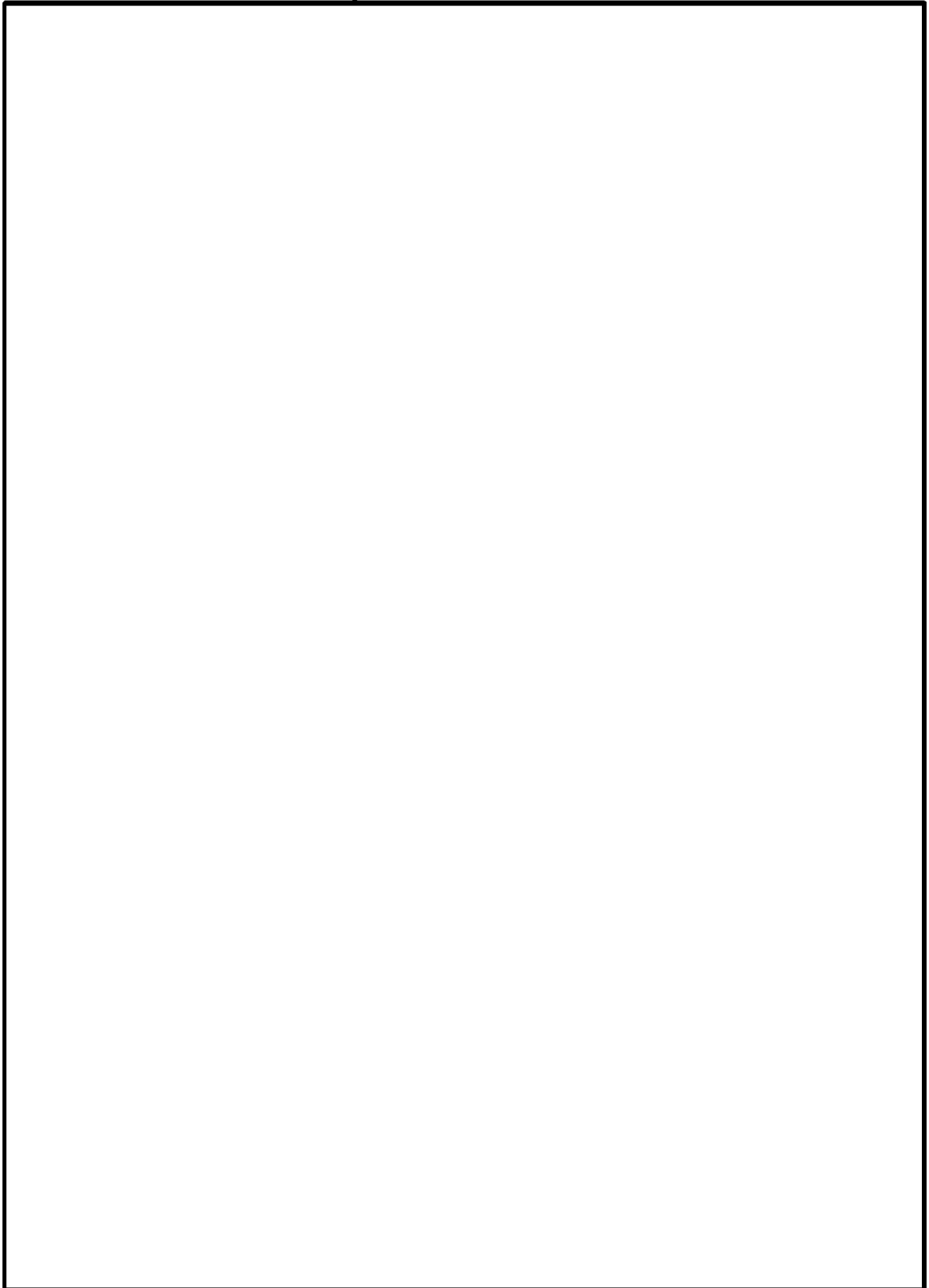
**GUIDE: SAO REQUEST DOCUMENT**  
***For I-730 Refugee Cases Processed with Consular Support***  
**(Draft V. 1.0)**

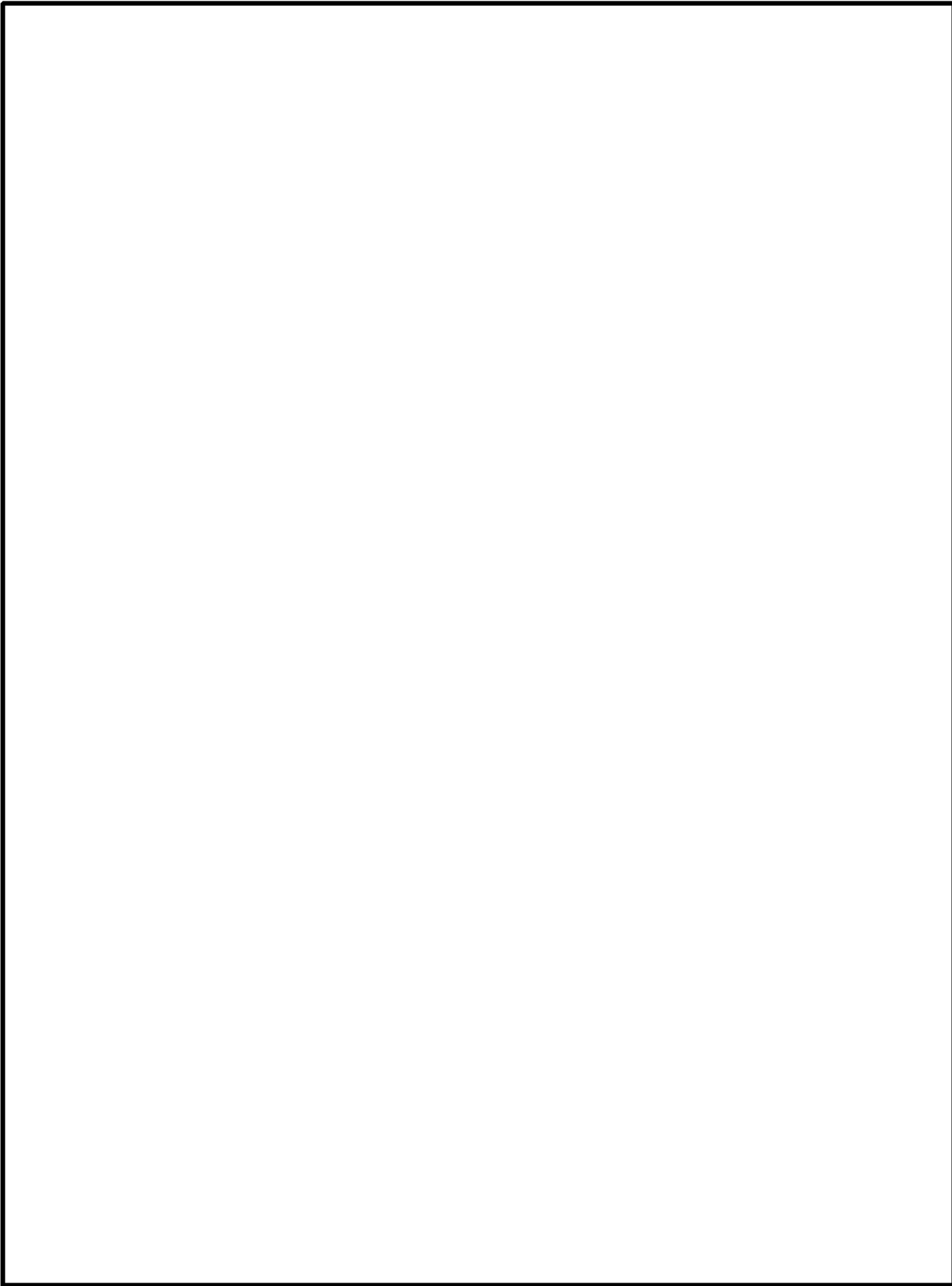
(b)(5)



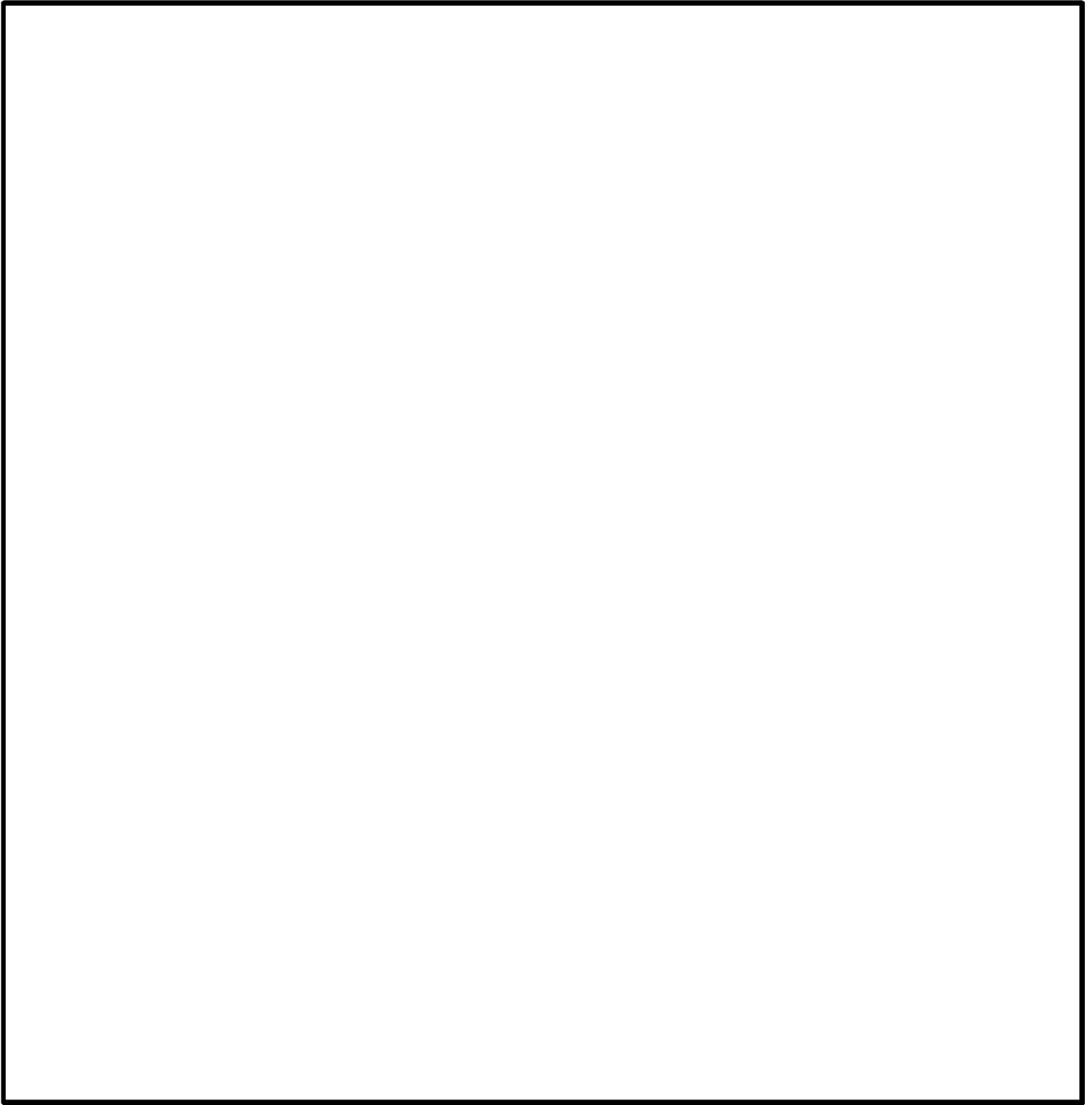
(b)(5)

## **STEP 1: Complete CAMINO Person Profiles**











17

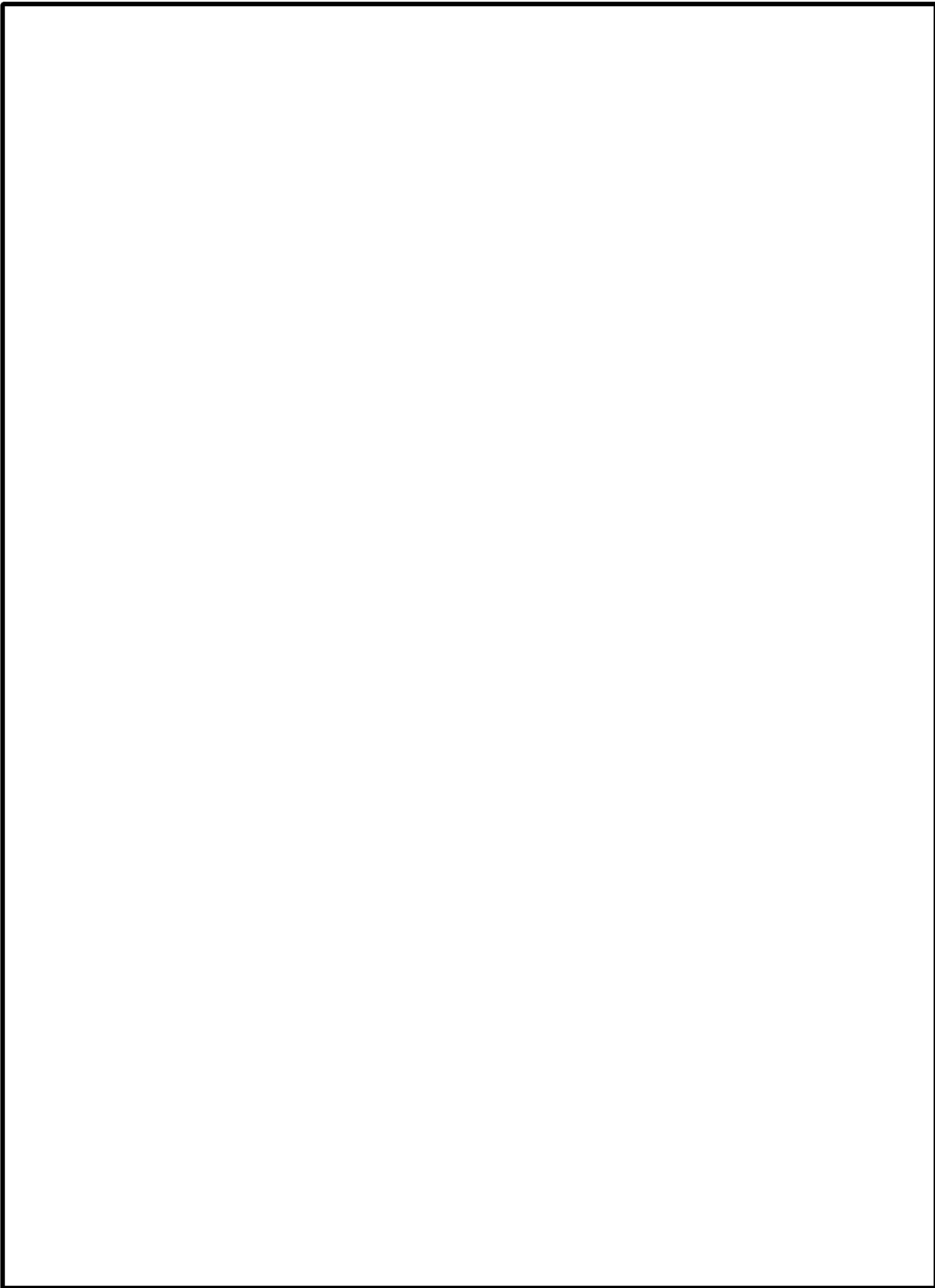
This image shows a completely blank white rectangular area. It is surrounded by a thin, solid black border that frames the entire composition. There are no markings, text, or illustrations present on the white surface.

(b)(5)

## CURRENT SPOUSE OF BENEFICIARY

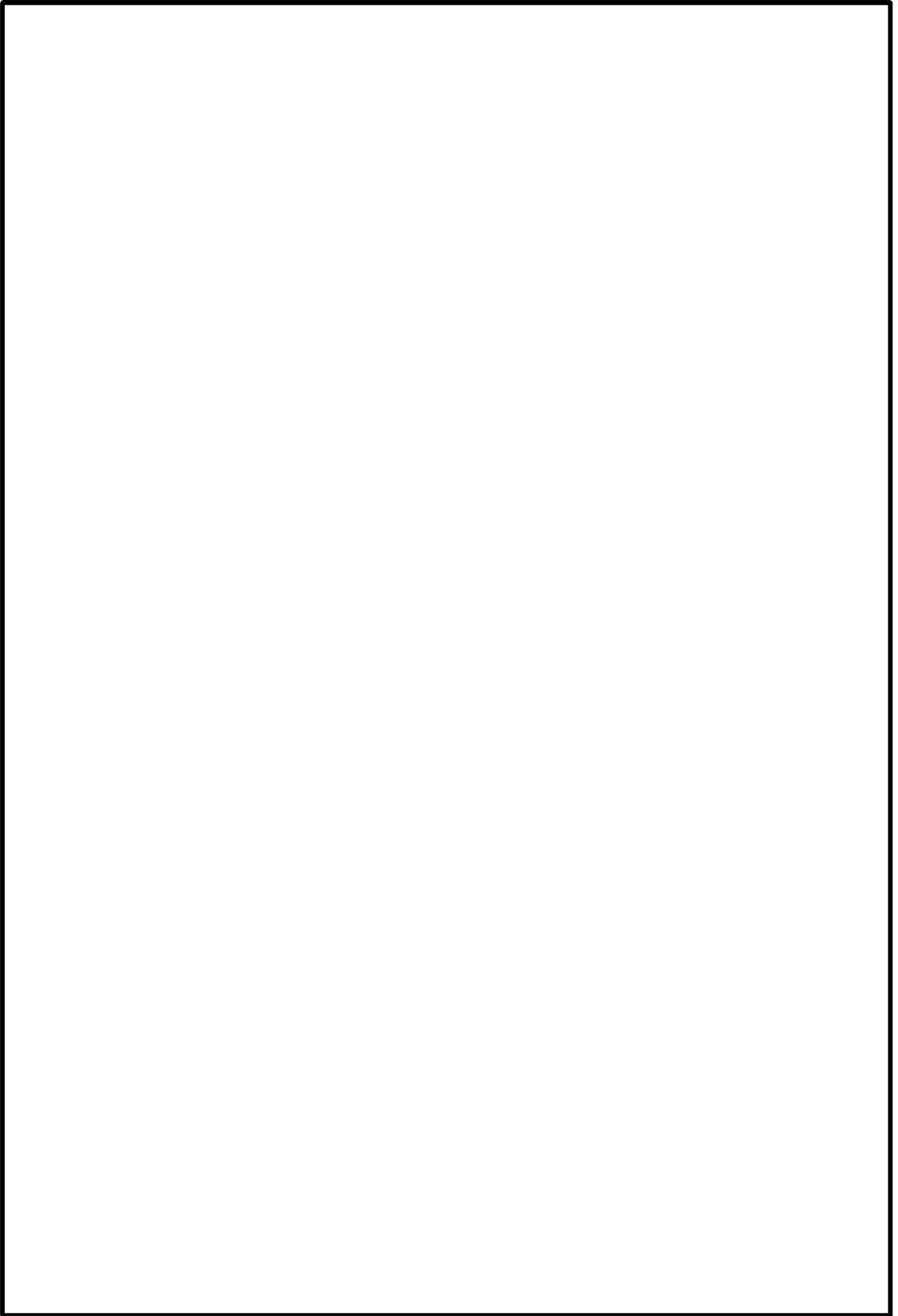
**FORMER SPOUSE(S) or FIANCE OF BENEFICIARY**

CHILD(REN) / SIBLING(S) OF BENEFICIARY

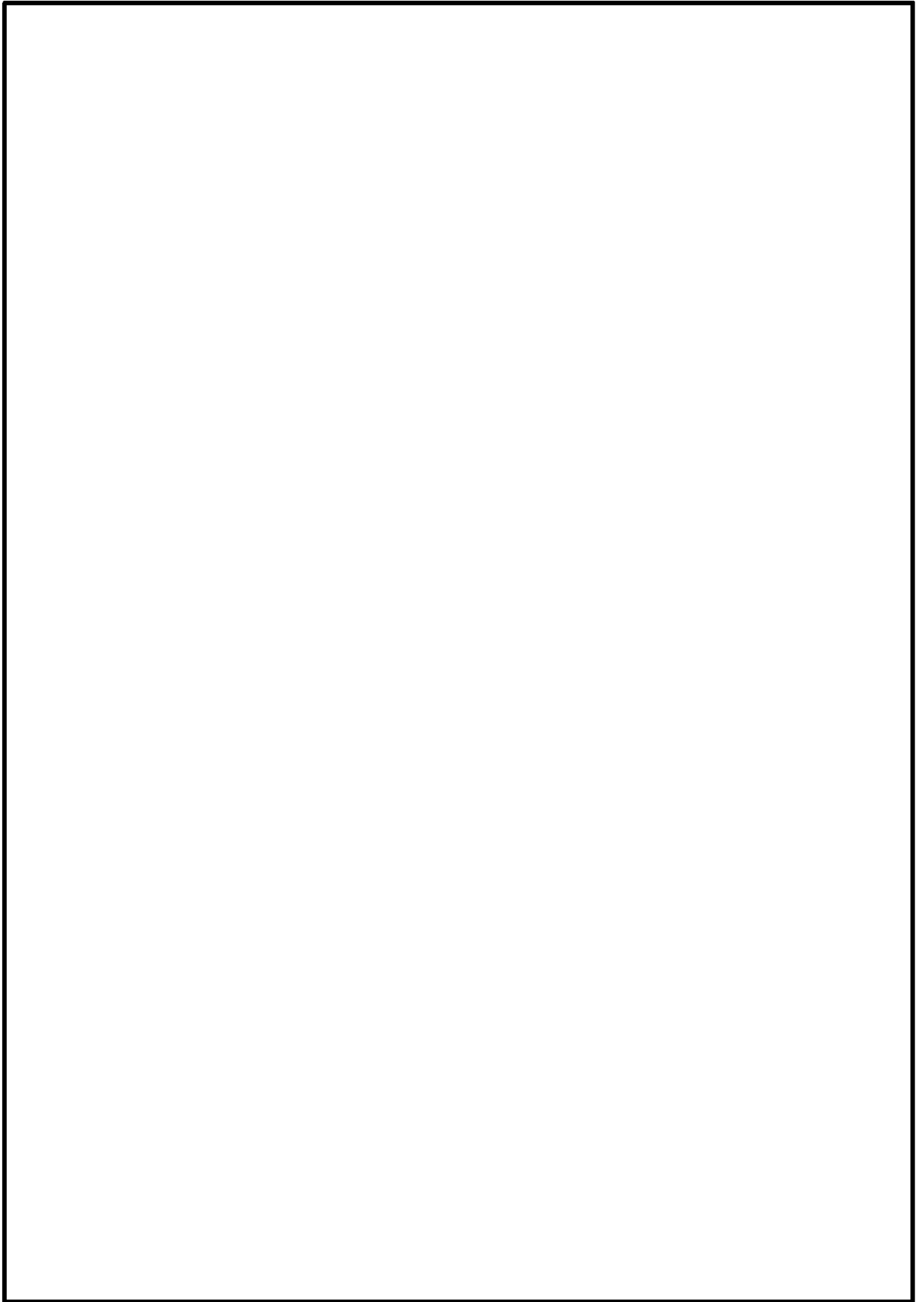


(b)(5)

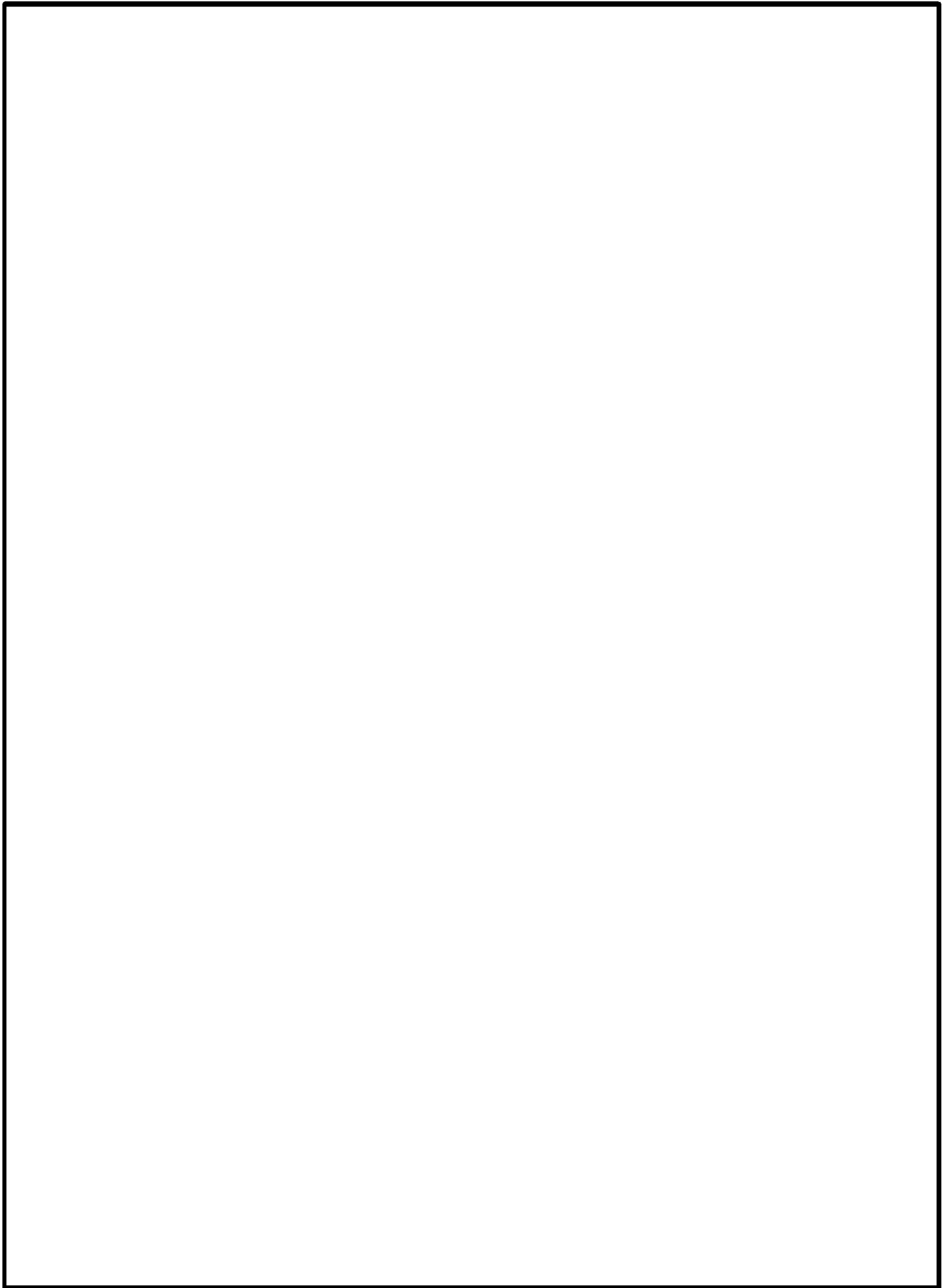
## **SAO Request Template**





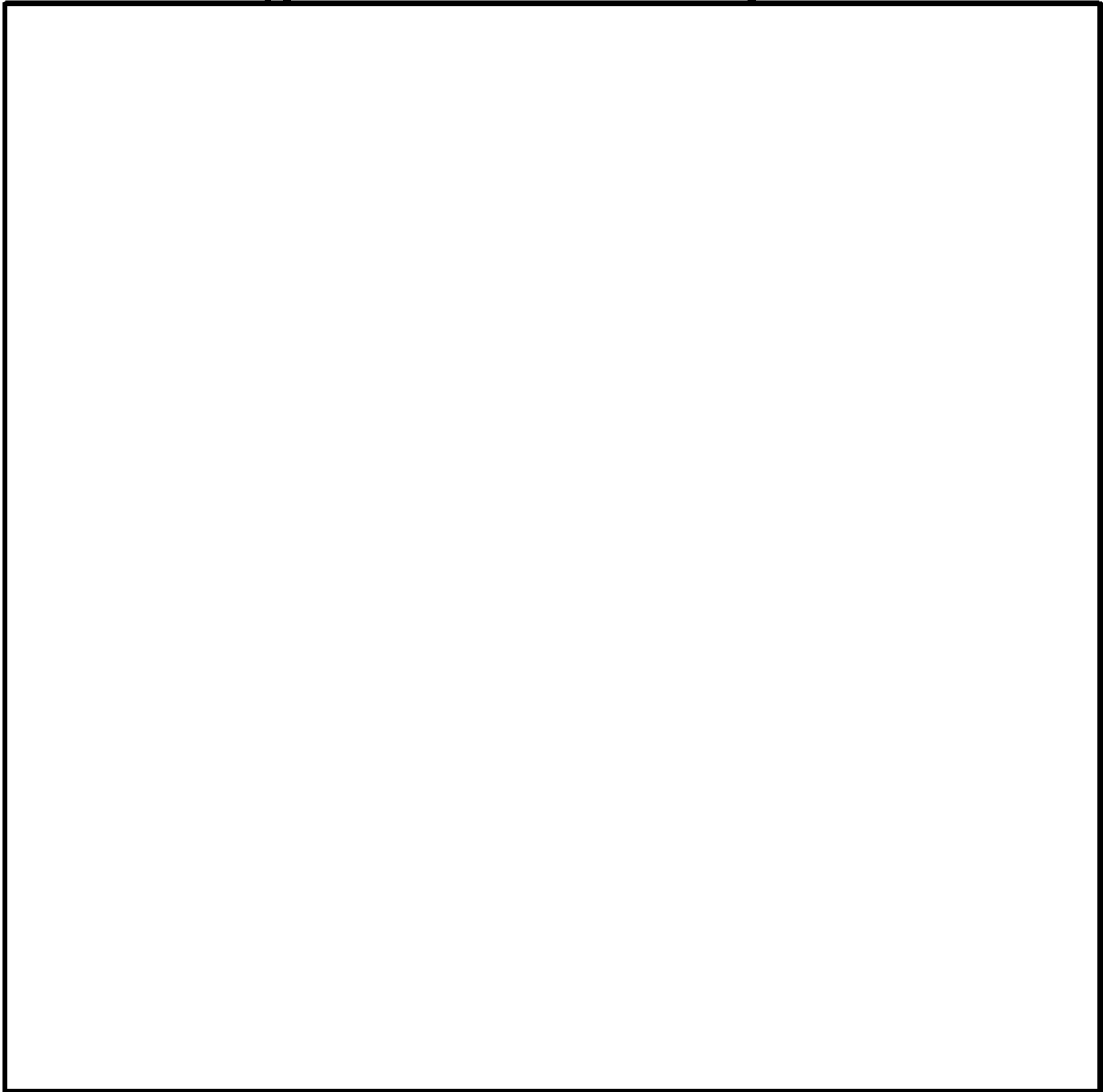






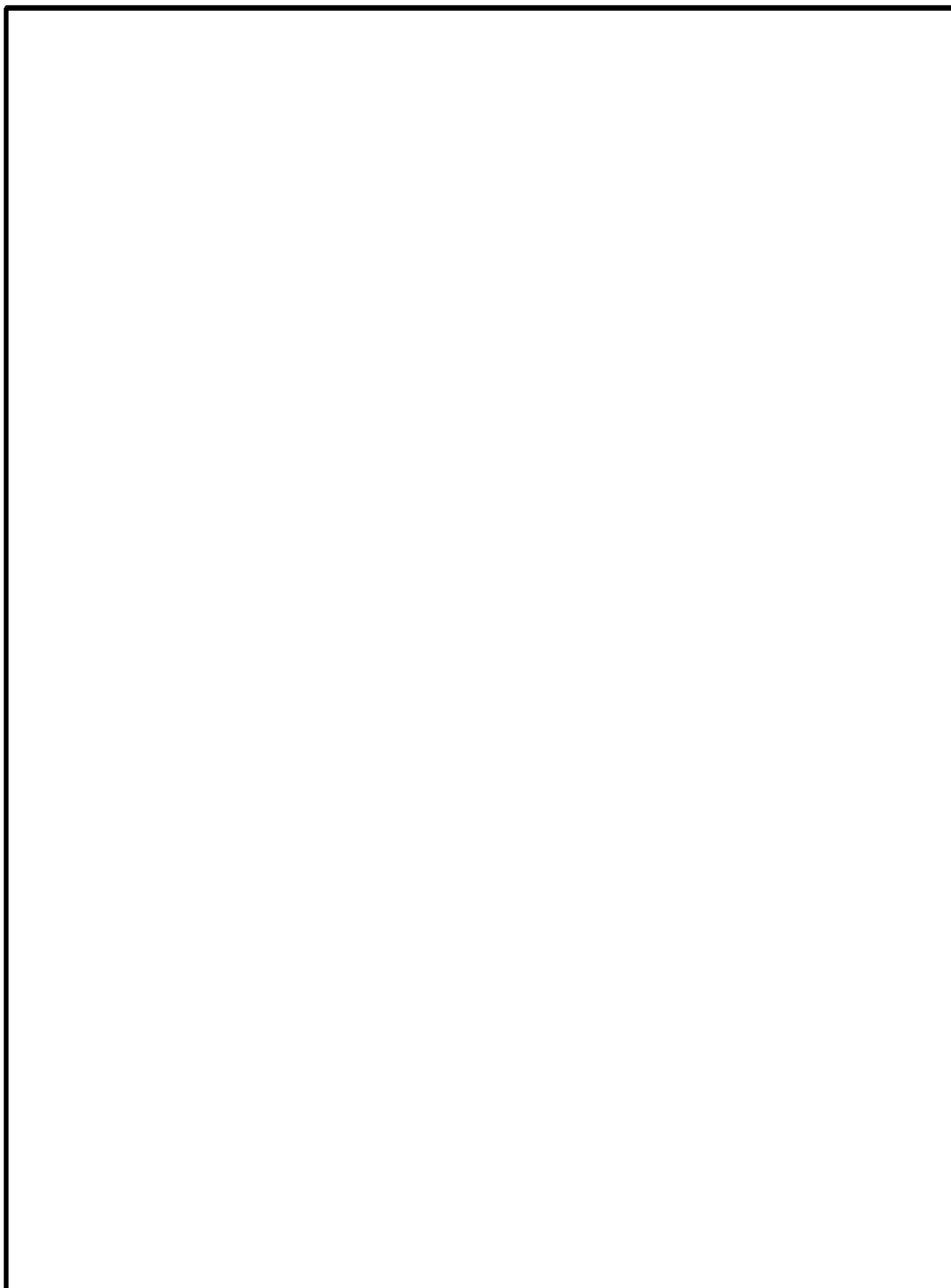
(b)(5)

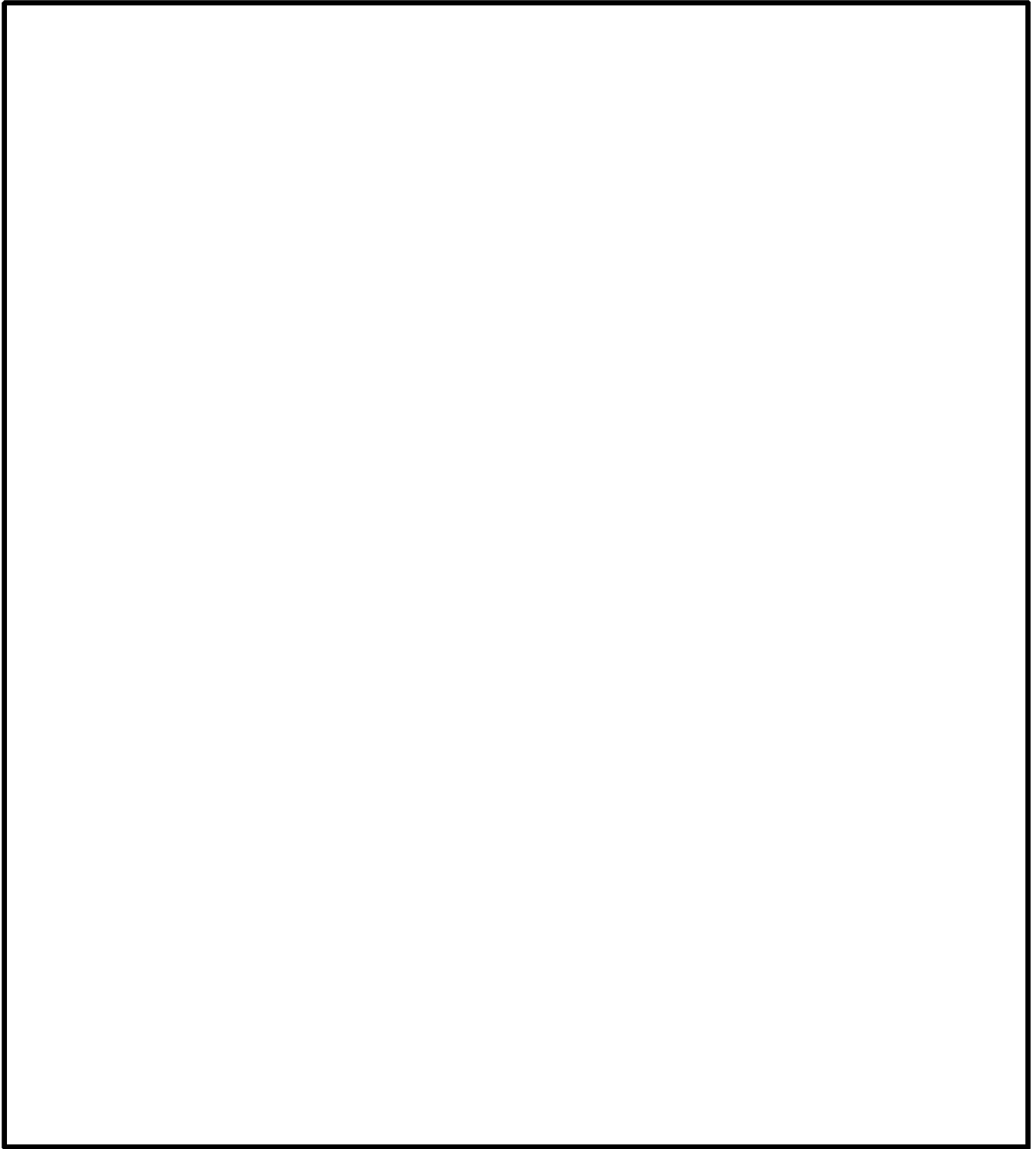
#### **STEP 4: Encrypt, Email, and Save the SAO Request Document**



(b)(5)

## **APPENDIX N - SAO REQUEST DOCUMENT**

A large empty rectangular box with a black border, representing a redacted area. The box is intended for the SAO Request Document but contains no text or graphics.

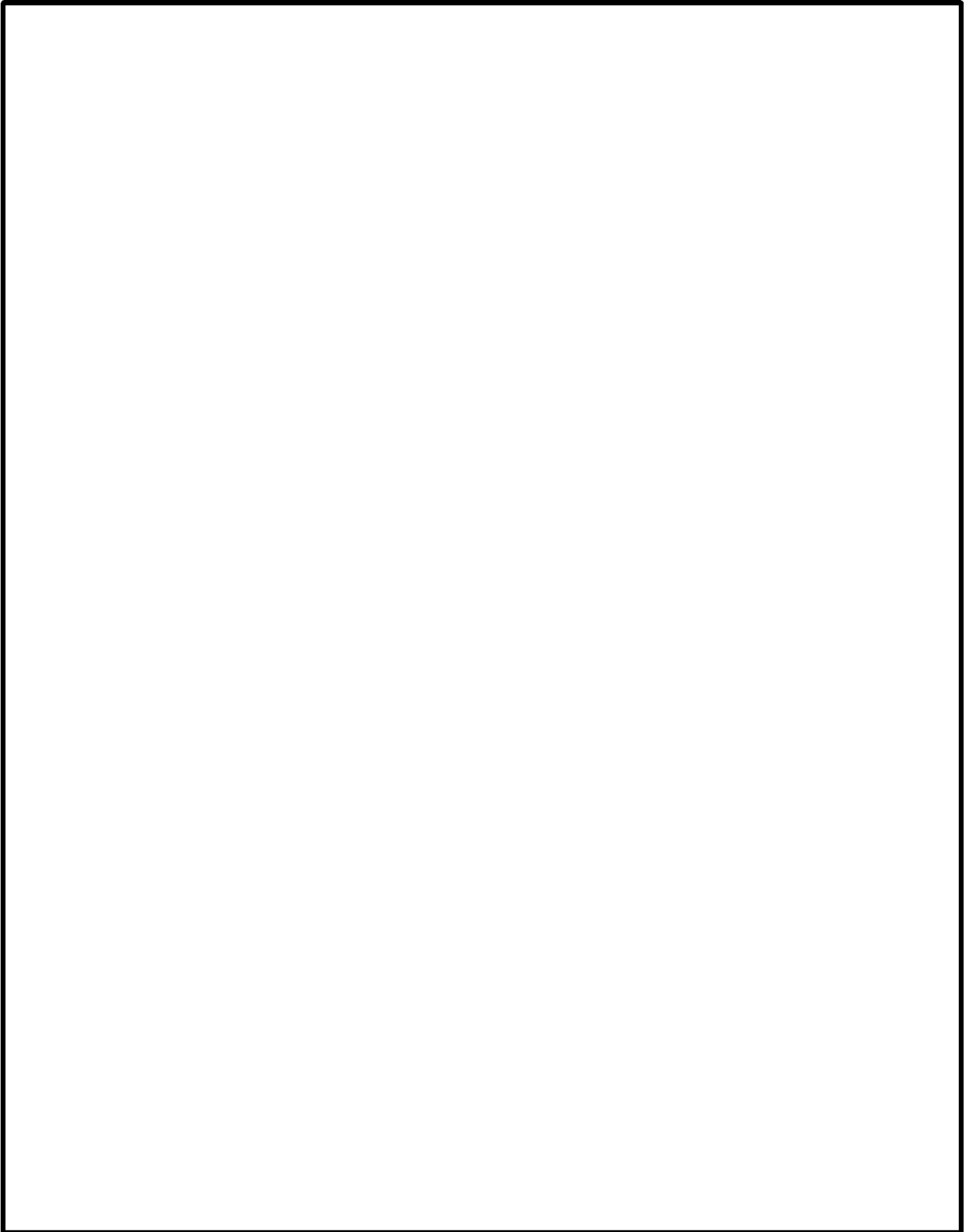


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<sup>4</sup> <http://ecn.uscis.dhs.gov/team/raio/Int OPS/PIB/PIB PII Documents/SAO%20Checks/Forms/AllItems.aspx>.

(b)(5)

**STEP 1: Complete CAMINO Person Profiles**

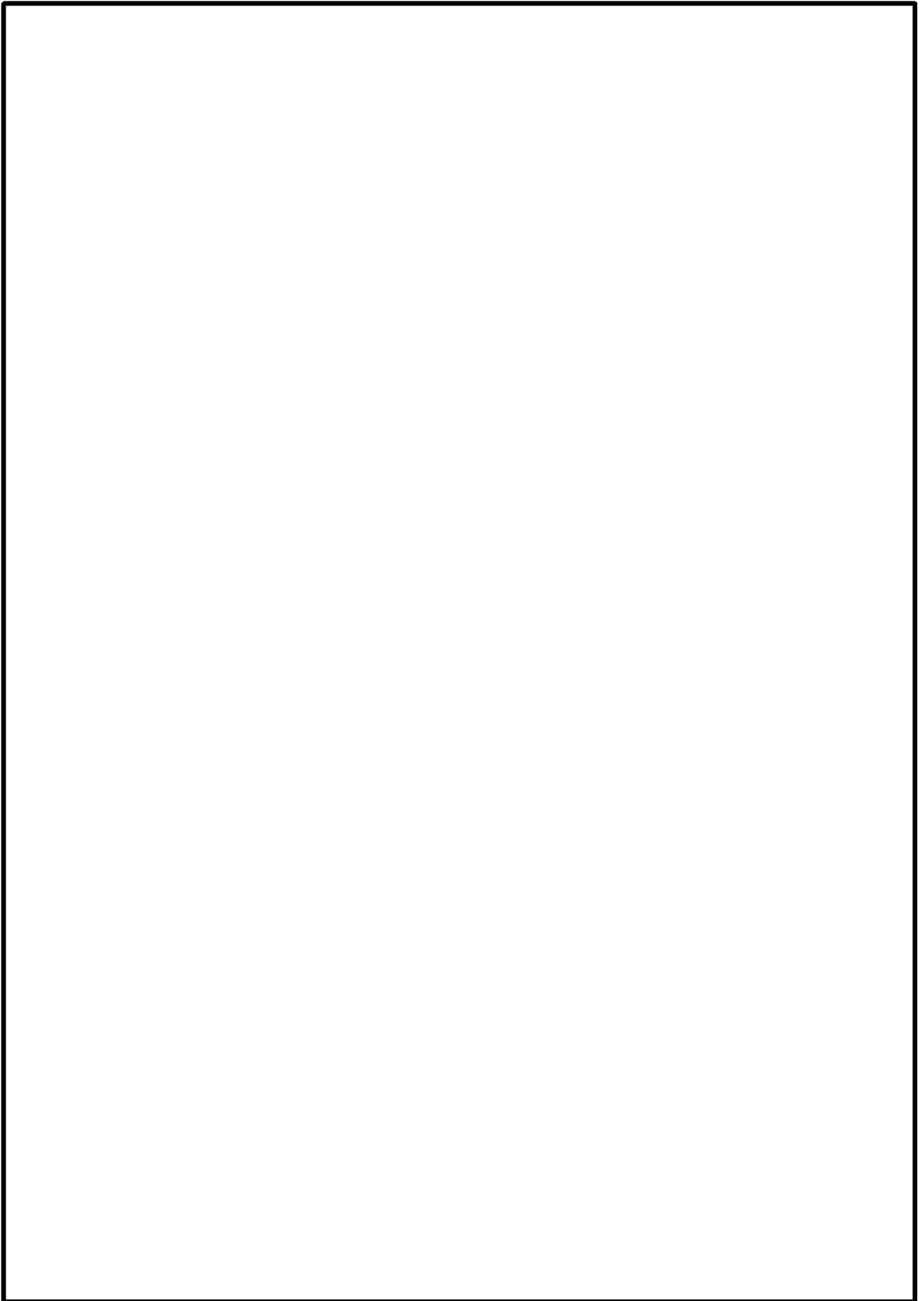
A large, empty rectangular box with a black border, intended for completing the CAMINO Person Profiles. The box occupies the majority of the page below the section header.

### Part I: I-730 Refugee Cases

Date	Time	Location	Weather	Remarks
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
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1998	10/10	10:00	10:00	10:00
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1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00
1998	10/10	10:00	10:00	10:00







### Part I: I-730 Refugee Cases

7 | Page

Need to insert PDF screen shots of CAMINO profiles saved here:

J:\Programs\I-730\6(a) Report\CA WG\SAO Requests

File name: CAMINO Examples\_Combined

First convert appx from Word to PDF. Then use page thumbnails to replace blank pages with pages from the CAMINO Examples\_Combined pdf.



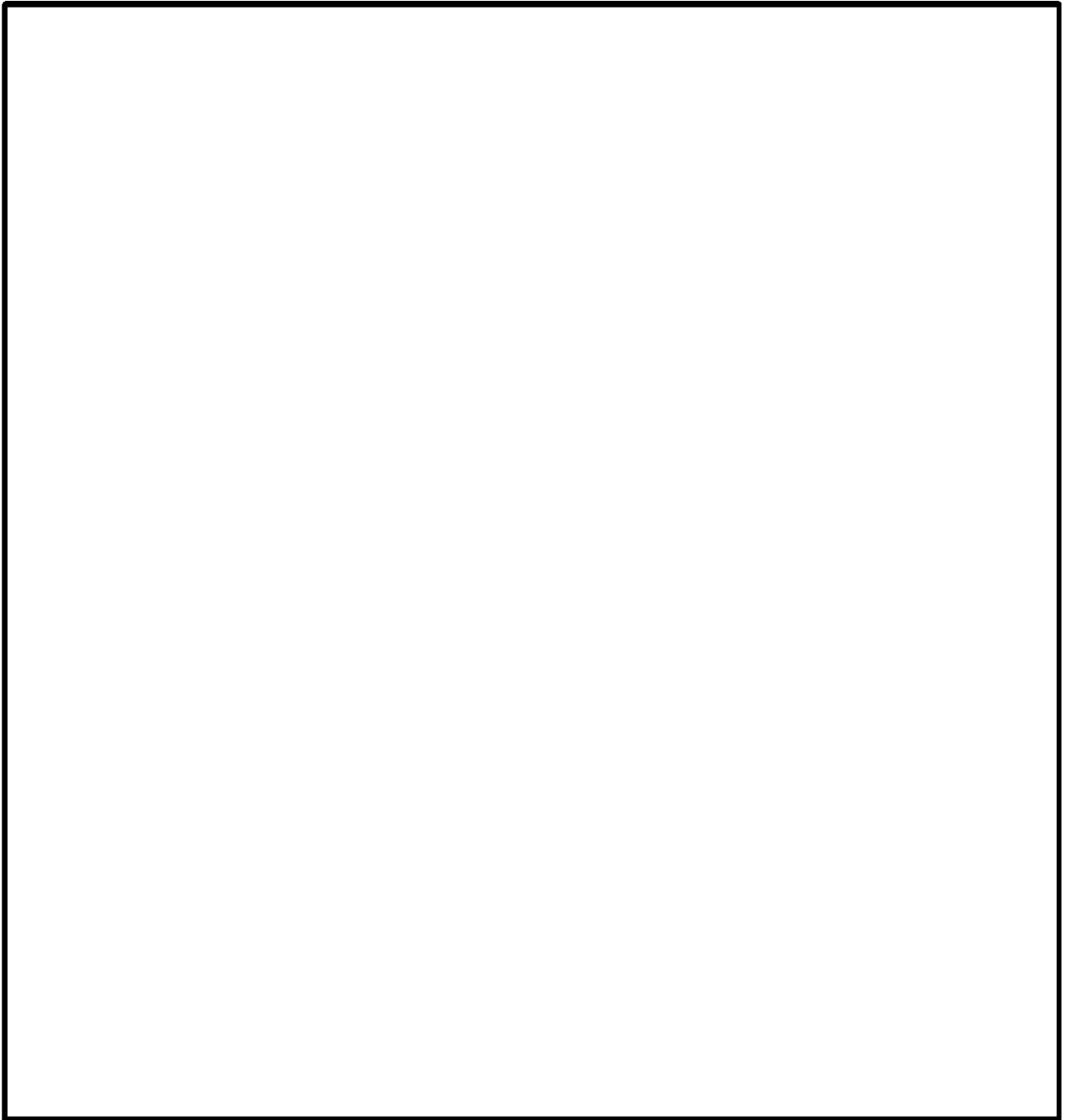






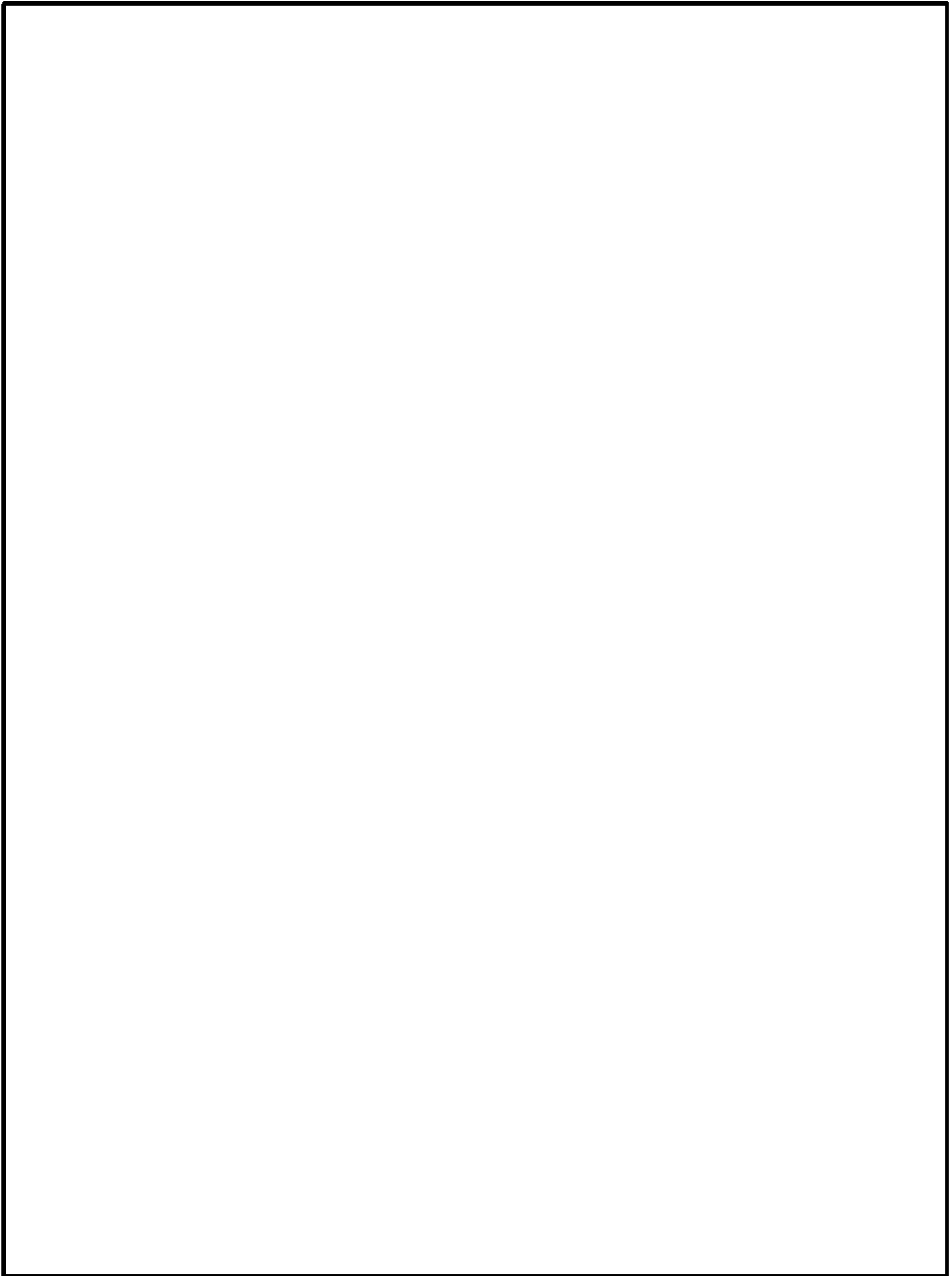


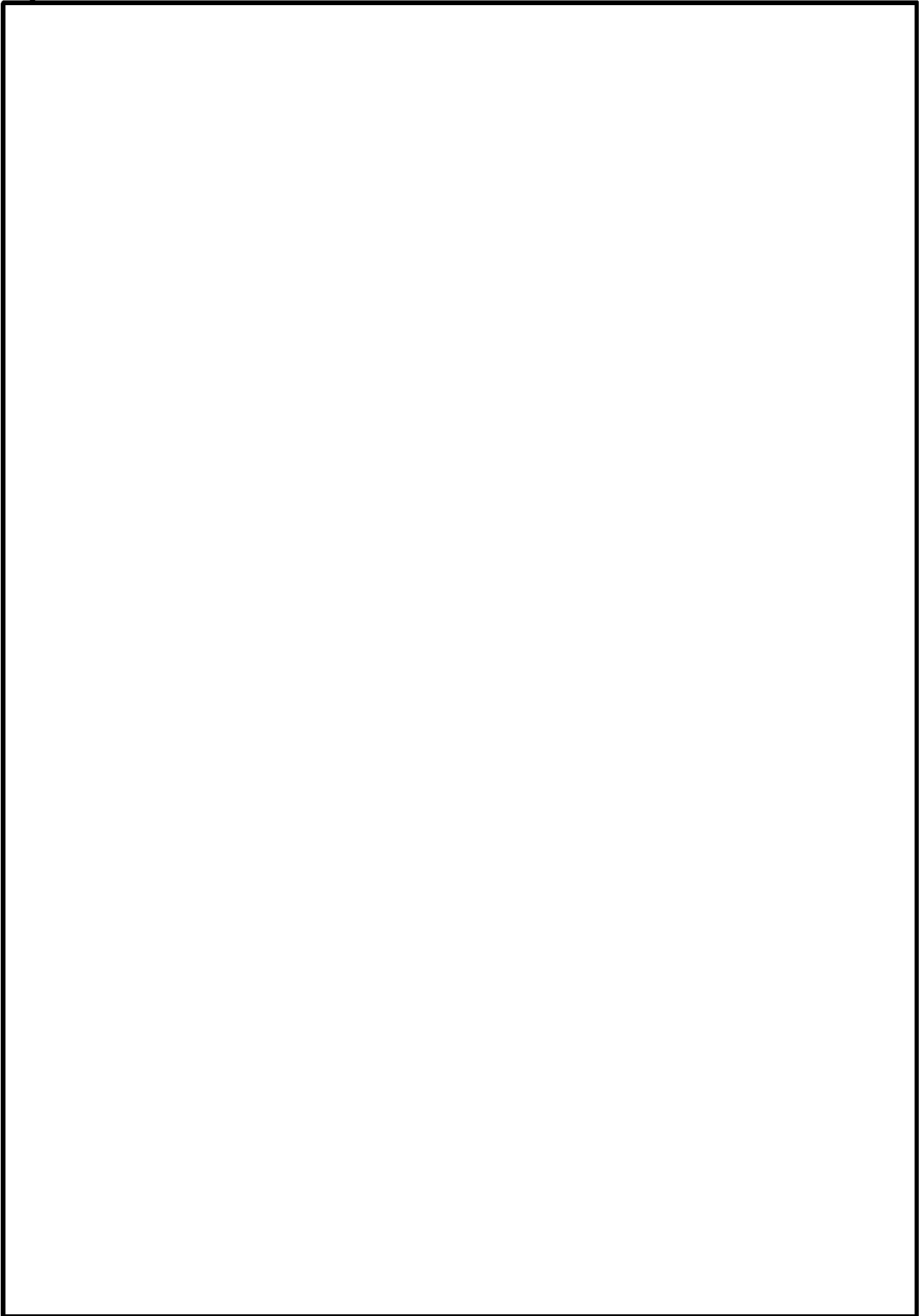


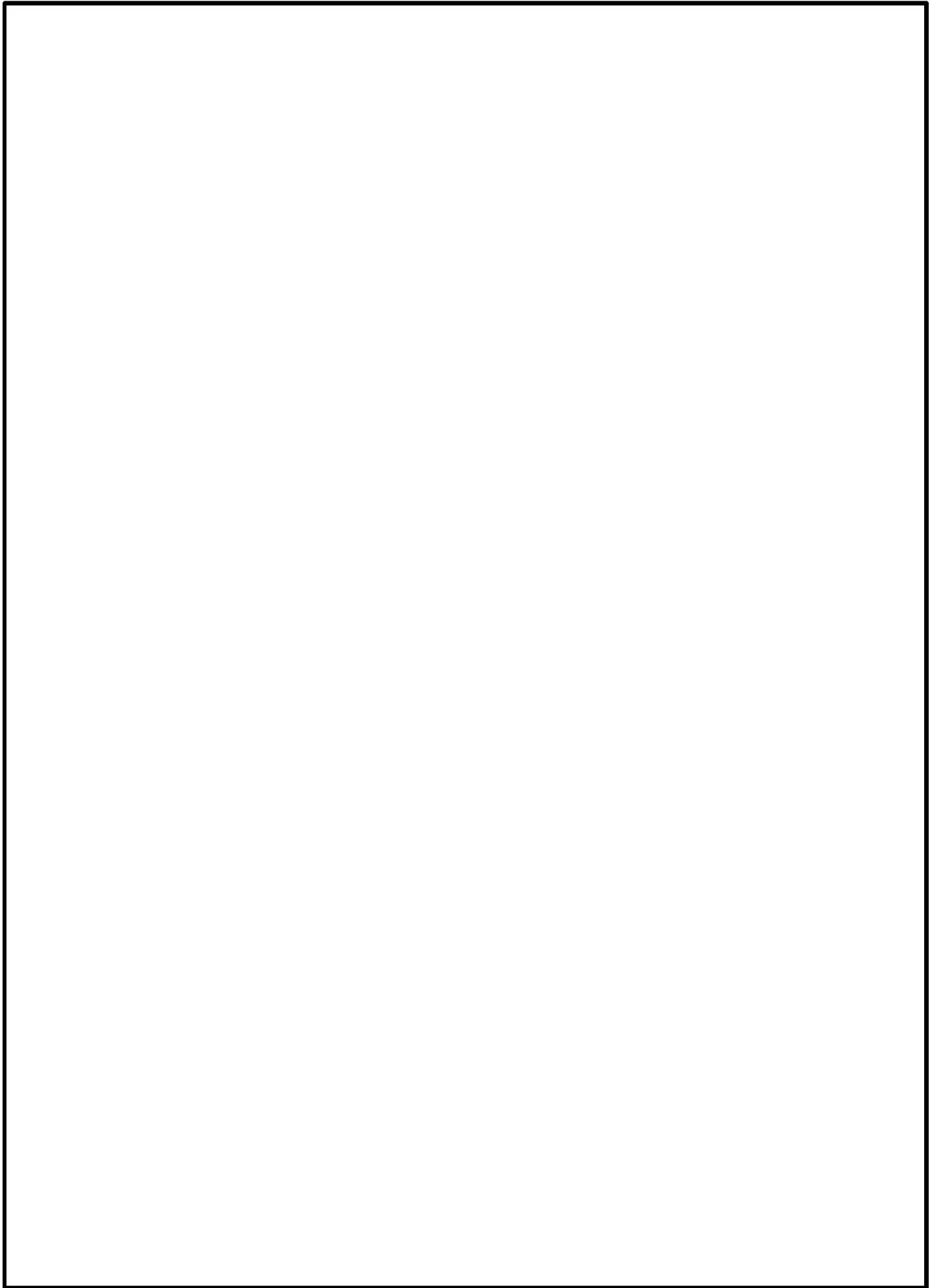


(b)(5)

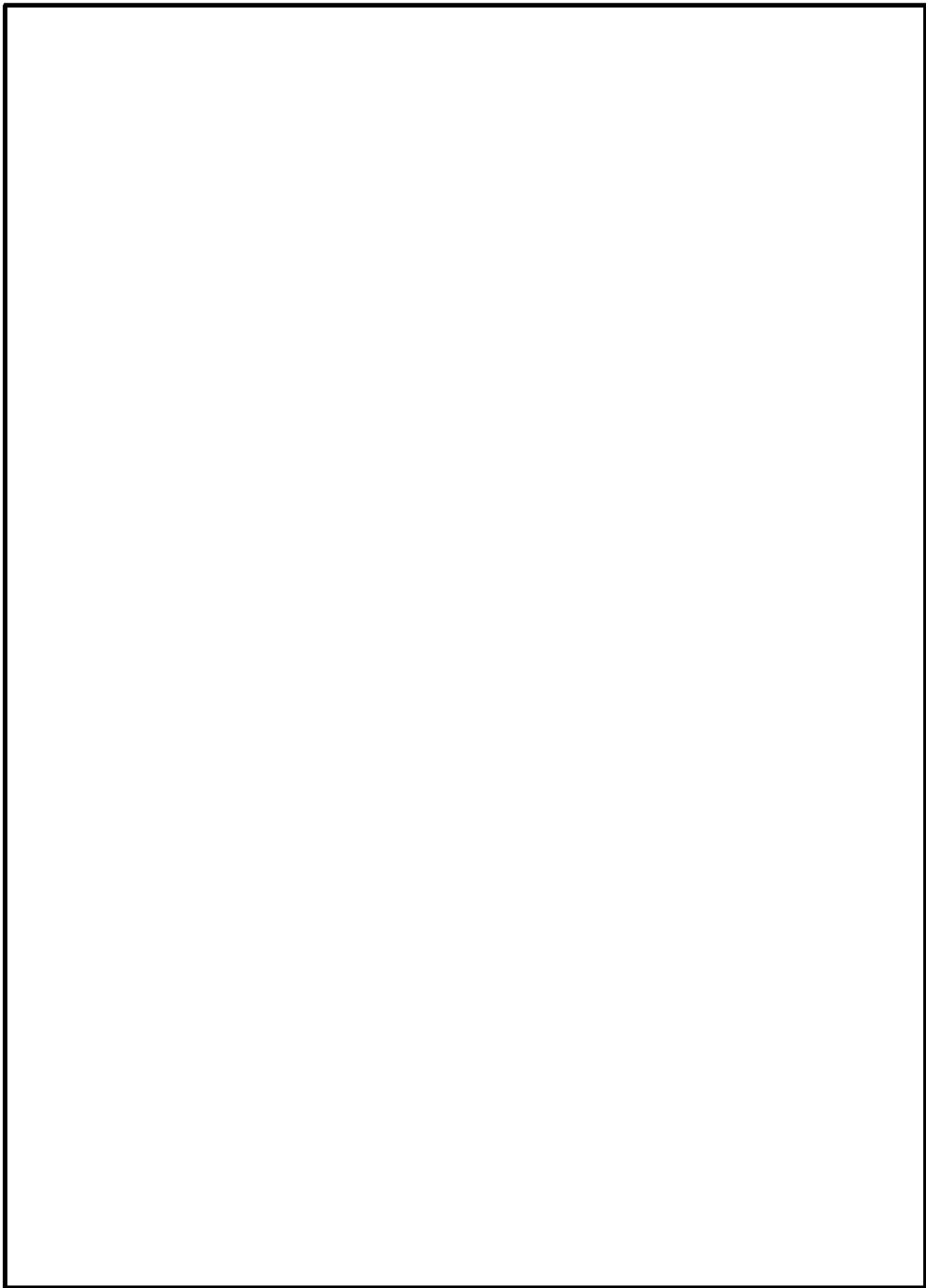
**SAO Request Template**

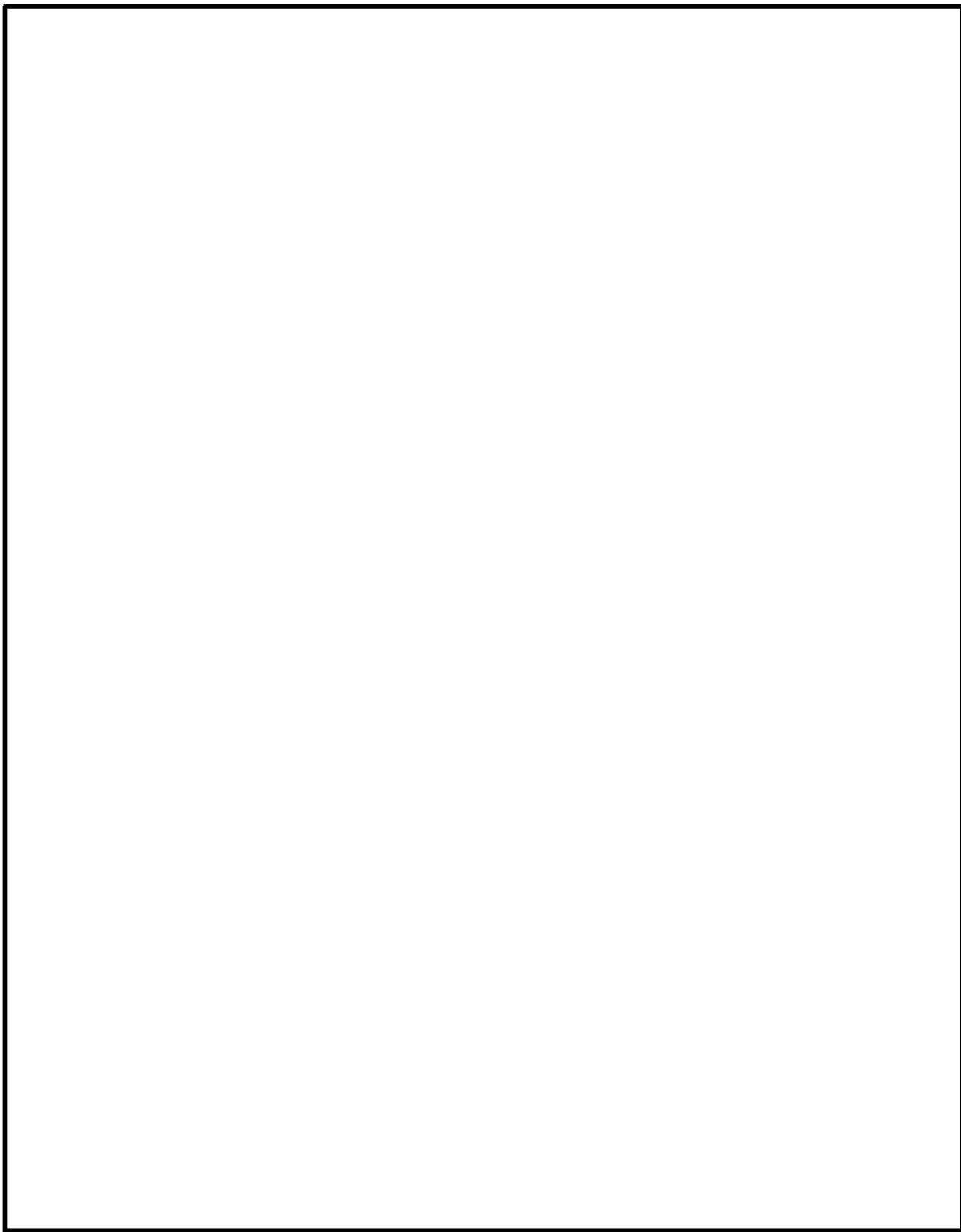




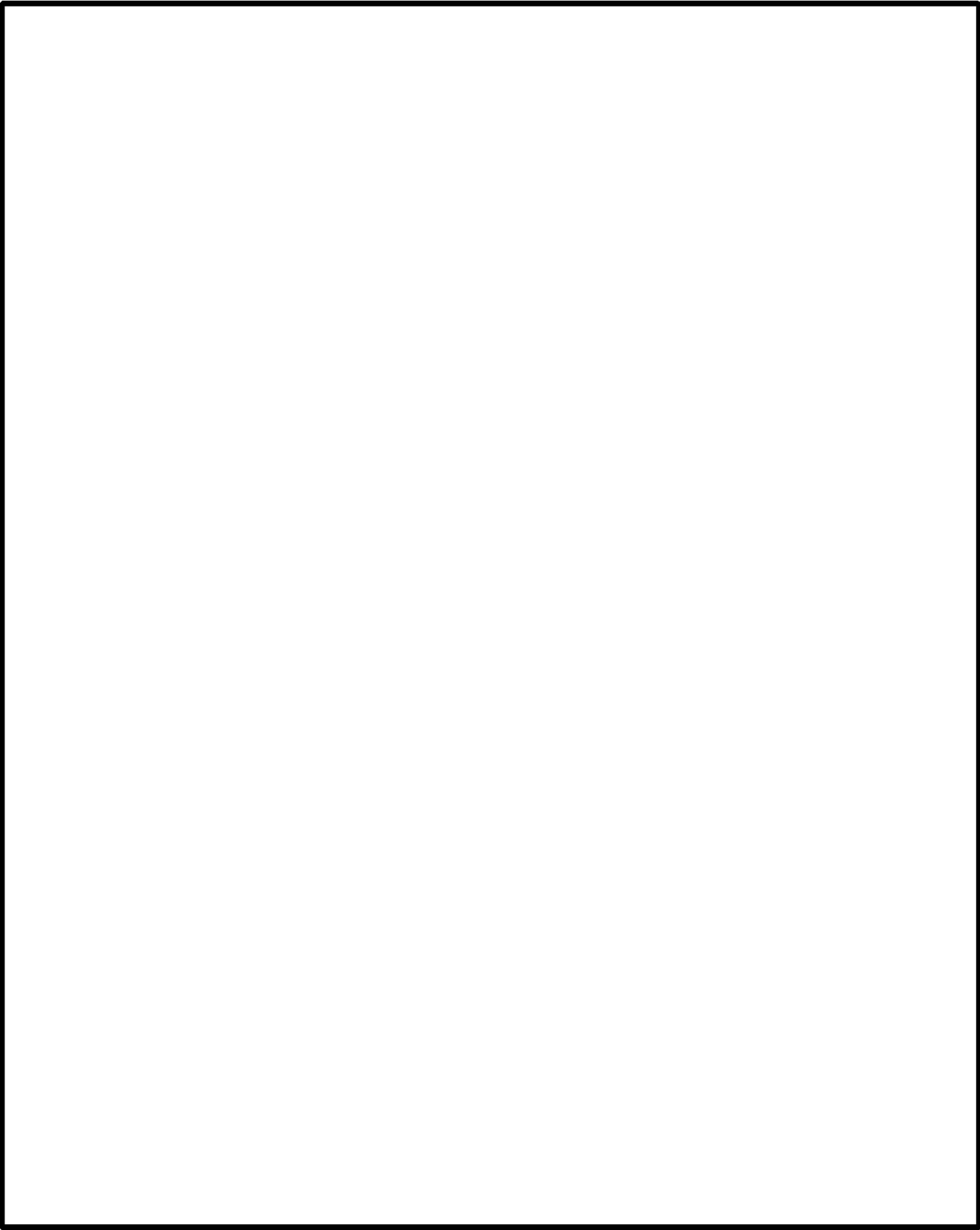


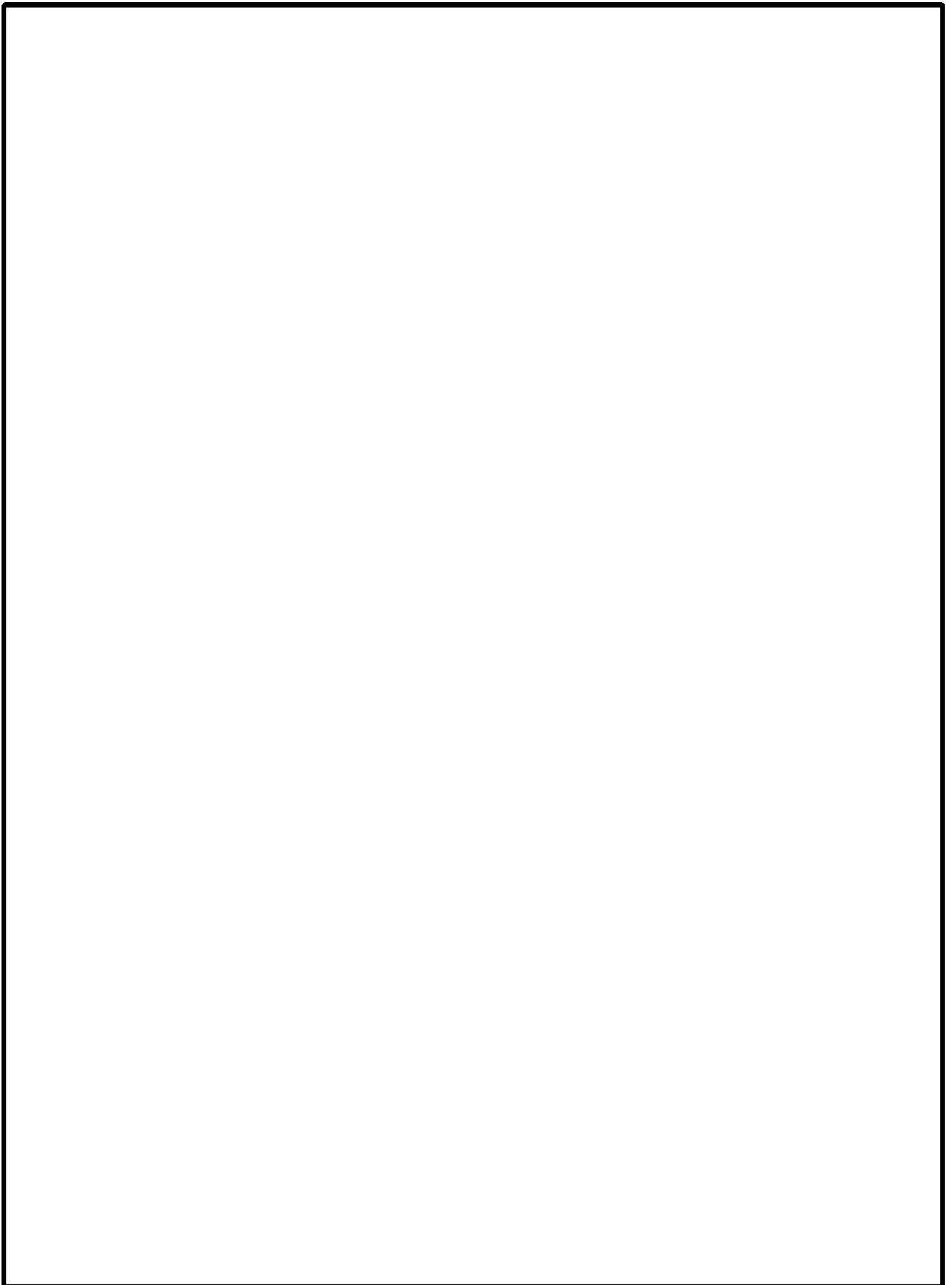


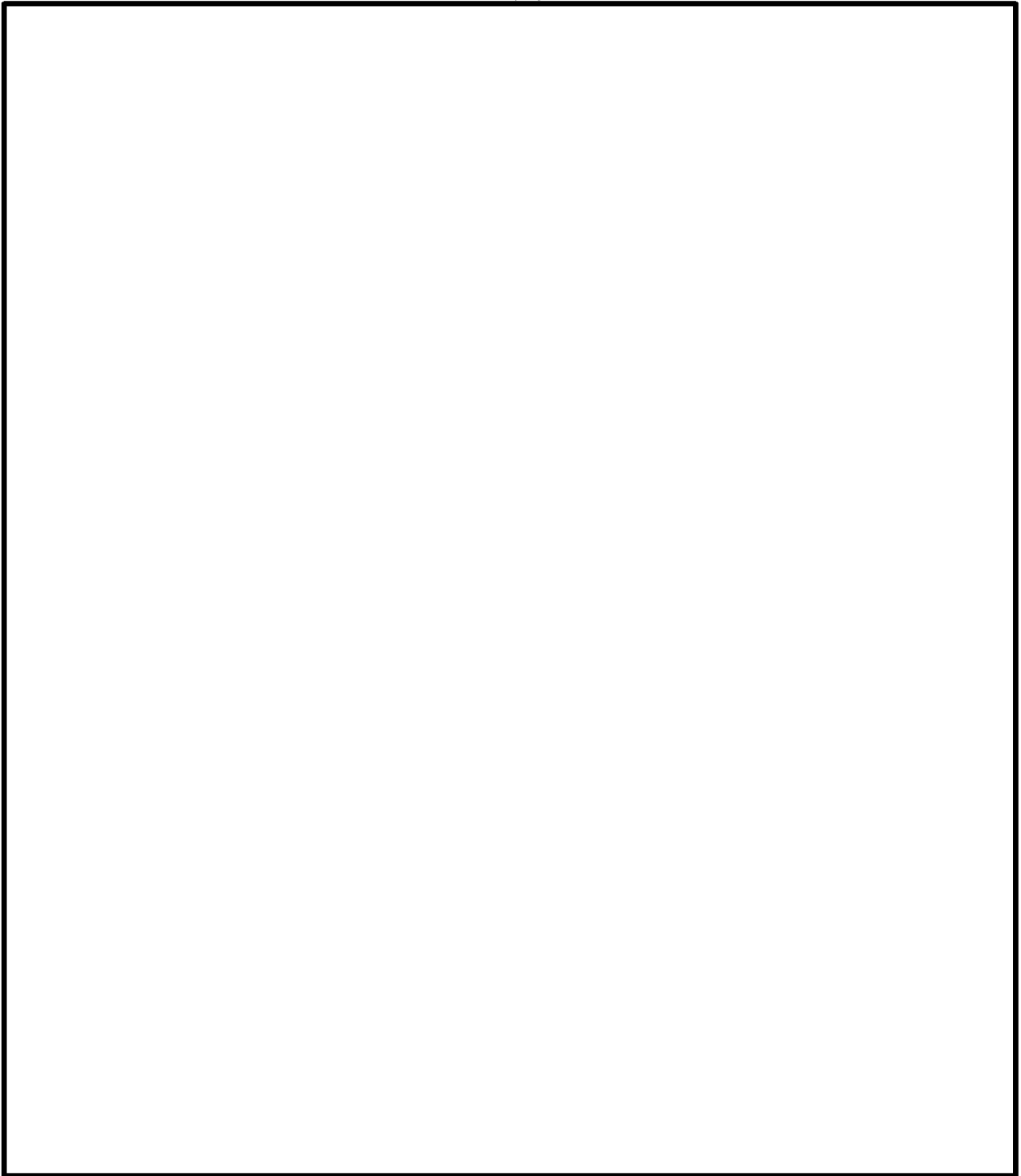












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<sup>9</sup> [http://ecn.uscis.dhs.gov/team/raio/Int\\_OPS/PIB/PIB\\_PII\\_Documents/SAO%20Checks/Forms/AllItems.aspx](http://ecn.uscis.dhs.gov/team/raio/Int_OPS/PIB/PIB_PII_Documents/SAO%20Checks/Forms/AllItems.aspx).

<sup>10</sup> See Fn. 8.

## Shirk, Georgette L

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**From:** Swanson, Trina M  
**Sent:** Friday, June 22, 2018 4:33 PM  
**To:** Won, Sokin  
**Cc:** Boland, Emily H; Raufer, Susan  
**Subject:** FW: I-730 Adjudications - Using associated case vetting results

Hi Sokin,

Please see the below email. We asked OCC how "spider-webbing" would apply to I-730 cases. You are correct, they are not treated the same as I-590 cases. The RSC should not be holding cases within the same family unit since each person has a separate case. If you have cases that pop up where one person has an SAO NCL and there's a family member that is also a bene of an I-730, please reach out. We can take a look at the case and discuss with OCC. But RSC should not be treating these as hard x-refs that cannot move independently. Please let me know if you have any questions. Thanks!

Trina

*Trina Swanson*

Adjudications Officer, Programs & Integrity Branch  
International Operations/RAIO  
U.S. Citizenship & Immigration Services  
Department of Homeland Security  
202-272-9647

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**From:** Shumway, Michael C  
**Sent:** Tuesday, April 24, 2018 3:41 PM  
**To:** Benedict, Deborah L  
**Cc:** Whitney, Ronald W; Zengotitabengoa, Colleen R; RALD; Busenkell, Kathleen R (Katie); Schwartz, Claudia R; Smith, Alice J; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R; Mancuso, Deborah T  
**Subject:** RE: I-730 Adjudications - Using associated case vetting results (b)(5)

We are happy to assist in reviewing operational guidance based on this general advice, or to help you in addressing individual cases or scenarios. Thanks.

Michael

**Michael C. Shumway**

Associate Counsel

Refugee and Asylum Law Division (RALD)

Office of the Chief Counsel (OCC)

U.S. Citizenship & Immigration Services (USCIS)

U.S. Department of Homeland Security (DHS)

20 Massachusetts Avenue, N.W., Suite 4210

Washington, D.C. 20529-2120

(Office) 202.272.1424 | (Mobile) [REDACTED]

(b)(6)

[Michael.C.Shumway@uscis.dhs.gov](mailto:Michael.C.Shumway@uscis.dhs.gov)

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**From:** Benedict, Deborah L

**Sent:** Monday, March 19, 2018 2:58 PM

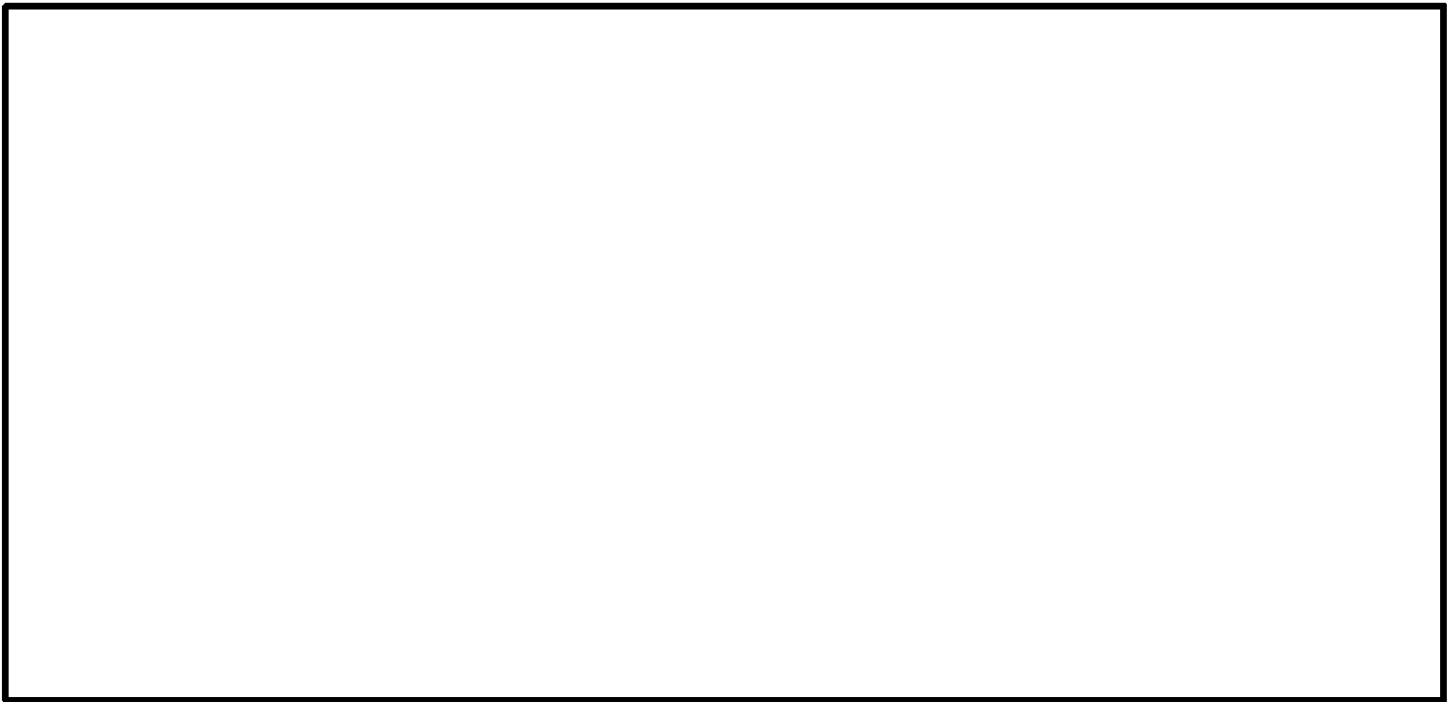
**To:** RALD; Zengotitabengoa, Colleen R

**Cc:** Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R; Mancuso, Deborah T

**Subject:** I-730 Adjudications - Using associated case vetting results

(b)(5)

RALD,



Please let us know if you need additional information or would like to discuss.

Thank you,

Debbie

**Deborah L. Benedict**

Acting Deputy Chief, International Operations

USCIS Refugee, Asylum and International Operations Directorate

202-272-1639

[Deborah.L.Benedict@uscis.dhs.gov](mailto:Deborah.L.Benedict@uscis.dhs.gov)

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 11, 2018 5:00 PM  
**To:** Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; Burdine, Tonya L  
**Subject:** Combined notice of receipt and short form RFE  
**Attachments:** I-730 DP Notice of Receipt & RFE for I-590 Only.pdf

All,

Please see attached a combined notice of receipt and “short” RFE to be used for I-730R cases returned by the NVC and FOD. The RFE is “short” because it will only ask for submission of the I-590. No other evidence will be requested with this RFE.

Btw, the I-590s were received at the IASB around mid-morning today. None too soon!

Pilar

Street Address:



U.S. Citizenship  
and Immigration  
Services

## NOTICE OF RECEIPT and REQUEST FOR EVIDENCE

Form: I-730, Refugee/Asylee Relative Petition

Petitioner:

Beneficiary:

Beneficiary A-Number:

Receipt Number:

We have received the Form I-730, *Refugee/Asylee Relative Petition*, that you filed for the beneficiary listed above. We need additional information from you in order to continue processing your petition.

### What We Need

### When We Need It

You must submit the requested evidence by <<due date>> to the address listed in the upper left corner of this notice. You must submit all of the evidence together in one envelope. Include a copy of this letter with your response. If you submit only some of the requested information, we will make a decision based on what you submit.

Once we receive the requested information, we will resume processing for your petition. If you do not respond to this request, we may deny your petition for abandonment under section 103.2(b)(13)(i) of Title 8 of the Code of Federal Regulations (8 CFR).

After we have completed a review of your request, a USCIS officer may interview the beneficiary in person to determine his or her eligibility to immigrate to the United States. During the interview, the beneficiary will be asked to provide evidence of his or her identity and relationship to you. You may also be required to appear for an interview in the United States.

After we have completed our review of your request, a U.S. government officer may interview the beneficiary in person to determine his or her eligibility to immigrate to the United States.

Thank you for your immediate attention to this matter.

Sincerely,

Enclosure: Form I-590, *Registration for Classification as Refugee*



## Required Data for EFR Background Checks

The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730 and I-590 (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.


Done	Item	Where You May Find It		

(b)(7)(e)

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## Required Data for EFR Background Checks

(b)(7)(e)



\*If beneficiary had previous travel to the U.S., passport information will be on the I-730, part 2, page 3.

## Shirk, Georgette L

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**From:** Mancuso, Deborah T  
**Sent:** Thursday, January 18, 2018 1:12 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun; Burdine, Tonya L  
**Subject:** FW: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R  
**Attachments:** EFR Checklist (IASB).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

All,

With the expedited Djibouti cases we are entering in CAMINO, I recognize that IASB needs guidance for the EFR process, which is different than the process the international offices will use. We will have the following guidance documents:

- Quick Guide – When the international version is finalized, we can revise it to fit IASB's needs. Much of it is the same, with a few differences:
  - Ultimately, the IASB QG will not need to reference the G-325C because it has been incorporated into the new I-590, which IASB will send to petitioners. For the expedited cases, TSC has sent the attorney I-590s and G325Cs.

(b)(7)(e)



- EFR Checklist – IASB version is saved here: [O:\I-730 Domestic Processing\Procedures\IASB Procedures](#) . It's essentially ready to use.
- I-590 Sample – with highlighted fields, like the I-730 sample. To keep it consistent, use pink highlights for the EFR process. Lower priority.

Thank you,  
Deborah

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**From:** Ginzburg, Roman  
**Sent:** Wednesday, January 17, 2018 6:59 AM  
**To:** Mancuso, Deborah T; Burdine, Tonya L  
**Cc:** Jacobs, Alexander L; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Swanson, Trina M  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Hi Deborah and Tonya,

Really great work on these aids!

Please find a couple of my thoughts pertaining to the QG attached. Also, we may want to rename it since it applies to both I-730 Adjudication and Travel Eligibility cases that are pending abroad. Our proposal to exclude travel eligibility case were vetoed by FDNS leadership.

I did not have a chance to double check the EFR checklist.

Best,  
-Roman

**From:** Mancuso, Deborah T

**Sent:** Thursday, January 11, 2018 2:28 PM

**To:** Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>

**Cc:** Burdine, Tonya L <[Tonya.L.Burdine@uscis.dhs.gov](mailto:Tonya.L.Burdine@uscis.dhs.gov)>

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

All,

Please see attached a revised CAMINO quick guide to include the EFR process. This version is intended for the international offices. IASB's version will look different as we won't rely on the G-325C, and we will use the pre-processing module to initiate EFR.

Also attached is a checklist to help users identify where to locate required information. If someone can double check the accuracy of the checklist, it would be helpful. IASB will have a similar checklist that does not reference the G-325C.

Many thanks to Tonya for her fantastic and speedy work on this!

Deborah

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**From:** Mancuso, Deborah T

**Sent:** Thursday, January 04, 2018 1:53 PM

**To:** Jacobs, Alexander L; Ginzburg, Roman; Ruppel, Joanna; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Swanson, Trina M

**Cc:** Teferra, Leikun; Burdine, Tonya L

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

All,

Thank you for your constructive feedback. We've addressed comments and edits in the redlined Word version attached. A final, clean PDF version is also attached.

Deborah

---

**From:** Jacobs, Alexander L

**Sent:** Tuesday, January 02, 2018 11:00 AM

**To:** Ginzburg, Roman; Mancuso, Deborah T; Ruppel, Joanna; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Swanson, Trina M

**Cc:** Teferra, Leikun; Burdine, Tonya L

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Good afternoon all,

Adding my input. I concur that it looks great!

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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**From:** Ginzburg, Roman  
**Sent:** Tuesday, January 02, 2018 8:51 AM  
**To:** Mancuso, Deborah T; Ruppel, Joanna; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferri, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Happy New Year all!

Deborah, thank you for drafting this guidance and apologies for jumping in late in the review process. Please find my comments attached.

One item to highlight for the group. I think we need to make a decision whether guidance on additional data entry requirements for EFR checks should be separate from guidance for IAC checks. IAC data entry requirements are likely to include all EFR data points and more, and are required for all benes (12 & up, except domestic). I will add this as a decision point to our Thursday's leadership meeting. Hoping we will be closer to finalizing I-730 data point requirements after Wednesday's meeting with CA.

Kind regards,  
-Roman

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**From:** Ruppel, Joanna  
**Sent:** Sunday, December 31, 2017 9:05 AM  
**To:** Mancuso, Deborah T; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferri, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Excellent work! Just a few comments / suggestions from me.

Joanna

Joanna Ruppel  
Chief, International Operations  
Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Mancuso, Deborah T  
**Sent:** Friday, December 29, 2017 3:55 PM  
**To:** Nicholson, Maura J; Leigh, Jessica K; Ruppel, Joanna; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M

**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Thank you, Maura, for your review. I defer to you and Joanna regarding when we discuss options. Depending on how quickly you'd like the international offices to start data entry, it might make sense to issue guidance on just the data entry portion sooner and issue guidance on EFR initiation later, after we've nailed down how it's going to work. In our meeting yesterday, we talked about data entry starting as soon as possible.

Deborah

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**From:** Nicholson, Maura J  
**Sent:** Friday, December 29, 2017 12:42 PM  
**To:** Leigh, Jessica K; Mancuso, Deborah T; Ruppel, Joanna; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Great work, as always! Minor edits attached. Like Jessy, a question I have relates to whether a fn should be added for G325C as that won't be used for new I-590.

Can we discuss the options at our next I-730 meeting on 1/4 or is that too far away?

---

**From:** Leigh, Jessica K  
**Sent:** Friday, December 29, 2017 8:52 AM  
**To:** Mancuso, Deborah T; Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Hi Deb,

This looks beautiful! Attached are my comments.

Thanks,  
Jessy

Jessica Sribnick Leigh  
Adjudications Officer  
Programs & Integrity Branch  
International Operations, RAIO  
[jessica.k.leigh@uscis.dhs.gov](mailto:jessica.k.leigh@uscis.dhs.gov)  
Desk: 202-272-8116  
Cell: [REDACTED] (b)(6)

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**From:** Mancuso, Deborah T  
**Sent:** Thursday, December 28, 2017 7:28 PM  
**To:** Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

All,

Please review the attached draft CAMINO quick guide for I-730 Adjudication cases pending in the international offices that will need EFR. Remember that those cases will have the previous version of the I-590 and the G-325C, both of which are reflected in this draft.

We need WG concurrence to complete the section on actually initiating EFR and will need to consider how quickly and efficiently we would like to implement this process for this discrete set of cases. Two options:

1. Add the existing Pre-Processing module to the I-730 Adjudication case type – This is a quick and easy fix, though the module will take up valuable real estate (soon to be collapsible) and is only needed for this discrete set of cases. The pre-processing module is in testing now and is scheduled to be released with the I-730 Domestic Processing case type on Jan 5.

OR

2. Prioritize the user's ability to manually add EFR-ID and EFR-SM background checks to the person profile page – This is already on the CAMINO team's plate for future development. It is more complicated and time consuming than adding a module in part because we specifically asked that these background checks not be added to pending I-730 Adjudication cases retroactively. It is not currently scheduled to be included in the Jan 5 or Jan 12 release. It needs to be done eventually, so maybe it makes sense to move it toward the front of the line now and shift other user stories to later releases.

Keep in mind that we have several big user stories scheduled in the next releases that should not be delayed: I-730 Domestic Processing case type, adding pre-processing module, adding EFR-ID and EFR-SM background checks, exporting EFR-ID report to FDNS, person profile summary changes in preparation for EFR-SM report, and exporting EFR-SM report to FDNS.

A separate quick guide is in development specific to IASB and the I-730 Domestic Processing case type.

Thank you,  
Deborah

## Required Data for EFR Background Checks

The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730 and I-590 (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.

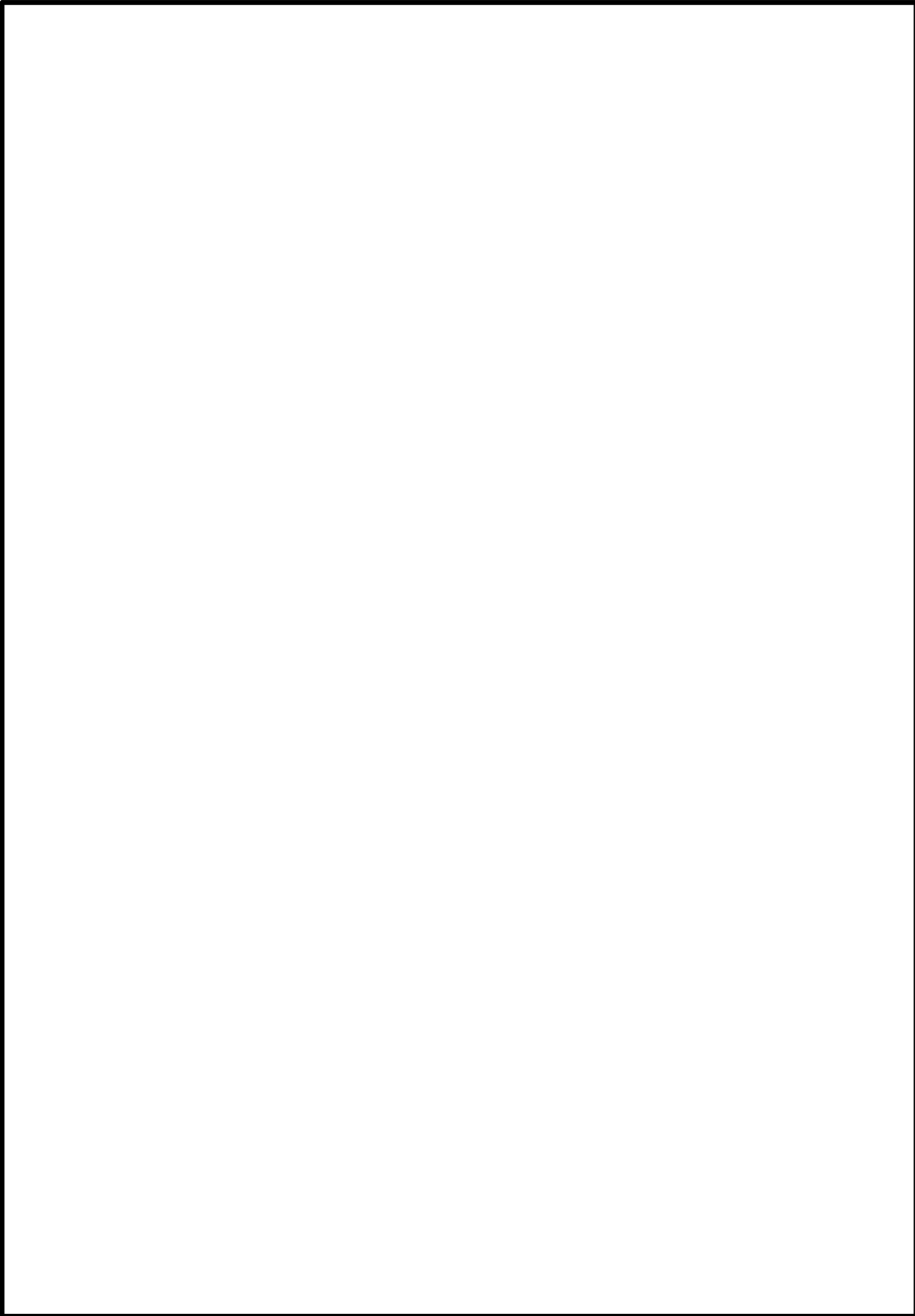
(b)(7)(e)

Done	Item	Where You May Find It		
		Passport	Previous Address	Other



## Required Data for EFR Background Checks

(b)(7)(e)



**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, October 25, 2017 10:52 AM  
**To:** Burdine, Tonya L; Chang, Ninie T; Coker, Oluwole A (Wole); DePaepe, Craig J; Fuertez, Dominador C; Hernandez-Wolas, Lorena; Lowe, William A; Mancuso, Deborah T; Medina, Jorge E; Miranda, Anthony E; Patel, Mahesh; Peralta Mihalko, Maria P (Pilar); Shindler, Jessica H; Tardie, Susie L; Teferra, Leikun  
**Subject:** FW: Leadership Guidance #136-17

All, good morning,

This is an important announcement on Executive Order (EO) 13780 - please read in full. The EO will impact not only the Refugee Affairs Division but IO as well. IO will be impacted overseas since many international field offices work refugee cases as well as I-730s, and domestically. I highlighted in yellow the area that will most impact IO/the IASB domestically.

We, together with the Programs and Integrity Branch, have begun working on how to implement the transfer to the IASB of I-730 applications filed by principal refugees for their follow-to-join relatives. This is what the article refers to where it's stated that "...RAIO and the Service Center Operations Directorate (SCOPS) will expeditiously transfer from SCOPS to RAIO jurisdiction for processing I-730 petitions filed by principal refugees." You'll get more information as the plan progresses.

Pilar

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**From:** INTERNAL COMMUNICATIONS, USCIS  
**Sent:** Tuesday, October 24, 2017 6:00 PM  
**Subject:** Leadership Guidance #136-17



**U.S. Citizenship  
and Immigration  
Services**

# Leadership Guidance

October 24, 2017  
#136-17

## **New Security Measures Regarding Refugee Applicants**

On March 6, 2017, President Trump signed Executive Order (EO) 13780, *Protecting the Nation From Foreign Terrorist Entry Into the United States*. EO 13780 required a review of the U.S. Refugee Admissions Program (USRAP) application and adjudication process to determine what additional procedures should be used to ensure that all individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States. Based on this interagency review, USCIS Director Cissna has issued a memorandum to implement new security measures and procedures. Those new security measures include:

- Increased data will be collected from refugee applicants to enhance biographic security checks and more effectively determine the truthfulness of an individual's claims, including any criminal history or ties to bad actors.
- (b)(7)(e)



To facilitate implementation of vetting measures that more closely align the vetting of refugee family members coming to the United States based on approved Forms I-730 Refugee/Asylee Relative Petitions (following-to-join refugees) with the vetting of principal refugees, RAIO and the Service Center Operations Directorate (SCOPS) will expeditiously transfer from SCOPS to RAIO jurisdiction for processing I-730 petitions filed by principal refugees.

Field Operations Directorate (FOD) will continue to phase in interviews of domestic I-730 beneficiaries in support of EO 13780. Additional measures, as outlined in the addendum to the October 23, 2017 memorandum to the President on Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities, must be implemented before travel documents are issued to following-to-join refugees residing abroad.

### **Related Information**

You can learn more by reading additional materials posted by the Department of Homeland Security.

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**EXECUTIVE ORDERS**

# Executive Order Protecting The Nation From Foreign Terrorist Entry Into The United States

**NATIONAL SECURITY & DEFENSE**

Issued on: **March 6, 2017**



By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Immigration and Nationality Act (INA), 8 U.S.C. 1101 et seq., and section 301 of title 3, United States Code, and to protect the Nation from terrorist activities by foreign nationals admitted to the United States, it is hereby ordered as follows:

Section 1. Policy and Purpose. (a) It is the policy of the United States to protect its citizens from terrorist attacks, including those committed by foreign nationals. The screening and vetting protocols and procedures associated with the visa-issuance process and the United States Refugee Admissions Program (USRAP) play a crucial role in detecting foreign nationals who may commit, aid, or support acts of terrorism and in preventing those individuals from entering the United States. It is therefore the policy of the United States to improve the screening and vetting protocols and procedures associated with the visa-issuance process and the USRAP.

(b) On January 27, 2017, to implement this policy, I issued Executive Order 13769 (Protecting the Nation from Foreign Terrorist Entry into the United States).

(i) Among other actions, Executive Order 13769 suspended for 90 days the entry of certain aliens from seven countries: Iran, Iraq, Libya, Somalia, Sudan, Syria, and Yemen. These are countries that had already been identified as presenting heightened concerns about terrorism and travel to the United States. Specifically, the suspension applied to countries referred to in, or designated under, section 217(a)(12) of the INA, 8 U.S.C. 1187(a)(12), in which Congress restricted use of the Visa Waiver Program for nationals of, and aliens recently present in, (A) Iraq or Syria, (B) any country designated by the Secretary of State as a state sponsor of terrorism (currently Iran, Syria, and Sudan), and (C) any other country designated as a country of concern by the Secretary of Homeland Security, in consultation with the Secretary of State and the Director of National Intelligence. In 2016, the Secretary of Homeland Security designated Libya, Somalia, and Yemen as additional countries of concern for travel purposes, based on consideration of three statutory factors related to terrorism and national security: “(I) whether the presence of an alien in the country or area increases the likelihood that the alien is a credible threat to the national security of the United States; (II) whether a foreign terrorist organization has a significant presence in the country or area; and (III) whether the country or area is a safe haven for terrorists.” 8 U.S.C. 1187(a)(12)(D)(ii). Additionally, Members of Congress have expressed concerns about screening and vetting procedures following recent terrorist attacks in this country and in Europe.

(ii) In ordering the temporary suspension of entry described in subsection (b)(i) of this section, I exercised my authority under Article II of the Constitution and under section 212(f) of the INA, which provides in relevant part: “Whenever the President finds that the entry of any aliens or of any class of aliens into the United States would be detrimental to the interests of the United States, he may by proclamation, and for such period as he shall deem necessary, suspend the entry of all aliens or any class of aliens as immigrants or nonimmigrants, or impose on the entry of aliens any restrictions he may deem to be appropriate.” 8 U.S.C. 1182(f). Under these authorities, I determined that, for a brief period of 90 days, while existing screening and vetting procedures were under review, the entry into the United States of certain aliens from the seven identified countries — each afflicted by terrorism in a manner that compromised the ability of the United States to rely on normal decision-making procedures about travel to the United

States — would be detrimental to the interests of the United States. Nonetheless, I permitted the Secretary of State and the Secretary of Homeland Security to grant case-by-case waivers when they determined that it was in the national interest to do so.

(iii) Executive Order 13769 also suspended the USRAP for 120 days. Terrorist groups have sought to infiltrate several nations through refugee programs. Accordingly, I temporarily suspended the USRAP pending a review of our procedures for screening and vetting refugees. Nonetheless, I permitted the Secretary of State and the Secretary of Homeland Security to jointly grant case-by-case waivers when they determined that it was in the national interest to do so.

(iv) Executive Order 13769 did not provide a basis for discriminating for or against members of any particular religion. While that order allowed for prioritization of refugee claims from members of persecuted religious minority groups, that priority applied to refugees from every nation, including those in which Islam is a minority religion, and it applied to minority sects within a religion. That order was not motivated by animus toward any religion, but was instead intended to protect the ability of religious minorities — whoever they are and wherever they reside — to avail themselves of the USRAP in light of their particular challenges and circumstances.

(c) The implementation of Executive Order 13769 has been delayed by litigation. Most significantly, enforcement of critical provisions of that order has been temporarily halted by court orders that apply nationwide and extend even to foreign nationals with no prior or substantial connection to the United States. On February 9, 2017, the United States Court of Appeals for the Ninth Circuit declined to stay or narrow one such order pending the outcome of further judicial proceedings, while noting that the “political branches are far better equipped to make appropriate distinctions” about who should be covered by a suspension of entry or of refugee admissions.

(d) Nationals from the countries previously identified under section 217(a)(12) of the INA warrant additional scrutiny in connection with our immigration policies because the conditions in these countries present heightened threats. Each of these countries is a state

sponsor of terrorism, has been significantly compromised by terrorist organizations, or contains active conflict zones. Any of these circumstances diminishes the foreign government's willingness or ability to share or validate important information about individuals seeking to travel to the United States. Moreover, the significant presence in each of these countries of terrorist organizations, their members, and others exposed to those organizations increases the chance that conditions will be exploited to enable terrorist operatives or sympathizers to travel to the United States. Finally, once foreign nationals from these countries are admitted to the United States, it is often difficult to remove them, because many of these countries typically delay issuing, or refuse to issue, travel documents.

(e) The following are brief descriptions, taken in part from the Department of State's Country Reports on Terrorism 2015 (June 2016), of some of the conditions in six of the previously designated countries that demonstrate why their nationals continue to present heightened risks to the security of the United States:

(i) Iran. Iran has been designated as a state sponsor of terrorism since 1984 and continues to support various terrorist groups, including Hizballah, Hamas, and terrorist groups in Iraq. Iran has also been linked to support for al-Qa'ida and has permitted al-Qa'ida to transport funds and fighters through Iran to Syria and South Asia. Iran does not cooperate with the United States in counterterrorism efforts.

(ii) Libya. Libya is an active combat zone, with hostilities between the internationally recognized government and its rivals. In many parts of the country, security and law enforcement functions are provided by armed militias rather than state institutions. Violent extremist groups, including the Islamic State of Iraq and Syria (ISIS), have exploited these conditions to expand their presence in the country. The Libyan government provides some cooperation with the United States' counterterrorism efforts, but it is unable to secure thousands of miles of its land and maritime borders, enabling the illicit flow of weapons, migrants, and foreign terrorist fighters. The United States Embassy in Libya suspended its operations in 2014.

(iii) Somalia. Portions of Somalia have been terrorist safe havens. Al-Shabaab, an al-Qa'ida-affiliated terrorist group, has operated in the country for years and continues to plan and mount operations within Somalia and in neighboring countries. Somalia has porous borders, and most countries do not recognize Somali identity documents. The Somali government cooperates with the United States in some counterterrorism operations but does not have the capacity to sustain military pressure on or to investigate suspected terrorists.

(iv) Sudan. Sudan has been designated as a state sponsor of terrorism since 1993 because of its support for international terrorist groups, including Hizballah and Hamas. Historically, Sudan provided safe havens for al-Qa'ida and other terrorist groups to meet and train. Although Sudan's support to al-Qa'ida has ceased and it provides some cooperation with the United States' counterterrorism efforts, elements of core al-Qa'ida and ISIS-linked terrorist groups remain active in the country.

(v) Syria. Syria has been designated as a state sponsor of terrorism since 1979. The Syrian government is engaged in an ongoing military conflict against ISIS and others for control of portions of the country. At the same time, Syria continues to support other terrorist groups. It has allowed or encouraged extremists to pass through its territory to enter Iraq. ISIS continues to attract foreign fighters to Syria and to use its base in Syria to plot or encourage attacks around the globe, including in the United States. The United States Embassy in Syria suspended its operations in 2012. Syria does not cooperate with the United States' counterterrorism efforts.

(vi) Yemen. Yemen is the site of an ongoing conflict between the incumbent government and the Houthi-led opposition. Both ISIS and a second group, al-Qa'ida in the Arabian Peninsula (AQAP), have exploited this conflict to expand their presence in Yemen and to carry out hundreds of attacks. Weapons and other materials smuggled across Yemen's porous borders are used to finance AQAP and other terrorist activities. In 2015, the United States Embassy in Yemen suspended its operations, and embassy staff were relocated out of the country. Yemen has been supportive of, but has not been able to cooperate fully with, the United States in counterterrorism efforts.



(f) In light of the conditions in these six countries, until the assessment of current screening and vetting procedures required by section 2 of this order is completed, the risk of erroneously permitting entry of a national of one of these countries who intends to commit terrorist acts or otherwise harm the national security of the United States is unacceptably high. Accordingly, while that assessment is ongoing, I am imposing a temporary pause on the entry of nationals from Iran, Libya, Somalia, Sudan, Syria, and Yemen, subject to categorical exceptions and case-by-case waivers, as described in section 3 of this order.

(g) Iraq presents a special case. Portions of Iraq remain active combat zones. Since 2014, ISIS has had dominant influence over significant territory in northern and central Iraq. Although that influence has been significantly reduced due to the efforts and sacrifices of the Iraqi government and armed forces, working along with a United States-led coalition, the ongoing conflict has impacted the Iraqi government's capacity to secure its borders and to identify fraudulent travel documents. Nevertheless, the close cooperative relationship between the United States and the democratically elected Iraqi government, the strong United States diplomatic presence in Iraq, the significant presence of United States forces in Iraq, and Iraq's commitment to combat ISIS justify different treatment for Iraq. In particular, those Iraqi government forces that have fought to regain more than half of the territory previously dominated by ISIS have shown steadfast determination and earned enduring respect as they battle an armed group that is the common enemy of Iraq and the United States. In addition, since Executive Order 13769 was issued, the Iraqi government has expressly undertaken steps to enhance travel documentation, information sharing, and the return of Iraqi nationals subject to final orders of removal. Decisions about issuance of visas or granting admission to Iraqi nationals should be subjected to additional scrutiny to determine if applicants have connections with ISIS or other terrorist organizations, or otherwise pose a risk to either national security or public safety.

(h) Recent history shows that some of those who have entered the United States through our immigration system have proved to be threats to our national security. Since 2001, hundreds of persons born abroad have been convicted of terrorism-related crimes in the United States. They have included not just persons who came here legally on visas but also

individuals who first entered the country as refugees. For example, in January 2013, two Iraqi nationals admitted to the United States as refugees in 2009 were sentenced to 40 years and to life in prison, respectively, for multiple terrorism-related offenses. And in October 2014, a native of Somalia who had been brought to the United States as a child refugee and later became a naturalized United States citizen was sentenced to 30 years in prison for attempting to use a weapon of mass destruction as part of a plot to detonate a bomb at a crowded Christmas-tree-lighting ceremony in Portland, Oregon. The Attorney General has reported to me that more than 300 persons who entered the United States as refugees are currently the subjects of counterterrorism investigations by the Federal Bureau of Investigation.

(i) Given the foregoing, the entry into the United States of foreign nationals who may commit, aid, or support acts of terrorism remains a matter of grave concern. In light of the Ninth Circuit's observation that the political branches are better suited to determine the appropriate scope of any suspensions than are the courts, and in order to avoid spending additional time pursuing litigation, I am revoking Executive Order 13769 and replacing it with this order, which expressly excludes from the suspensions categories of aliens that have prompted judicial concerns and which clarifies or refines the approach to certain other issues or categories of affected aliens.

Sec. 2. Temporary Suspension of Entry for Nationals of Countries of Particular Concern During Review Period. (a) The Secretary of Homeland Security, in consultation with the Secretary of State and the Director of National Intelligence, shall conduct a worldwide review to identify whether, and if so what, additional information will be needed from each foreign country to adjudicate an application by a national of that country for a visa, admission, or other benefit under the INA (adjudications) in order to determine that the individual is not a security or public-safety threat. The Secretary of Homeland Security may conclude that certain information is needed from particular countries even if it is not needed from every country.

(b) The Secretary of Homeland Security, in consultation with the Secretary of State and the Director of National Intelligence, shall submit to the President a report on the results of the

worldwide review described in subsection (a) of this section, including the Secretary of Homeland Security's determination of the information needed from each country for adjudications and a list of countries that do not provide adequate information, within 20 days of the effective date of this order. The Secretary of Homeland Security shall provide a copy of the report to the Secretary of State, the Attorney General, and the Director of National Intelligence.

(c) To temporarily reduce investigative burdens on relevant agencies during the review period described in subsection (a) of this section, to ensure the proper review and maximum utilization of available resources for the screening and vetting of foreign nationals, to ensure that adequate standards are established to prevent infiltration by foreign terrorists, and in light of the national security concerns referenced in section 1 of this order, I hereby proclaim, pursuant to sections 212(f) and 215(a) of the INA, 8 U.S.C. 1182(f) and 1185(a), that the unrestricted entry into the United States of nationals of Iran, Libya, Somalia, Sudan, Syria, and Yemen would be detrimental to the interests of the United States. I therefore direct that the entry into the United States of nationals of those six countries be suspended for 90 days from the effective date of this order, subject to the limitations, waivers, and exceptions set forth in sections 3 and 12 of this order.

(d) Upon submission of the report described in subsection (b) of this section regarding the information needed from each country for adjudications, the Secretary of State shall request that all foreign governments that do not supply such information regarding their nationals begin providing it within 50 days of notification.

(e) After the period described in subsection (d) of this section expires, the Secretary of Homeland Security, in consultation with the Secretary of State and the Attorney General, shall submit to the President a list of countries recommended for inclusion in a Presidential proclamation that would prohibit the entry of appropriate categories of foreign nationals of countries that have not provided the information requested until they do so or until the Secretary of Homeland Security certifies that the country has an adequate plan to do so, or has adequately shared information through other means. The Secretary of State, the Attorney General, or the Secretary of Homeland Security may also submit to the President

the names of additional countries for which any of them recommends other lawful restrictions or limitations deemed necessary for the security or welfare of the United States.

(f) At any point after the submission of the list described in subsection (e) of this section, the Secretary of Homeland Security, in consultation with the Secretary of State and the Attorney General, may submit to the President the names of any additional countries recommended for similar treatment, as well as the names of any countries that they recommend should be removed from the scope of a proclamation described in subsection (e) of this section.

(g) The Secretary of State and the Secretary of Homeland Security shall submit to the President a joint report on the progress in implementing this order within 60 days of the effective date of this order, a second report within 90 days of the effective date of this order, a third report within 120 days of the effective date of this order, and a fourth report within 150 days of the effective date of this order.

### Sec. 3. Scope and Implementation of Suspension.

(a) Scope. Subject to the exceptions set forth in subsection (b) of this section and any waiver under subsection (c) of this section, the suspension of entry pursuant to section 2 of this order shall apply only to foreign nationals of the designated countries who:

- (i) are outside the United States on the effective date of this order;
- (ii) did not have a valid visa at 5:00 p.m., eastern standard time on January 27, 2017;  
and
- (iii) do not have a valid visa on the effective date of this order.

(b) Exceptions. The suspension of entry pursuant to section 2 of this order shall not apply to:

- (i) any lawful permanent resident of the United States;

(ii) any foreign national who is admitted to or paroled into the United States on or after the effective date of this order;

(iii) any foreign national who has a document other than a visa, valid on the effective date of this order or issued on any date thereafter, that permits him or her to travel to the United States and seek entry or admission, such as an advance parole document;

(iv) any dual national of a country designated under section 2 of this order when the individual is traveling on a passport issued by a non-designated country;

(v) any foreign national traveling on a diplomatic or diplomatic-type visa, North Atlantic Treaty Organization visa, C-2 visa for travel to the United Nations, or G-1, G-2, G-3, or G-4 visa; or

(vi) any foreign national who has been granted asylum; any refugee who has already been admitted to the United States; or any individual who has been granted withholding of removal, advance parole, or protection under the Convention Against Torture.

(c) Waivers. Notwithstanding the suspension of entry pursuant to section 2 of this order, a consular officer, or, as appropriate, the Commissioner, U.S. Customs and Border Protection (CBP), or the Commissioner's delegee, may, in the consular officer's or the CBP official's discretion, decide on a case-by-case basis to authorize the issuance of a visa to, or to permit the entry of, a foreign national for whom entry is otherwise suspended if the foreign national has demonstrated to the officer's satisfaction that denying entry during the suspension period would cause undue hardship, and that his or her entry would not pose a threat to national security and would be in the national interest. Unless otherwise specified by the Secretary of Homeland Security, any waiver issued by a consular officer as part of the visa issuance process will be effective both for the issuance of a visa and any subsequent entry on that visa, but will leave all other requirements for admission or entry unchanged. Case-by-case waivers could be appropriate in circumstances such as the following:

(i) the foreign national has previously been admitted to the United States for a continuous period of work, study, or other long-term activity, is outside the United States on the effective date of this order, seeks to reenter the United States to resume that activity, and the denial of reentry during the suspension period would impair that activity;

(ii) the foreign national has previously established significant contacts with the United States but is outside the United States on the effective date of this order for work, study, or other lawful activity;

(iii) the foreign national seeks to enter the United States for significant business or professional obligations and the denial of entry during the suspension period would impair those obligations;

(iv) the foreign national seeks to enter the United States to visit or reside with a close family member (e.g., a spouse, child, or parent) who is a United States citizen, lawful permanent resident, or alien lawfully admitted on a valid nonimmigrant visa, and the denial of entry during the suspension period would cause undue hardship;

(v) the foreign national is an infant, a young child or adoptee, an individual needing urgent medical care, or someone whose entry is otherwise justified by the special circumstances of the case;

(vi) the foreign national has been employed by, or on behalf of, the United States Government (or is an eligible dependent of such an employee) and the employee can document that he or she has provided faithful and valuable service to the United States Government;

(vii) the foreign national is traveling for purposes related to an international organization designated under the International Organizations Immunities Act (IOIA), 22 U.S.C. 288 et seq., traveling for purposes of conducting meetings or business with

the United States Government, or traveling to conduct business on behalf of an international organization not designated under the IOIA;

(viii) the foreign national is a landed Canadian immigrant who applies for a visa at a location within Canada; or

(ix) the foreign national is traveling as a United States Government-sponsored exchange visitor.

Sec. 4. Additional Inquiries Related to Nationals of Iraq. An application by any Iraqi national for a visa, admission, or other immigration benefit should be subjected to thorough review, including, as appropriate, consultation with a designee of the Secretary of Defense and use of the additional information that has been obtained in the context of the close U.S.-Iraqi security partnership, since Executive Order 13769 was issued, concerning individuals suspected of ties to ISIS or other terrorist organizations and individuals coming from territories controlled or formerly controlled by ISIS. Such review shall include consideration of whether the applicant has connections with ISIS or other terrorist organizations or with territory that is or has been under the dominant influence of ISIS, as well as any other information bearing on whether the applicant may be a threat to commit acts of terrorism or otherwise threaten the national security or public safety of the United States.

Sec. 5. Implementing Uniform Screening and Vetting Standards for All Immigration Programs. (a) The Secretary of State, the Attorney General, the Secretary of Homeland Security, and the Director of National Intelligence shall implement a program, as part of the process for adjudications, to identify individuals who seek to enter the United States on a fraudulent basis, who support terrorism, violent extremism, acts of violence toward any group or class of people within the United States, or who present a risk of causing harm subsequent to their entry. This program shall include the development of a uniform baseline for screening and vetting standards and procedures, such as in-person interviews; a database of identity documents proffered by applicants to ensure that duplicate documents are not used by multiple applicants; amended application forms that include questions aimed at identifying fraudulent answers and malicious intent; a mechanism to

ensure that applicants are who they claim to be; a mechanism to assess whether applicants may commit, aid, or support any kind of violent, criminal, or terrorist acts after entering the United States; and any other appropriate means for ensuring the proper collection of all information necessary for a rigorous evaluation of all grounds of inadmissibility or grounds for the denial of other immigration benefits.

(b) The Secretary of Homeland Security, in conjunction with the Secretary of State, the Attorney General, and the Director of National Intelligence, shall submit to the President an initial report on the progress of the program described in subsection (a) of this section within 60 days of the effective date of this order, a second report within 100 days of the effective date of this order, and a third report within 200 days of the effective date of this order.

Sec. 6. Realignment of the U.S. Refugee Admissions Program for Fiscal Year 2017. (a) The Secretary of State shall suspend travel of refugees into the United States under the USRAP, and the Secretary of Homeland Security shall suspend decisions on applications for refugee status, for 120 days after the effective date of this order, subject to waivers pursuant to subsection (c) of this section. During the 120-day period, the Secretary of State, in conjunction with the Secretary of Homeland Security and in consultation with the Director of National Intelligence, shall review the USRAP application and adjudication processes to determine what additional procedures should be used to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States, and shall implement such additional procedures. The suspension described in this subsection shall not apply to refugee applicants who, before the effective date of this order, have been formally scheduled for transit by the Department of State. The Secretary of State shall resume travel of refugees into the United States under the USRAP 120 days after the effective date of this order, and the Secretary of Homeland Security shall resume making decisions on applications for refugee status only for stateless persons and nationals of countries for which the Secretary of State, the Secretary of Homeland Security, and the Director of National Intelligence have jointly determined that the additional procedures implemented pursuant to this subsection are adequate to ensure the security and welfare of the United States.



(b) Pursuant to section 212(f) of the INA, I hereby proclaim that the entry of more than 50,000 refugees in fiscal year 2017 would be detrimental to the interests of the United States, and thus suspend any entries in excess of that number until such time as I determine that additional entries would be in the national interest.

(c) Notwithstanding the temporary suspension imposed pursuant to subsection (a) of this section, the Secretary of State and the Secretary of Homeland Security may jointly determine to admit individuals to the United States as refugees on a case-by-case basis, in their discretion, but only so long as they determine that the entry of such individuals as refugees is in the national interest and does not pose a threat to the security or welfare of the United States, including in circumstances such as the following: the individual's entry would enable the United States to conform its conduct to a preexisting international agreement or arrangement, or the denial of entry would cause undue hardship.

(d) It is the policy of the executive branch that, to the extent permitted by law and as practicable, State and local jurisdictions be granted a role in the process of determining the placement or settlement in their jurisdictions of aliens eligible to be admitted to the United States as refugees. To that end, the Secretary of State shall examine existing law to determine the extent to which, consistent with applicable law, State and local jurisdictions may have greater involvement in the process of determining the placement or resettlement of refugees in their jurisdictions, and shall devise a proposal to lawfully promote such involvement.

Sec. 7. Rescission of Exercise of Authority Relating to the Terrorism Grounds of Inadmissibility. The Secretary of State and the Secretary of Homeland Security shall, in consultation with the Attorney General, consider rescinding the exercises of authority permitted by section 212(d)(3)(B) of the INA, 8 U.S.C. 1182(d)(3)(B), relating to the terrorism grounds of inadmissibility, as well as any related implementing directives or guidance.

Sec. 8. Expedited Completion of the Biometric Entry-Exit Tracking System. (a) The Secretary of Homeland Security shall expedite the completion and implementation of a biometric

entry exit tracking system for in-scope travelers to the United States, as recommended by the National Commission on Terrorist Attacks Upon the United States.

(b) The Secretary of Homeland Security shall submit to the President periodic reports on the progress of the directive set forth in subsection (a) of this section. The initial report shall be submitted within 100 days of the effective date of this order, a second report shall be submitted within 200 days of the effective date of this order, and a third report shall be submitted within 365 days of the effective date of this order. The Secretary of Homeland Security shall submit further reports every 180 days thereafter until the system is fully deployed and operational.

Sec. 9. Visa Interview Security. (a) The Secretary of State shall immediately suspend the Visa Interview Waiver Program and ensure compliance with section 222 of the INA, 8 U.S.C. 1202, which requires that all individuals seeking a nonimmigrant visa undergo an in-person interview, subject to specific statutory exceptions. This suspension shall not apply to any foreign national traveling on a diplomatic or diplomatic-type visa, North Atlantic Treaty Organization visa, C-2 visa for travel to the United Nations, or G-1, G-2, G-3, or G-4 visa; traveling for purposes related to an international organization designated under the IOIA; or traveling for purposes of conducting meetings or business with the United States Government.

(b) To the extent permitted by law and subject to the availability of appropriations, the Secretary of State shall immediately expand the Consular Fellows Program, including by substantially increasing the number of Fellows, lengthening or making permanent the period of service, and making language training at the Foreign Service Institute available to Fellows for assignment to posts outside of their area of core linguistic ability, to ensure that nonimmigrant visa-interview wait times are not unduly affected.

Sec. 10. Visa Validity Reciprocity. The Secretary of State shall review all nonimmigrant visa reciprocity agreements and arrangements to ensure that they are, with respect to each visa classification, truly reciprocal insofar as practicable with respect to validity period and fees, as required by sections 221(c) and 281 of the INA, 8 U.S.C. 1201(c) and 1351, and other

treatment. If another country does not treat United States nationals seeking nonimmigrant visas in a truly reciprocal manner, the Secretary of State shall adjust the visa validity period, fee schedule, or other treatment to match the treatment of United States nationals by that foreign country, to the extent practicable.

Sec. 11. Transparency and Data Collection. (a) To be more transparent with the American people and to implement more effectively policies and practices that serve the national interest, the Secretary of Homeland Security, in consultation with the Attorney General, shall, consistent with applicable law and national security, collect and make publicly available the following information:

- (i) information regarding the number of foreign nationals in the United States who have been charged with terrorism-related offenses while in the United States; convicted of terrorism-related offenses while in the United States; or removed from the United States based on terrorism-related activity, affiliation with or provision of material support to a terrorism-related organization, or any other national-security-related reasons;
- (ii) information regarding the number of foreign nationals in the United States who have been radicalized after entry into the United States and who have engaged in terrorism-related acts, or who have provided material support to terrorism-related organizations in countries that pose a threat to the United States;
- (iii) information regarding the number and types of acts of gender-based violence against women, including so-called “honor killings,” in the United States by foreign nationals; and
- (iv) any other information relevant to public safety and security as determined by the Secretary of Homeland Security or the Attorney General, including information on the immigration status of foreign nationals charged with major offenses.

(b) The Secretary of Homeland Security shall release the initial report under subsection (a) of this section within 180 days of the effective date of this order and shall include information for the period from September 11, 2001, until the date of the initial report. Subsequent reports shall be issued every 180 days thereafter and reflect the period since the previous report.

Sec. 12. Enforcement. (a) The Secretary of State and the Secretary of Homeland Security shall consult with appropriate domestic and international partners, including countries and organizations, to ensure efficient, effective, and appropriate implementation of the actions directed in this order.

(b) In implementing this order, the Secretary of State and the Secretary of Homeland Security shall comply with all applicable laws and regulations, including, as appropriate, those providing an opportunity for individuals to claim a fear of persecution or torture, such as the credible fear determination for aliens covered by section 235(b)(1)(A) of the INA, 8 U.S.C. 1225(b)(1)(A).

(c) No immigrant or nonimmigrant visa issued before the effective date of this order shall be revoked pursuant to this order.

(d) Any individual whose visa was marked revoked or marked canceled as a result of Executive Order 13769 shall be entitled to a travel document confirming that the individual is permitted to travel to the United States and seek entry. Any prior cancellation or revocation of a visa that was solely pursuant to Executive Order 13769 shall not be the basis of inadmissibility for any future determination about entry or admissibility.

(e) This order shall not apply to an individual who has been granted asylum, to a refugee who has already been admitted to the United States, or to an individual granted withholding of removal or protection under the Convention Against Torture. Nothing in this order shall be construed to limit the ability of an individual to seek asylum, withholding of removal, or protection under the Convention Against Torture, consistent with the laws of the United States.

Sec. 13. Revocation. Executive Order 13769 of January 27, 2017, is revoked as of the effective date of this order.

Sec. 14. Effective Date. This order is effective at 12:01 a.m., eastern daylight time on March 16, 2017.

Sec. 15. Severability. (a) If any provision of this order, or the application of any provision to any person or circumstance, is held to be invalid, the remainder of this order and the application of its other provisions to any other persons or circumstances shall not be affected thereby.

(b) If any provision of this order, or the application of any provision to any person or circumstance, is held to be invalid because of the lack of certain procedural requirements, the relevant executive branch officials shall implement those procedural requirements.

Sec. 16. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

DONALD J. TRUMP

THE WHITE HOUSE,

March 6, 2017.



**U.S. Citizenship  
and Immigration  
Services**

MEMORANDUM

TO: All USCIS Employees

FROM: L. Francis Cissna  
Director, USCIS

SUBJECT: **Implementation of Executive Order 13780 Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities**

On October 24, 2017, President Trump signed an Executive Order entitled Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities, providing for the general resumption of adjudications and admissions under the United States Refugee Admissions Program (USRAP), subject to certain conditions. Consistent with the determination made by the Acting Secretary of Homeland Security (DHS), the Secretary of State (State), and Director of National Intelligence following a 120-day review<sup>1</sup> of the USRAP, this memorandum provides direction to USCIS staff on implementation of this Executive Order.

- Pursuant to the Secretary of Homeland Security's existing authorities, I am directing that the Refugee, Asylum and International Operations Directorate (RAIO) and the Fraud Detection and National Security Directorate (FDNS) continue to implement the enhanced security vetting and other integrity measures identified by the interagency working group during the 120-day review period required by Section 6(a) of Executive Order (EO) 13780.
- With DHS, State, ODNI, and in consultation with the Department of Justice, FDNS and RAIO will participate in a 90-day review of each country on the Security Advisory Opinion (SAO) list, to include an in-depth threat assessment, and determine what, if any, additional safeguards are necessary to ensure to the extent possible that admission of refugees of, or stateless persons who last habitually resided in, SAO countries (referred to

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<sup>1</sup> Section 6(a) of Executive Order 13780 of March 6, 2017, Protecting the Nation from Foreign Terrorist Entry into the United States, required a review during a 120-day period to determine what additional procedures should be used to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States.

as SAO refugee applicants later in this memorandum) does not pose a threat to the security and welfare of the United States.

- During this 90-day review, RAIO will work with the Department of State Bureau of Population, Refugees, and Migration (PRM) to temporarily prioritize processing of refugee applicants from non-SAO countries to maximize the use of RAIO resources. RAIO will interview SAO refugee applicants as appropriate on a discretionary basis.
- Furthermore, RAIO will cooperate with PRM to carefully scrutinize SAO refugee applicants and will consider individuals for admission whose resettlement in the United States would fulfill critical foreign policy interests, without compromising national security and the welfare of the United States.
- RAIO may approve SAO refugee applicants for travel on a case-by-cases basis whose admission is deemed to be in the national interest and pose no threat to the security and welfare of the United States.
- To facilitate implementation of vetting measures that more closely align the vetting of refugee family members coming to the United States based on approved Forms I-730 Refugee/Asylee Relative Petitions (following-to-join refugees) with the vetting of principal refugees, RAIO and the Service Center Operations Directorate (SCOPS) shall expeditiously transfer from SCOPS to RAIO jurisdiction for processing I-730 petitions filed by principal refugees. Field Operations Directorate (FOD) will continue to phase in interviews of domestic I-730 beneficiaries in support of EO 13780, Protecting the Nation From Foreign Terrorist Entry Into the United States. Additional measures, as outlined in the addendum to the October 23, 2017 memorandum to the President on Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities, must be implemented before travel documents are issued to following-to-join refugees residing abroad.

These measures will continue to ensure that we maintain the safety and welfare of the United States as our highest priority as we continue to offer protection to qualified refugees from around the world.





**EXECUTIVE ORDERS**

# Presidential Executive Order on Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities

**— IMMIGRATION**

Issued on: **October 24, 2017**



By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Immigration and Nationality Act (INA), 8 U.S.C. 1101 et seq., and section 301 of title 3, United States Code, it is hereby ordered as follows:

Section 1. Policy. (a) It is the policy of the United States to protect its people from terrorist attacks and other public-safety threats. Screening and vetting procedures associated with determining which foreign nationals may enter the United States, including through the U.S. Refugee Admissions Program (USRAP), play a critical role in implementing that policy.

Those procedures enhance our ability to detect foreign nationals who might commit, aid, or support acts of terrorism, or otherwise pose a threat to the national security or public safety of the United States, and they bolster our efforts to prevent such individuals from entering the country.

(b) Section 5 of Executive Order 13780 of March 6, 2017 (Protecting the Nation from Foreign Terrorist Entry into the United States), directed the Secretary of State, the Attorney General, the Secretary of Homeland Security, and the Director of National Intelligence to develop a uniform baseline for screening and vetting standards and procedures applicable to all

travelers who seek to enter the United States. A working group was established to satisfy this directive.

(c) Section 6(a) of Executive Order 13780 directed a review to strengthen the vetting process for the USRAP. It also instructed the Secretary of State to suspend the travel of refugees into the United States under that program, and the Secretary of Homeland Security to suspend decisions on applications for refugee status, subject to certain exceptions. Section 6(a) also required the Secretary of State, in conjunction with the Secretary of Homeland Security and in consultation with the Director of National Intelligence, to conduct a 120-day review of the USRAP application and adjudication process in order to determine, and implement, additional procedures to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States. Executive Order 13780 noted that terrorist groups have sought to infiltrate several nations through refugee programs and that the Attorney General had reported that more than 300 persons who had entered the United States as refugees were then the subjects of counterterrorism investigations by the Federal Bureau of Investigation.

(d) The Secretary of State convened a working group to implement the review process under section 6(a) of Executive Order 13780. This review was informed by the development of uniform baseline screening and vetting standards and procedures for all travelers under section 5 of Executive Order 13780. The section 6(a) working group compared the process for screening and vetting refugees with the uniform baseline standards and procedures established by the section 5 working group. The section 6(a) working group identified several ways to enhance the process for screening and vetting refugees and began implementing those improvements.

(e) The review process for refugees required by Executive Order 13780 has made our Nation safer. The improvements the section 6(a) working group has identified will strengthen the data-collection process for all refugee applicants considered for resettlement in the United States. They will also bolster the process for interviewing refugees through improved training, fraud-detection procedures, and interagency information sharing. Further, they will

enhance the ability of our systems to check biometric and biographic information against a broad range of threat information contained in various Federal watchlists and databases.

(f) Section 2 of Proclamation 9645 of September 24, 2017 (Enhancing Vetting Capabilities and Processes for Detecting Attempted Entry into the United States by Terrorists or Other Public-Safety Threats), suspended and limited, subject to exceptions and case-by-case waivers, the entry into the United States of foreign nationals of eight countries. As noted in that Proclamation, those suspensions and limitations are in the interest of the United States because of certain deficiencies in those countries' identity-management and information-sharing protocols and procedures, and because of the national security and public-safety risks that emanate from their territory, including risks that result from the significant presence of terrorists within the territory of several of those countries.

(g) The entry restrictions and limitations in Proclamation 9645 apply to the immigrant and nonimmigrant visa application and adjudication processes, which foreign nationals use to seek authorization to travel to the United States and apply for admission. Pursuant to section 3(b)(iii) of Proclamation 9645, however, those restrictions and limitations do not apply to those who seek to enter the United States through the USRAP.

(h) Foreign nationals who seek to enter the United States with an immigrant or nonimmigrant visa stand in a different position from that of refugees who are considered for entry into this country under the USRAP. For a variety of reasons, including substantive differences in the risk factors presented by the refugee population and in the quality of information available to screen and vet refugees, the refugee screening and vetting process is different from the process that applies to most visa applicants. At the same time, the entry of certain refugees into the United States through the USRAP poses unique security risks and considerable domestic challenges that require the application of substantial resources.

Sec. 2. Resumption of the U.S. Refugee Admissions Program. (a) Section 6(a) of Executive Order 13780 provided for a temporary, 120-day review of the USRAP application and adjudication process and an accompanying worldwide suspension of refugee travel to the United States and of application decisions under the USRAP. That 120-day period expires

on October 24, 2017. Section 6(a) further provided that refugee travel and application decisions could resume after 120 days for stateless persons and for the nationals of countries for which the Secretary of State, the Secretary of Homeland Security, and the Director of National Intelligence jointly determine that the additional procedures identified through the USRAP review process are adequate to ensure the security and welfare of the United States. The Secretary of State, the Secretary of Homeland Security, and the Director of National Intelligence have advised that the improvements to the USRAP vetting process are generally adequate to ensure the security and welfare of the United States, that the Secretary of State and Secretary of Homeland Security may resume that program, and that they will apply special measures to certain categories of refugees whose entry continues to pose potential threats to the security and welfare of the United States.

(b) With the improvements identified by the section 6(a) working group and implemented by the participating agencies, the refugee screening and vetting process generally meets the uniform baseline for immigration screening and vetting established by the section 5 working group. Accordingly, a general resumption of the USRAP, subject to the conditions set forth in section 3 of this order, is consistent with the security and welfare of the United States.

(c) The suspension of the USRAP and other processes specified in section 6(a) of Executive Order 13780 are no longer in effect. Subject to the conditions set forth in section 3 of this order, the Secretary of State may resume travel of qualified and appropriately vetted refugees into the United States, and the Secretary of Homeland Security may resume adjudicating applications for refugee resettlement.

Sec. 3. Addressing the Risks Presented by Certain Categories of Refugees. (a) Based on the considerations outlined above, including the special measures referred to in subsection (a) of section 2 of this order, Presidential action to suspend the entry of refugees under the USRAP is not needed at this time to protect the security and interests of the United States and its people. The Secretary of State and the Secretary of Homeland Security, however, shall continue to assess and address any risks posed by particular refugees as follows:

(i) The Secretary of State and the Secretary of Homeland Security shall coordinate to assess any risks to the security and welfare of the United States that may be presented by the entry into the United States through the USRAP of stateless persons and foreign nationals. Under section 207(c) and applicable portions of section 212(a) of the INA, 8 U.S.C. 1157(c) and 1182(a), section 402(4) of the Homeland Security Act of 2002, 6 U.S.C. 202(4), and other applicable authorities, the Secretary of Homeland Security, in consultation with the Secretary of State, shall determine, as appropriate and consistent with applicable law, whether any actions should be taken to address the risks to the security and welfare of the United States presented by permitting any category of refugees to enter this country, and, if so, what those actions should be. The Secretary of State and the Secretary of Homeland Security shall administer the USRAP consistent with those determinations, and in consultation with the Attorney General and the Director of National Intelligence.

(ii) Within 90 days of the date of this order and annually thereafter, the Secretary of Homeland Security, in consultation with the Secretary of State and the Director of National Intelligence, shall determine, as appropriate and consistent with applicable law, whether any actions taken to address the risks to the security and welfare of the United States presented by permitting any category of refugees to enter this country should be modified or terminated, and, if so, what those modifications or terminations should be. If the Secretary of Homeland Security, in consultation with the Secretary of State, determines, at any time, that any actions taken pursuant to section 3(a)(i) should be modified or terminated, the Secretary of Homeland Security may modify or terminate those actions accordingly. The Secretary of Homeland Security and the Secretary of State shall administer the USRAP consistent with the determinations made under this subsection, and in consultation with the Attorney General and the Director of National Intelligence.

(b) Within 180 days of the date of this order, the Attorney General shall, in consultation with the Secretary of State and the Secretary of Homeland Security, and in cooperation with the heads of other executive departments and agencies as he deems appropriate, provide a report to the President on the effect of refugee resettlement in the United States on the national security, public safety, and general welfare of the United States. The report shall

include any recommendations the Attorney General deems necessary to advance those interests.

Sec. 4. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

DONALD J. TRUMP

THE WHITE HOUSE,  
October 24, 2017.













## I-730 Domestic Processing: Petitioner File Review

(4/4/2018)

**GOAL:** To promptly review petitioner's A-file, data enter information in CAMINO, and prepare the informational packet for processing at post when the petitioner's file has a pending ("live") Form I-485 or is otherwise needed by another USCIS office.

**IMPORTANT:** Your review will likely be the last opportunity IASB has to review a petitioner's A-file thoroughly and to ensure the data entered in CAMINO is complete and accurate. It also provides an opportunity to copy documents that will be forwarded in a sealed envelope to the interviewing office. Some of the petitioners' A-files will have been data-entered in CAMINO already, but most will have not. Regardless of whether the petitioner's A-file has been previously reviewed, refer to the latest I-730 Domestic Processing: Initial Data Entry guidance. Keep in mind what you, as an adjudicator, would like to see in CAMINO if you are assigned this case in the future.

1. Review the petitioner's file, including any supporting documents (marriage certificates, birth certificates, etc.) and ensure all alternate names and DOBs are entered in CAMINO. [REDACTED]  
[REDACTED] (b)(7)(e)
2. Update the petitioner's current address in the United States and the "Effective End Date" for the petitioner's address outside the United States before being admitted to the United States as a refugee. [REDACTED]  
[REDACTED] (b)(7)(e)
3. As you are reviewing the A-file for items required for data entry, earmark documents to be included in the sealed envelope to be forwarded to the office that will interview the beneficiary. (See additional instructions below.)
4. Update remarks in the beneficiary's I-730 Domestic Processing case in CAMINO, noting at a minimum whether the petitioner referenced the beneficiary is his or her original I-590 and if not, why not (for example, petitioner and beneficiary married after petitioner was approved). Note issues you discovered in your review of the petitioner's A-file to assist a future IASB adjudicator in adjudicating this case: [REDACTED] (b)(7)(e)  
[REDACTED]  
Ensure your remarks are factual and based on information you see in the file or in system records, and avoid speculative statements.

➤ **Example:**

04/04/2018: Reviewed petitioner's file. Petitioner indicated at his refugee interview on 11/15/2013 that he was married 1x to WIFE 1 and that they divorced in 2012. Petitioner's family tree amended on 10/27/2014 and lists beneficiary, WIFE 2. Copy of marriage cert indicates marriage was formalized on 2/2/2014. Case worker noted that original marriage cert was seen on 10/27/2014. Petitioner's file has an RSC document called "divorce statement" indicating petitioner divorced 1st wife on 6/12/2012 (copy included in beneficiary's file). Petitioner's "Statement of Understanding Regarding Family Separation" dated 12/15/2016 lists this beneficiary as his wife and includes wife's signature.

5. For each beneficiary file, copy the documents you identified to be included in the packet for the interviewing office, add the coversheet to the top, clip or fasten the copies together to create a packet, and include the packet in the beneficiary(ies)'s file. Rubberband the files together.\*

## I-730 Domestic Processing: Petitioner File Review

(4/4/2018)

6. Give the rubber-banded bundle to IASB support staff to ship the petitioner's file to the requesting USCIS office and to store the beneficiary(ies)'s file containing the packet for future interview in the file room.

### **Documents to be Included in the Packet for the Interviewing Office**

In reviewing the contents of the envelopes in the NVC files, we generally found the following, though contents varied:

- Refugee Assessment and interview notes (this is usually the first document)
- Photocopy of approved I-590
  - **\*\*All files** had, at a minimum, the I-590
  - The form version and number of pages varied
  - If available, "Supplemental Worksheet (Children)"
- Transportation letter
- UNHCR Referral
- UNHCR Case Data Sheet
- RSC Case History or just "Case History" – signed by petitioner
- RSC Case History – Military Addendum – signed by petitioner
- Notice on Confidentiality of Personal Information – signed by petitioner

Depending on where the petitioner's refugee interview was conducted, documents could have different titles; especially the Case History and the Case Data.

If you see a document you believe would be useful for the adjudicator, include it.

# I-730 Domestic Processing Security Checklist

Documented by USCIS International Adjudications Support Branch

## Beneficiary

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Receipt # \_\_\_\_\_ A#: \_\_\_\_\_  
COC: \_\_\_\_\_ COB: \_\_\_\_\_

Type	Date	Initials	Results	
CIS			<input type="checkbox"/> No Record	<input type="checkbox"/> Record (Results Attached)

Explain any derogatory information below:

(b)(7)(e)

## Petitioner

Name: \_\_\_\_\_ A#: \_\_\_\_\_  
DOB: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Type	Date	Initials	Results	
CIS			<input type="checkbox"/> No Record	<input type="checkbox"/> Record (Results Attached)

Explain any derogatory information below:

(b)(7)(e)

# I-730 DOMESTIC PROCESSING WORKSHEET

USCIS International Adjudications Support Branch

REVIEWING OFFICER:

DATE :

Interview Location:

Receipt #

## ISSUES FLAGGED FOR INTERVIEW

### I. BENEFICIARY

Name:

DOB:

A-Number:

AKA(s):

Alternate DOB(s):

**Note:** Add all AKAs and alternate DOBs to CAMINO.

COB:

Photo of beneficiary attached? ☐ Yes ☐ No

☐ Photo requirement waived (explain):

### II. PETITIONER

Name:

DOB:

A-Number:

Did officer review petitioner's file? ☐ Yes ☐ No

If no, why not?

Did petitioner identify beneficiary on original claim? ☐ Yes ☐ No

**Note:** Any inconsistencies regarding identity or relationship should be described in section V, below.

Is petitioner eligible to file? ☐ Yes ☐ No

If no, why not? (check all applicable and explain below)

☐ Not a refugee or LPR based on previous refugee status or naturalized before filing

☐ Refugee/previous refugee status not RE1, RE4, RE6, or REF

☐ More than two years since first admitted as a refugee

☐ Humanitarian waiver granted (explain below)

☐ Other (specify):

Explain:

### III. BENEFICIARY'S ELIGIBILITY

Evidence submitted to establish identity:

☐ Passport

☐ Birth certificate

☐ Refugee ID card

☐ Government ID

☐ Other (specify):

Is identity established? ☐ Yes ☐ No

If no, why not? (check all applicable and explain below)

☐ Insufficient/inconsistent documentation

☐ Fraudulent documentation

☐ Other (specify):

Explain:

Claimed relationship to petitioner:

☐ Spouse

☐ Child (unmarried and under 21 years of age at the time petitioner filed his or her refugee application)

☐ Biological child

☐ Adopted child (adoption took place before the child turned 16 years of age)

Explain: (include age at time of adoption)

☐ Stepchild (relationship established before child turned 18 years of age)

Explain: (include age at time of parents' marriage)

☐ CSPA eligible

Explain:

☐ Other (specify and explain):

Evidence of relationship:

☐ Birth certificate

☐ Marriage certificate

☐ Divorce decree

☐ Death certificate

☐ DNA testing (parent-child relationship only)

☐ Other (specify):

Is the relationship established? ☐ Yes ☐ No

If no, why not? (check all applicable and explain below)

☐ Insufficient/inconsistent documentation

☐ Fraudulent documentation

☐ Relationship did not exist at the time petitioner was admitted as a refugee  
(marriage did not exist or child was not yet conceived)

☐ Relationship existed at the time petitioner was admitted as a refugee, but no longer exists

☐ Other (specify, and explain below):

Explain:

#### IV. INADMISSIBILITIES

##### Criminal History

Has the beneficiary ever **committed** a crime anywhere in the world (whether or not he/she was convicted of the crime)?

☐ Yes (**Complete a Criminal History Worksheet for each crime**) ☐ No



## Fraud/Misrepresentation to Obtain Immigration Benefits

Has the beneficiary ever attempted to obtain an immigration benefit through the willful misrepresentation of a material fact (including in connection with the I-730 petition)?

- ☐ Yes ☐ No (skip to Immigration Violations)

a. How did you discover the misrepresentation (check all that apply)?

- ☐ Security checks (specify):  
☐ CIS records  
☐ Other evidence (specify):

b. The misrepresentation relates to (check all that apply):

- ☐ Identity  
☐ Qualifying Relationship  
☐ Immigrant intent at time of prior NIV/entry  
☐ Concealment of inadmissibility in present or prior applications  
☐ Knowing submission of false documents  
☐ False testimony

Explain:

## Immigration Violations - Unlawful Presence/Prior Removal

a. Has the beneficiary been to the United States before the petition was filed?

- ☐ Yes (specify below) ☐ No

Date of entry	Lawful status, if any

Explain:

--

c. Has the beneficiary entered or attempted to enter the United States after having been unlawfully present for an aggregate period of more than one year or after having been ordered removed?

- ☐ Yes ☐ No

Explain:

## Persecutor Bar (INA § 101(A)(42)/INADMISSIBILITIES (INA § 212(a))

Is there evidence that the individual ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, nationality, membership in a particular social group, or political opinion? (If yes, explain below) ☐ Yes ☐ No

a. If yes, is there evidence to support a duress exception to the persecutor bar?<sup>1</sup> ☐ Yes ☐ No  
(explain below)

--

<sup>1</sup>Note: If beneficiary would be found to have ordered, incited, assisted or otherwise participated in the persecution of others but evidence indicates the actions were taken while **under duress**, the case should be placed on hold and the officer should contact IO HQ for further guidance (provided the beneficiary is otherwise eligible). Even if the case needs to be placed on hold, the officer should complete the assessment. Pending issuance of further guidance, the requirement to place such cases on hold has been made at the request of the DHS's Office of General Counsel in light of the March 3, 2009, Supreme Court decision in *NEGUSIE v. HOLDER*.

**Other Inadmissibilities**

Describe any other inadmissibilities not addressed elsewhere in this worksheet:

**V. OFFICER RECOMMENDATION**

- ☐ Conditionally approve
- ☐ Deny (explain below)

Officer Signature: \_\_\_\_\_

Date:

Supervisor Signature: \_\_\_\_\_

Date:

## Shirk, Georgette L

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, January 17, 2018 8:59 AM  
**To:** Ruppel, Joanna; Nicholson, Maura J; RAIO - International Ops - IASB  
**Cc:** Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Subject:** I-730R - 1st shipment to IASB from SCOPS  
**Importance:** High

All, good morning and GREAT NEWS!

The first large shipment of cases from SCOPS will be sent today and another to follow-Friday. We received 3 cases from Field Office Directorate yesterday (with an associated Petitioner's file).

Yesterday, using the cases FOD and with Joanna's kind assistance, we actually entered the first case into the new I-730 Domestic Processing case type (only one BENE – others will be entered later on). So, we actually have a case in I-730 DP. Yay!

Pilar

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Wednesday, January 17, 2018 6:43 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Cc:** Dougherty, Linda M  
**Subject:** RE: I-730R - 1st shipment to IASB  
**Importance:** High

Hi Pilar,

We reached out to TSC and NSC yesterday (following the MLK weekend) and received this update on the shipment of I-730 files to IASB.

Best regards, Bill

NSC	644 files being sent today to IASB
TSC	350 files should be send by Friday (untouched cases)  250 files being worked by officers (touched cases that appear approvable). These will be sent once officer review is complete.

# I-730 Domestic Processing: IASB Action for Transition Cases Only (rev. 1/10/18)

**Note:** This action table addresses only discrete categories of I-730 Refugee cases pending during the transition of processing responsibility from Service Center Operations Directorate (SCOPS) to IO. It does not apply to I-730 Refugee cases that USCIS received after processing responsibility transitioned from SCOPS to IO.

Originating Office	Field Operations Directorate (FOD)		National Visa Center (NVC)		DOS-Only Post	
<b>Background</b>	Beneficiary is in the United States. SCOPS reviewed the I-730 and forwarded it to FOD to interview the beneficiary. The case is pending with FOD. FOD will forward the file to IASB for EFR and/or <span style="border: 1px solid black; padding: 0 5px;"> </span> (b)(7)(e)		Beneficiary is outside the United States. SCOPS adjudicated the I-730 and forwarded it to NVC to forward to Post (USCIS international office or DOS-only post) for interview. The case has been held at NVC. NVC will forward the file to IASB.		Beneficiary is outside the United States. SCOPS adjudicated the I-730 and forwarded it to NVC. NVC forwarded the case to a DOS-only post for interview. Post will scan relevant forms and documents from the file, upload them to CCD, and notify IASB that the documents are available so that IASB can initiate EFR.	
EFR v. Non-EFR (defined below)	EFR	Non-EFR	EFR	Non-EFR	EFR	Non-EFR
<b>IASB Action</b>	<ol style="list-style-type: none"> <li>1. Enter case in CAMINO</li> <li>2. Send combination Notice of Receipt &amp; RFE for I-590</li> <li>3. Wait for RFE response</li> <li>4. Complete data entry and enter Ready for EFR dates</li> <li>5. Wait for EFR response</li> <li>6. Officer does NOT enter a decision in CAMINO*</li> <li>7. Transfer pending case to the appropriate field office in CAMINO</li> <li>8. Return file to FOD</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter case in CAMINO</li> <li>2. Send combination Notice of Receipt &amp; RFE for I-590</li> <li>3. Wait for RFE response</li> <li>4. Officer does NOT enter a decision in CAMINO*</li> <li>5. Transfer pending case to the appropriate field office in CAMINO</li> <li>6. Return file to FOD</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter case in CAMINO</li> <li>2. Send combination Notice of Receipt &amp; RFE for I-590</li> <li>3. Wait for RFE response</li> <li>4. Complete data entry and enter Ready for EFR dates</li> <li>5. Wait for EFR response</li> <li>6. Officer does NOT enter decision in CAMINO (SCOPS has already adjudicated)*</li> <li>7. Transfer pending case to "NVC (Non-IO)" in CAMINO</li> <li>8. Return file to NVC</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter case in CAMINO</li> <li>2. Send combination Notice of Receipt &amp; RFE for I-590</li> <li>3. Wait for RFE response</li> <li>4. Officer does NOT enter decision in CAMINO (SCOPS has already adjudicated)*</li> <li>5. Transfer pending case to "NVC (Non-IO)" in CAMINO</li> <li>6. Return file to NVC</li> </ol>	<ol style="list-style-type: none"> <li>1. Enter case in CAMINO</li> <li>2. Do <b>NOT</b> send Notice of Receipt</li> <li>3. Complete data entry and enter Ready for EFR dates</li> <li>4. Wait for EFR response</li> <li>5. Officer does NOT enter decision in CAMINO (SCOPS has already adjudicated)*</li> <li>6. Transfer pending case to "Department of State Consulate Offices (Non-IO)" in CAMINO</li> <li>7. Notify Post that case is ready for DOS action</li> </ol>	N/A

\*IASB will deny cases that are clearly not approvable

**Enhanced FDNS Review (EFR)** is required for beneficiaries who were born in, currently reside in, or who spent more than five cumulative years during their life in any of these countries: **Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, South Sudan, Syria, Yemen, certain stateless Palestinians.**

*For IASB use only*

(b)(5)

**I-730 Refugee Adjudications: Updating CAMINO for  
Enhanced FDNS Review (EFR)**

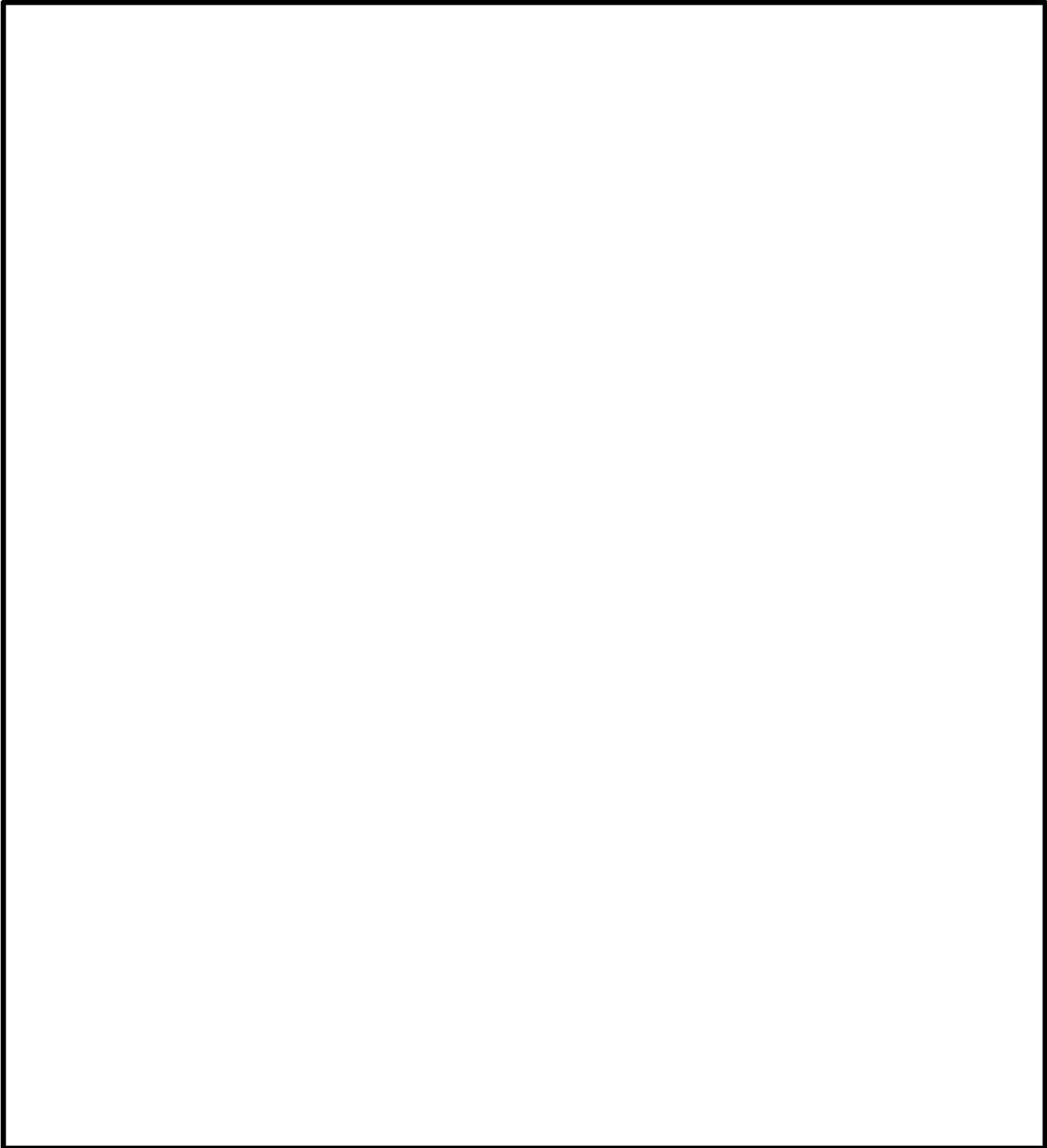


U.S. Citizenship  
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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)

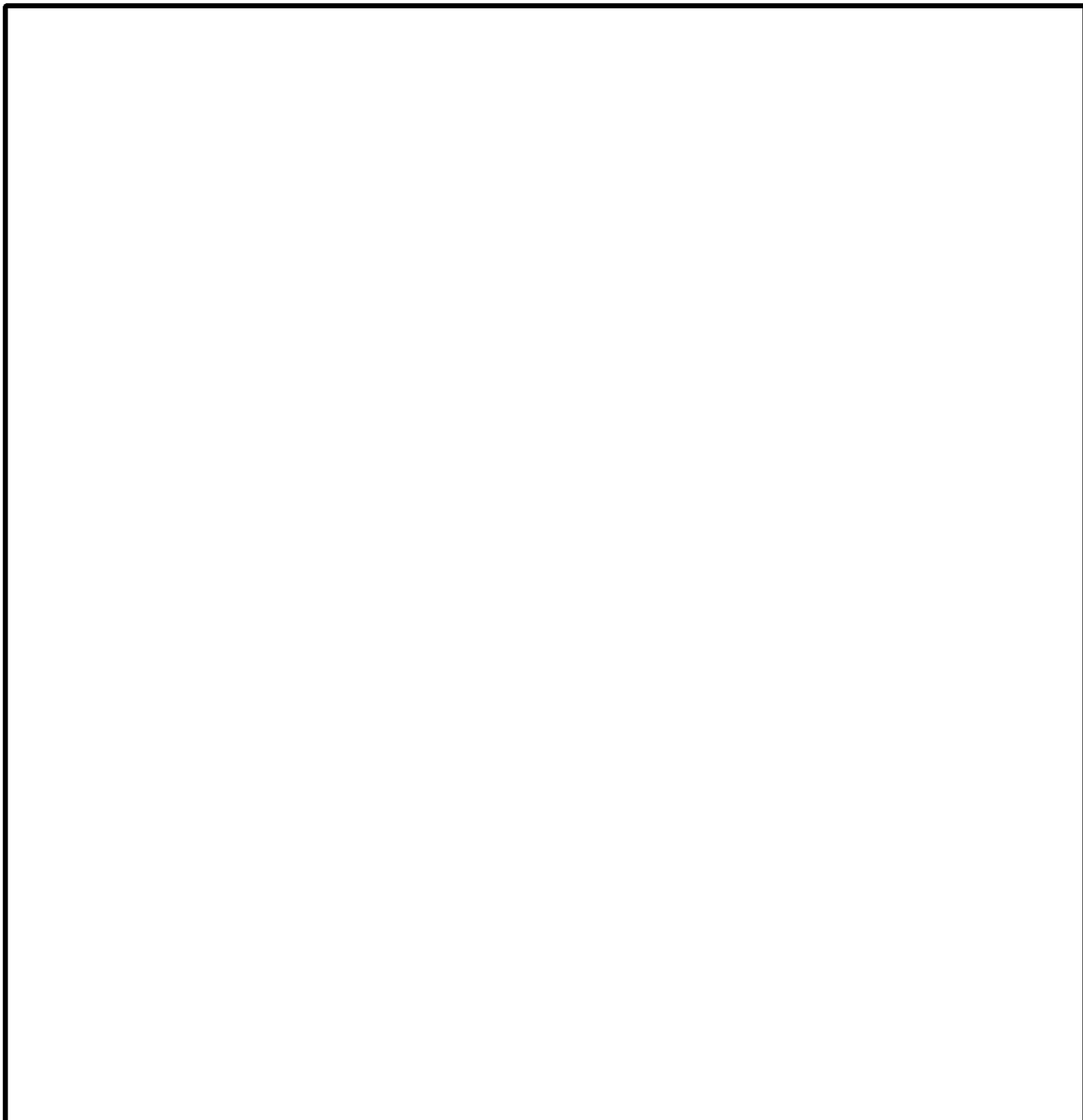


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and Immigration  
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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)

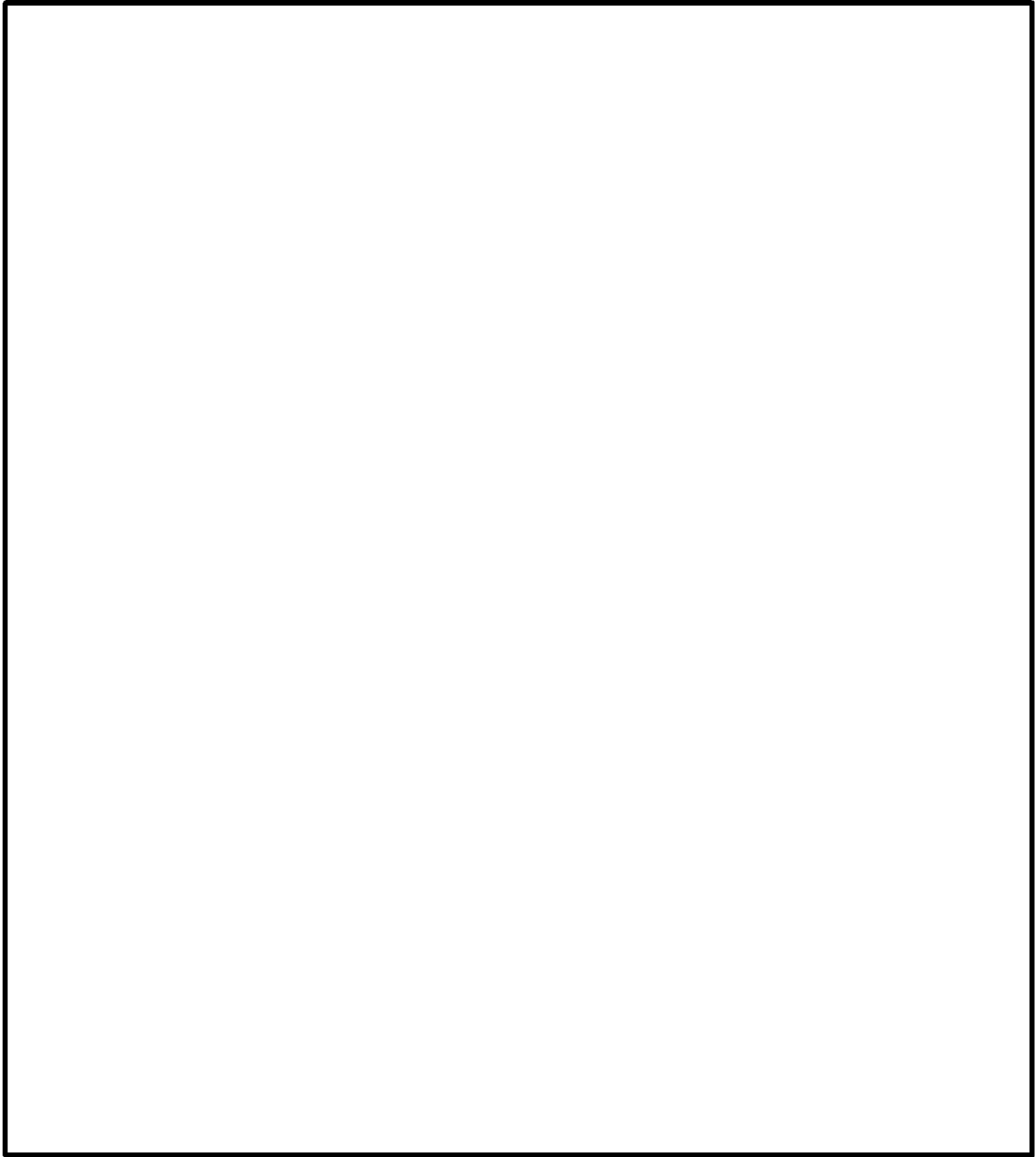


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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)



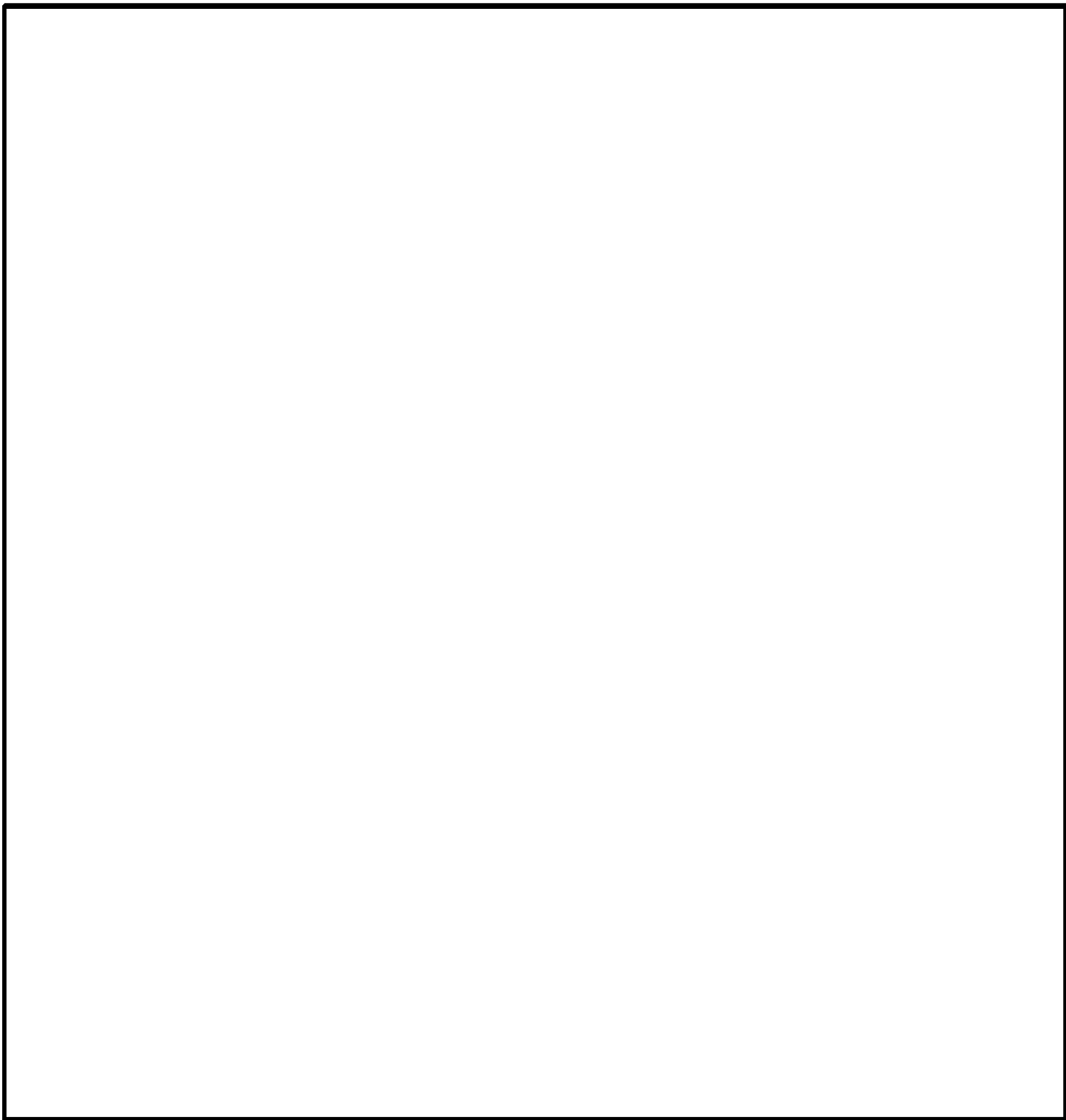
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12/28/2017



(b)(5)

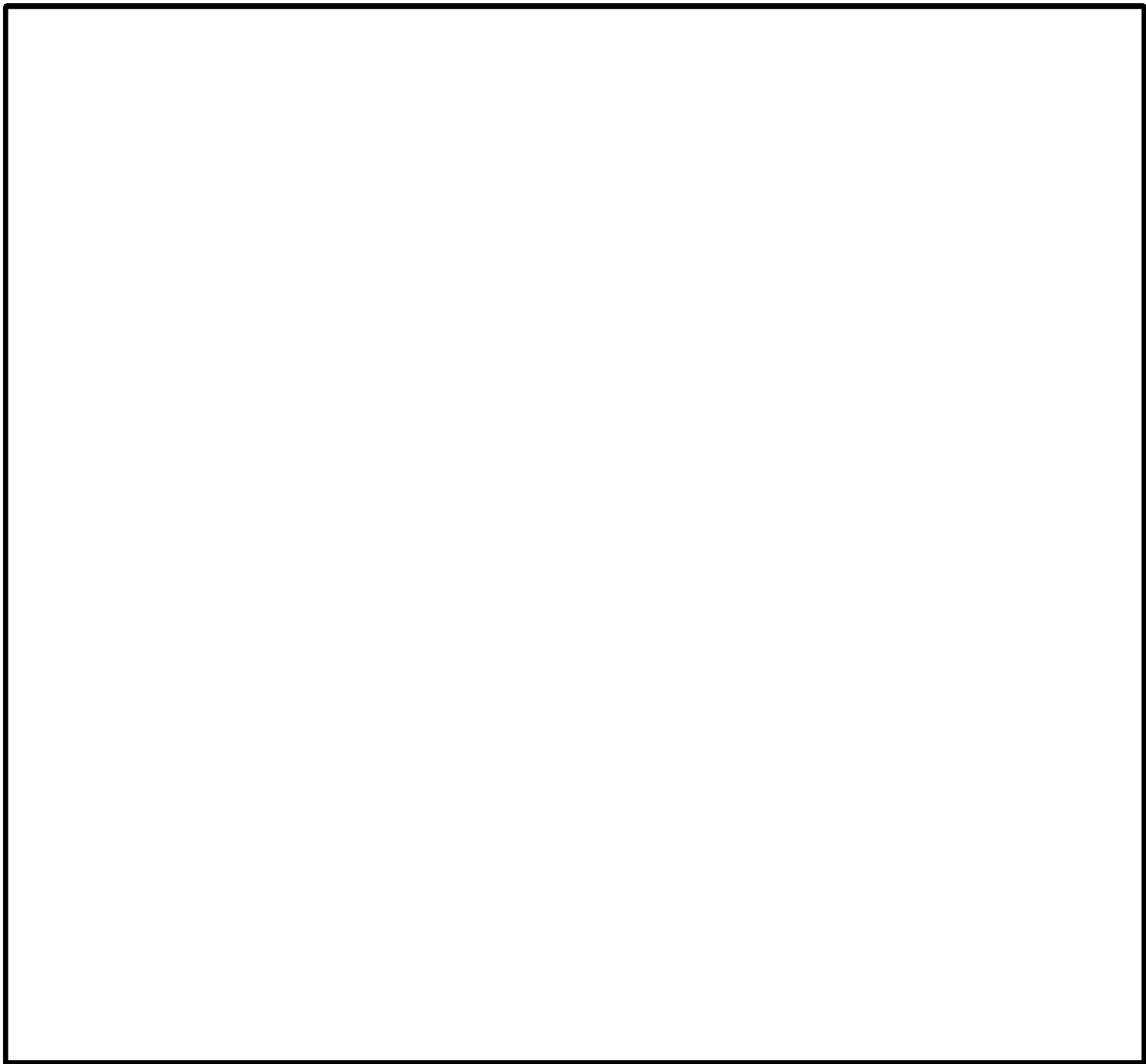


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12/28/2017

(b)(5)

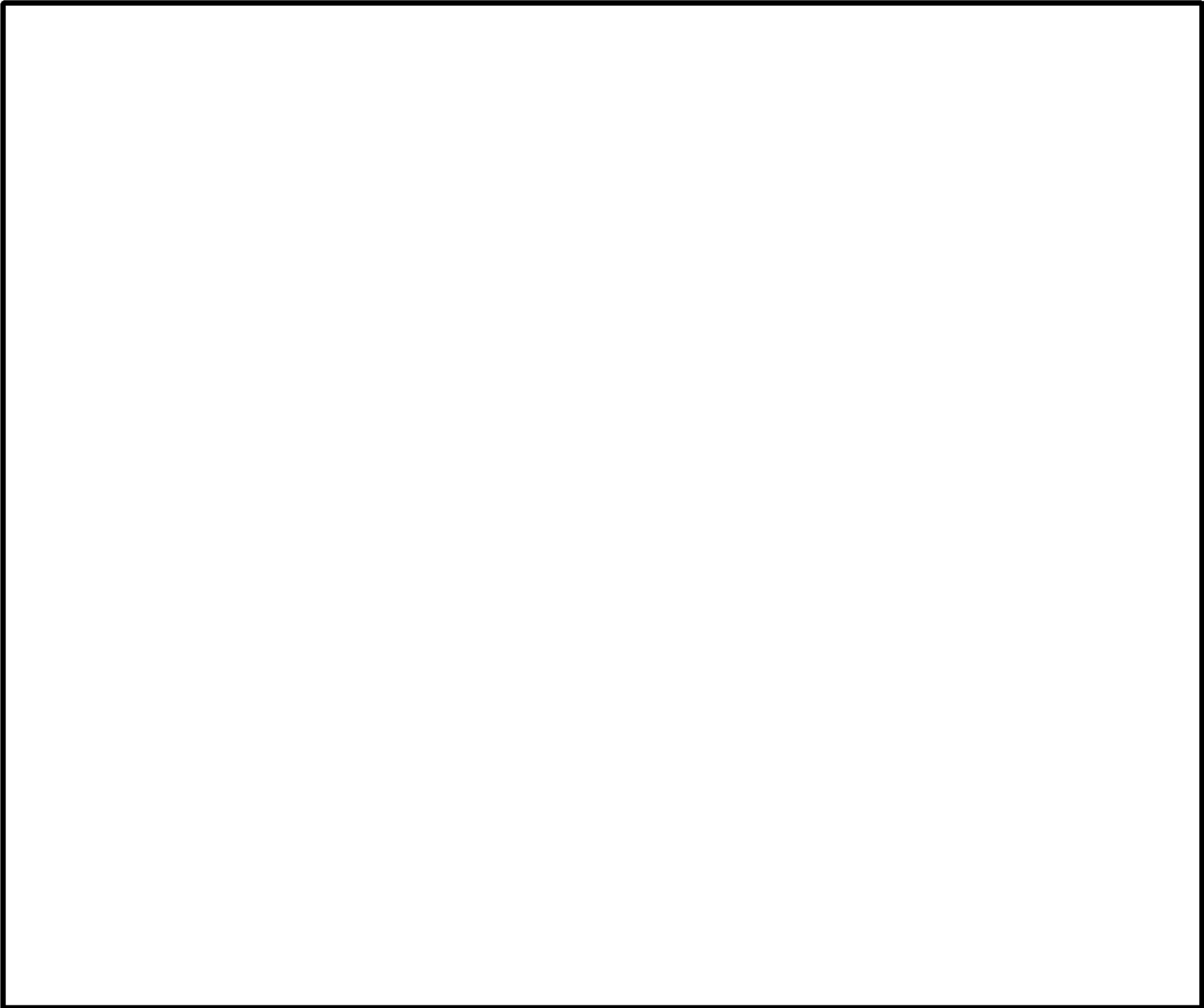


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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)

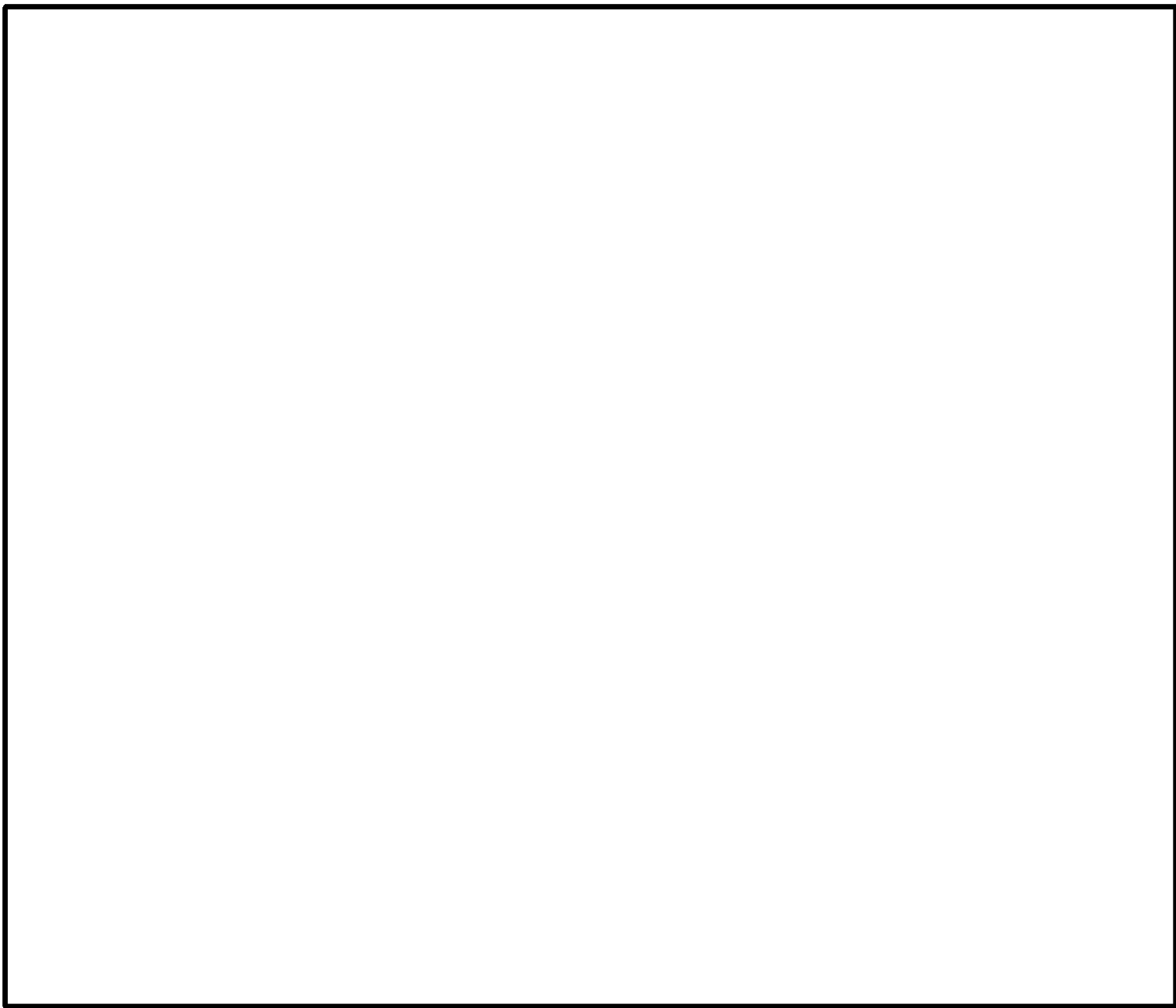


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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)

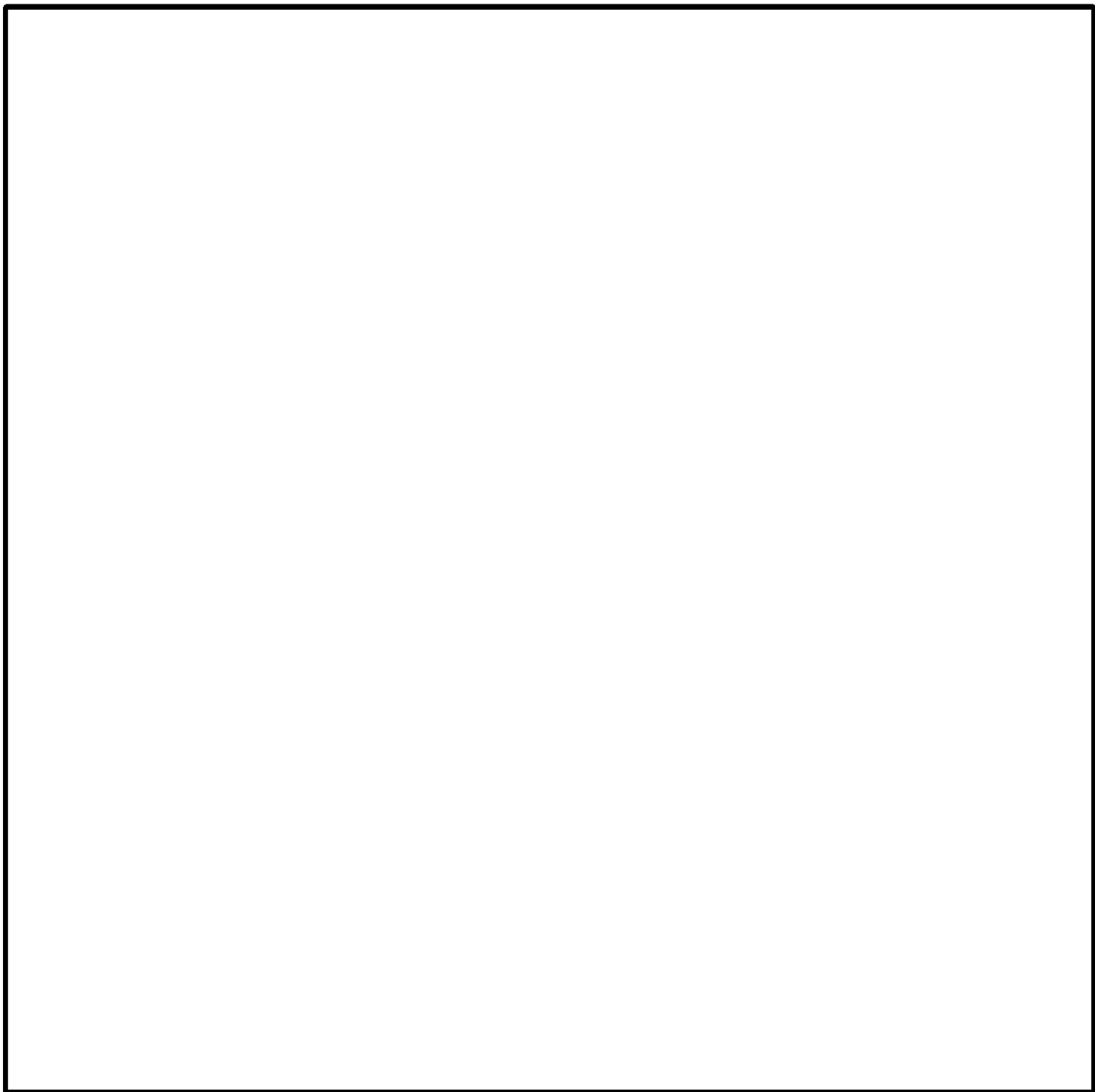


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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)

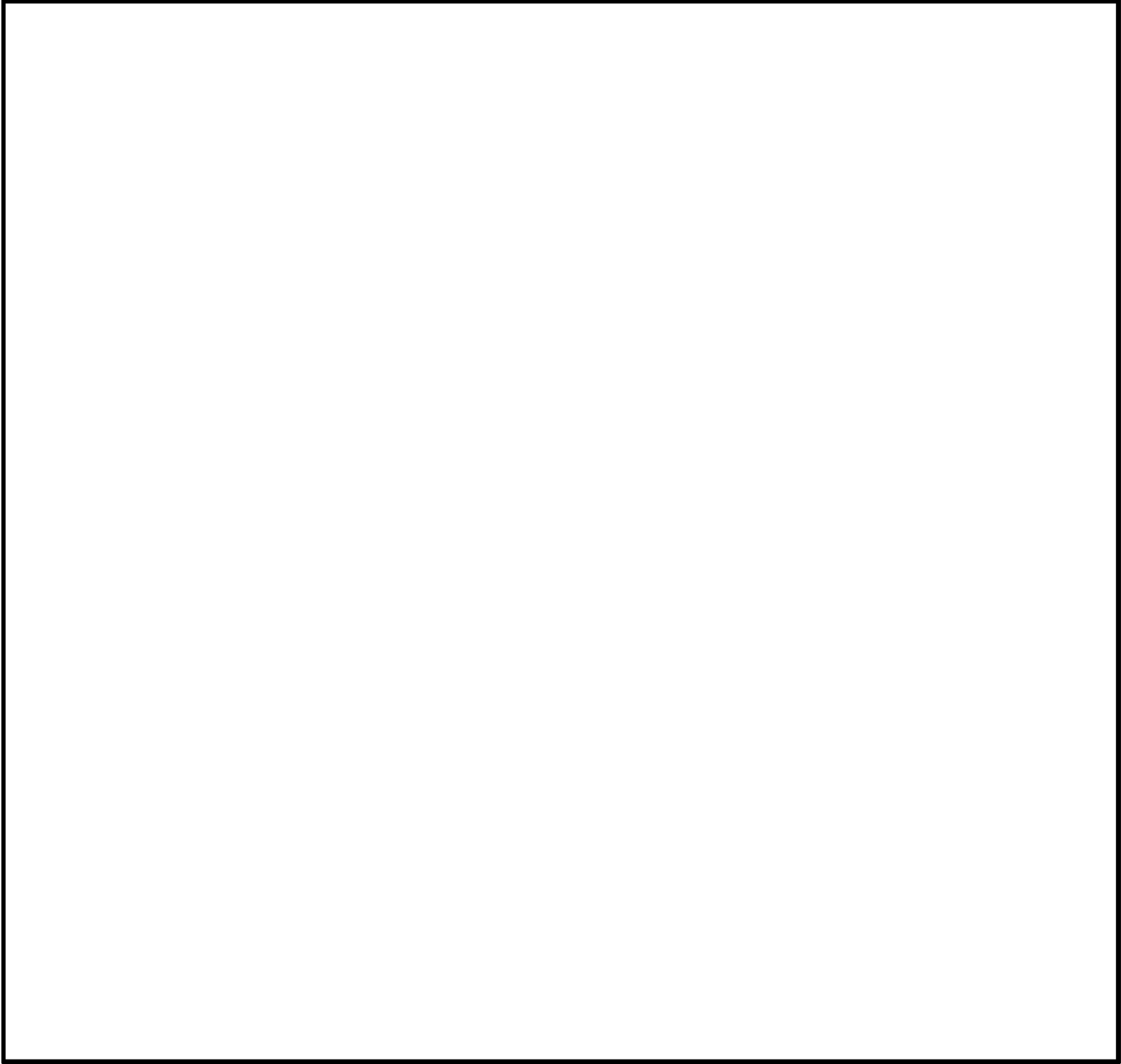


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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

(b)(5)



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and Immigration  
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<https://camino.uscis.dhs.gov/CAMINO>

12/28/2017

**For USCIS CAMINO Questions, Ideas or Comments, contact:**

- USCIS Service Desk for IT for network login-related issues at (888) 220-5228.
- Your CAMINO Admin for CAMINO access control/rights issues.
- Refer to <https://camino.uscis.dhs.gov/CAMINO> for the updated CAMINO Local Admin listing.



## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 25, 2018 2:43 PM  
**To:** Patel, Mahesh; Teferri, Leikun; RAIO - International Ops - IASB  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: Family members in CAMINO

Mahesh this guidance is already under development and was applied by IASB/Deborah when creating user stories for the new EFR requirements and new case type:

EFR requires parents (bio, adopted, step), spouse (current and former), and children. No siblings.

Yes, if the associated case is a family member required for EFR (for example, a child), then that person must be added to the beneficiary's person profile as a family member. When CAMINO pulls the report for FDNS, it's pulling data from the person profile. It's not going into the case, identifying associated cases, and pulling data from them. The only data CAMINO pulls that's not on the person profile is the receipt number.

Pilar

**From:** Patel, Mahesh  
**Sent:** Thursday, January 25, 2018 12:27 PM  
**To:** Teferri, Leikun  
**Cc:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** Family members in CAMINO

Leikun,

This question will arise when we start adjudicating the I-730 cases. We will need guidance on which Family Members to add in CAMINO for I-730 cases.

1. Do we add all family members from the Family Tree document located in the petitioner's A file which includes PA, PA's spouse and their parents, children, siblings, and others? If we do, we will need to create CAMINO profile for those who are not in CAMINO to add as a family member.
2. Do we add the associated case members as family members?

Mahesh Patel  
Adjudications Officer  
International Adjudications Support Branch (IASB-Anaheim, CA)  
USCIS/ RAIO/ International Operations Division  
714-780-4412



## Shirk, Georgette L

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**From:** Mancuso, Deborah T  
**Sent:** Tuesday, March 06, 2018 6:11 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry  
**Attachments:** I-730 Domestic Processing - Initial Data Entry 2018-03-06.pdf

All,

Please review these revised instructions before working further on data entry:

[O:\I-730 Domestic Processing\Procedures\IASB Procedures\I-730 Domestic Processing - Initial Data Entry 2018-03-06.pdf](#)

Revisions include the following:

1. Clarified explanation on which beneficiares require EFR.
2. Check WRAPS for the beneficiary **before** entering the beneficiary in CAMINO – Step-by-step instructions included. If you identify that a beneficiary has two different A-numbers (for example, one in WRAPS and a different one on the I-730), you must notify a supervisor immediately. For your background, we have found at least 4 cases with this situation and are seeking HQ Records guidance to resolve it.
3. Searching for petitioner and beneficiary in CAMINO – start your search using first and one last name. Do not include middle or multiple last names initially. Do NOT use A-number, DOB, etc. Remember most petitioners already have a person profile in CAMINO created by WRAPS. Many beneficiaries also have profiles already in CAMINO created by WRAPS. Because beneficiaries' WRAPS information is sometimes different than what petitioners indicate on their I-730s, we're not finding existing profiles when searching for beneficiaries using the complete name provided by the petitioner.

Let me know if you have questions. I'll gladly walk you through these steps.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Thursday, February 08, 2018 7:41 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

All,

Data entry instructions updated to include adding the Consular Case Number to CAMINO for some categories of transition cases – case files received from NVC and electronic receipts from DOS-only posts.

[O:\I-730 Domestic Processing\Procedures\IASB Procedures\I-730 Domestic Processing - Initial Data Entry 2018-02-08.pdf](#)

Thank you,  
Deborah

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 31, 2018 8:42 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry  
**Importance:** High

All,

Apologies for an omission: Please, also separate your cases according to untouched, RFE/NOID response received, and consular returns.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, January 30, 2018 4:19 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

Officers,

If you've completed initial data entry, support staff will scan/upload the beneficiary's photo to CAMINO for EFR cases and reshelve all files in the fileroom. To help with this process, please take the following steps:

1. Separate your cases into 2 groups – EFR cases WITH A PHOTO of the beneficiary v. all other cases (non-EFR, EFR without a photo of the beneficiary).
2. Arrange cases in both groups according to filing date (this will facilitate re-shelving for our support staff).
3. Alert our I-730 support staff lead (Dom in January; Anthony in February) that your cases are ready for pick up.

For those EFR cases with a photo, Dom and Craig will scan and upload them to CAMINO before reshelving them.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, January 30, 2018 11:53 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

All, here's a version updated today and saved to the O: drive: [O:\I-730 Domestic Processing\Procedures\IASB Procedures](#) . Change: We are not using the combined "Notice of Receipt and RFE for I-590 only" at this time. I have removed it from CAMINO.

Officers, you must follow this guidance when working on data entry, including mailing a notice of receipt and ordering the petitioner's file, if we don't already have it. The only step you won't take is scanning and uploading the beneficiary's photo, because color scanners are not available to you. (Do not use the scanner in room 156 for this purpose.) For those cases you have already worked on and are keeping at your desk, be sure to go back and complete these steps, including updating the checklist with the date you sent the notice of receipt and ordered the petitioner's file. Note:

- If you need envelopes, let Craig know.

- Add outgoing mail to the USPS bin in room 156 or give to the appropriate support staff teammember. (See [support staff assignments](#): Anthony is responsible for mail in January; Craig in February.) Do NOT expect support staff to collect mail from you.
- Mail out deadline is 12:30 p.m. daily.

If you have questions, please ask.

Thank you,  
Deborah

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**From:** Teferra, Leikun  
**Sent:** Thursday, January 25, 2018 10:58 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

The latest version of *I-730 Domestic Processing: Initial Data Entry* instruction is dated **01/17/2018 (PDF file)** and can be found in the "O" drive [here](#)

---

**From:** Teferra, Leikun  
**Sent:** Wednesday, January 24, 2018 5:26 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** I-730 data entry

AOs,

Few reminders regarding I-730 data entry:

- Until further notice DO NOT generate or print receipt/RFE notices. For now, the primary focus is data entry and keep entering the cases. Be reminded that quality and accuracy are of utmost importance. All aliases and alternate DOBs should be entered.
- Keep all the files that you are working on at your desk.
- There is no need to enter the RFE that was issued by SCOPS in CAMINO RFE module.
- Let me know, if you encounter glitches when entering cases in CAMINO. I have created a folder in the O drive and saved couple of glitches that were reported so far. Check what is in the folder before you report to me.

Thanks,  
Leikun

## I-730 Domestic Processing: Initial Data Entry (3/6/2018)

**IMPORTANT:** In completing data entry, focus on **QUALITY** and **ACCURACY**, rather than speed. All data entry must be complete and accurate. Particularly for those cases requiring Enhanced FDNS Review (EFR) background checks, incomplete or inaccurate data will jeopardize the integrity of these critically important background checks.

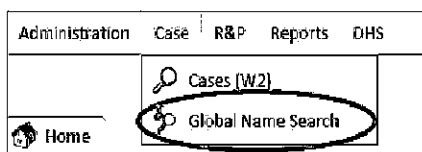
EFR background checks are required for beneficiaries who are nationals of SAO countries (currently Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians). "Nationals" may be individuals who were born in or who hold citizenship from these countries. For beneficiaries who currently reside in or who have spent more than five cumulative years in an SAO country, consult with a supervisor. See a supervisor if you have any doubt or question regarding whether EFR checks are required.

1. Ensure that the petitioner has indicated that he or she is a refugee or LPR based on previous refugee status, NOT an asylee or LPR based on previous asylee status.

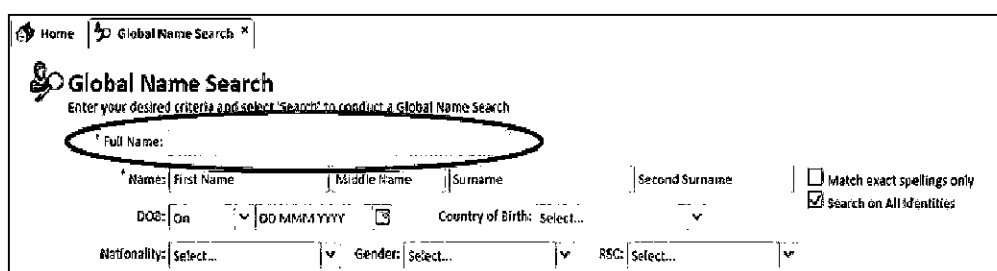
➤ **Note:** IASB does not have jurisdiction over cases in which the petitioner is an asylee or LPR based on previous asylee status. If you find an asylee case, take it to a supervisor. Asylee cases must be returned to the service center for processing.

2. Search WRAPS for an existing record and/or A-number for the beneficiary listed on the I-730.

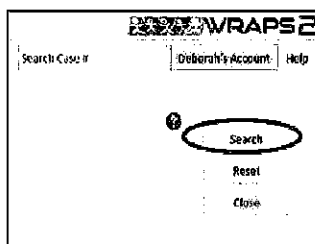
- a. In the upper left-hand portion of the screen, go to the Case function and select Global Name Search.



- b. In the Full Name field, type the beneficiary's name.



- c. In the upper right-hand corner of the screen, click Search.



## I-730 Domestic Processing: Initial Data Entry

(3/6/2018)

- If results are numerous, select the beneficiary's gender and country of birth and click Search again to refine the results.
  - d. If you find a WRAPS record for the beneficiary, compare the beneficiary's A-number in WRAPS to the A-number listed for the beneficiary on the I-730. If the A-numbers are different, bring the case to a supervisor's attention immediately.
    - **Note:** SCOPS may not have had access to WRAPS to identify a beneficiary's existing A-number and may have assigned the beneficiary another A-number. It is imperative that IASB resolve situations in which beneficiaries have been assigned multiple A-numbers before completing data entry and processing the I-730.
3. Using the Search Person function, search CAMINO for existing person profiles for the petitioner and the beneficiary by entering the individual's first name and one last name. Do not include A-numbers or dates of birth when conducting the search.



*Search People*

Search Criteria

☐ Include Deactivated People

Person Name Starts with 

- **Hint:** To ensure the most efficient and reliable search, enter the individual's first name and one last name only. Do not include middle names or multiple last names in your initial search. After your initial search, if you need to refine results, then add other data (citizenship, middle name, multiple last names, etc.) and search again.
  - **Hint:** Individuals with a pending refugee case in June/July 2015 or later will have an existing person profile in CAMINO created by automated data transfer from WRAPS to CAMINO. For this reason, most petitioners will have an existing person profile in CAMINO. Remember that some beneficiaries may have had a pending refugee case in WRAPS and, thus, may also have an existing person profile in CAMINO. If an individual already has a person profile in CAMINO, DO NOT CREATE A NEW ONE!
- a. If person profiles already exist, compare the information already in CAMINO to the information provided on the I-730 and update the profiles as necessary, including the petitioner's immigration status and contact information.
- **Hint:** If the petitioner already has a person profile in CAMINO, check to see if the petitioner has filed other I-730s that IASB has entered in CAMINO and that will need to be associated to your case both in CAMINO and physically. Family members' files should be kept together throughout processing whenever possible.
- b. If person profiles do not already exist in CAMINO for the petitioner and the beneficiary, create new profiles for them.

## I-730 Domestic Processing: Initial Data Entry

(3/6/2018)


(b)(7)(e)

- **Note:** For **all cases**, see the I-730 sample and ensure data from all **yellow highlighted fields**, if provided by the petitioner, are included in CAMINO.

4. Check PCQS (AR-11, CLAIMS 3 M/F, CLAIMS 4) for an updated address for the petitioner. If you find a more recent address, add it to the petitioner's person profile in CAMINO.

- 

(b)(7)(e)

- **Important:** When entering address history, do not use the magnifying glass button (  ) to edit the current address (unless the current address is entered incorrectly). Use "Add" to create a history of current and past addresses, ensuring to enter correct effective start and end dates when available.

5. Remove the beneficiary's photo from the I-730, scan it, and upload the image to the beneficiary's person profile page. Be sure to reattach the photo to the I-730 when done.

- **Note:** If the petitioner did not provide a photo or if the photo is of poor quality, add a note to CAMINO remarks that no photo was provided or that the photo is poor quality. The officer will need to request a photo in the RFE.

6. Add a new I-730 Domestic Processing case to the beneficiary's person profile.

7. **Filed Outside IO step date:** In the I-730 Domestic Processing case, enter the Filed Outside IO date stamped by the service center on the first page of the I-730.

- If you see two date stamps, use the earlier date.
- If there are no date stamps on the first page, use the date on the receipt number label affixed to the I-730.

8. **Office Filed With dropdown list:** From the Office Filed With drop down list, select the USCIS service center that received the I-730 (generally, Nebraska Service Center or Texas Service Center).

- LIN = Nebraska Service Center
- SRC = Texas Service Center

9. **Received at RAIO step date:** Enter the Received at RAIO date found handwritten on the checklist affixed to the outside of the file. If there is no checklist, see the stamp on the outside top of the receipt file or, if an A-file, inside the file on the non-record side:



## I-730 Domestic Processing: Initial Data Entry

(3/6/2018)

- **Note:** It is important that the Received at RAIO date accurately reflect when IASB physically received the file. The Received at RAIO date will likely precede the date you are entering the case in CAMINO.
- 10. **Consular Case # (cases from NVC and DOS-only posts only):** For cases received from NVC or from DOS-only posts, enter the consular case # found on the case file or handwritten near the USCIS receipt number label. The format is generally the three-letter post abbreviation followed by 10 numbers (for example, AMM2017012789).
- 11. **Case Receipt #:** Enter the Case Receipt # found on the bar code label affixed to the I-730. The required format is 3 letters followed by 10 numbers (for example, LIN0123456789).
- 12. Save the case. This will enable access to the Pre-Processing module.
- 13. Add the case representative, if applicable.
- 14. Add the petitioner to the case, ensuring that you accurately identify the petitioner's relationship to the beneficiary.
- 15. Add associated cases, if applicable.
- 16. Add a Pre-Processing module to the case.
  - a. In the Pre-Processing module, select from the Interviewing Office drop down list the office that will interview the beneficiary and click Add Record.
    - i. If the beneficiary resides OUTSIDE the United States, select either "IO" for a USCIS international field office or "DOS" for a consular post where USCIS does not have a presence.
      - **Hint:** See Country-Specific Responsibility Matrix and USCIS international field office web pages at USCIS.gov for descriptions of their jurisdictions to determine whether IO or DOS will interview the beneficiary.
    - ii. If the beneficiary resides INSIDE the United States, select "FOD."
- 17. Add, print (copy for petitioner, copy for attorney/representative, copy for the file), and save a Notice of Receipt to the case.
  - **For cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT add or send a Notice of Receipt.
- 18. Mail the Notice of Receipt to the petitioner and a copy to the case representative, if applicable. Interfile a hardcopy in the beneficiary's file.
- 19. Update remarks (for example, "Mailed NOR to petitioner and rep.").
- 20. Order the petitioner's A-file.

## I-730 Domestic Processing: Initial Data Entry

(3/6/2018)

- **For cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT order the petitioner's A-file.



## Shirk, Georgette L

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**From:** Mancuso, Deborah T  
**Sent:** Monday, June 04, 2018 9:36 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 Domestic Processing and dual A-numbers

All,

Remember that we can't complete our processing of I-730 DP cases with dual A-numbers until we receive guidance from USCIS Records. **This includes EFR.**

If FDNS is unaware of both A-numbers when reviewing the automated spreadsheet it has received from CAMINO, then the FDNS review may not be complete. Until the dual A-number issue is resolved, we can continue to send RFEs and update CAMINO when we receive the petitioners' responses. However, we cannot move forward with EFR. For non-EFR cases, we cannot finalize them.

Thank you,  
Deborah

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, March 27, 2018 9:59 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** I-730 Domestic Processing and dual A-numbers

IASB/All,

- As many of you are aware with the I-730 Domestic Processing caseload we're running into a problem of dual A-numbers for beneficiaries – one A-number issued by the RSC and found in WRAPS and another issued by SCOPS when the I-730 is filed. Alas, this is a thorny problem that is likely not to be resolved soon. Why a thorny problem? It is USCIS Records policy that each beneficiary should only have one record/one A-number. It is also USCIS policy that the office issuing an A-number has responsibility to create the CIS record for that A-number and that responsibility cannot be taken over by any other office (e.g. IASB cannot create the A-file). Further, the WRAPS A-numbers have not been created by the "owning" office and so there is no physical A-file for the case. A T-file cannot be created until an A-file exists. Similarly, no consolidation is possible to the SCOPS number for the same reason. The A-file conundrum is the subject of review by USCIS Records and we cannot make final decisions on what the A-number will be until we USCIS Records resolves this.
- A second, interrelated issue, is that for some beneficiaries with WRAPS A-numbers there is a CAMINO profile but not so for others. As you are already aware from data entry guidance, individuals with a refugee case pending with USCIS in June or July 2015 or later will have an existing person profile in CAMINO created by automated data transfer from WRAPS to CAMINO.
- Also, notices already sent by SCOPS have provided the Petitioner and, by extension, the beneficiary with the SCOPS issued A-number. The petitioner and beneficiary may not be aware that there's a second A-number. If we use the WRAPS A-number we'd be telling the petitioner that that's the "real" number for the beneficiary - not the one SCOPS issued and we can't do that until this issue is resolved. For correspondence with the petitioner (RFEs, NOIDS) we need to continue to use the SCOPS issued A-number.

So here's guidance to follow:

1. IASB support staff CANNOT create an A-file for an A-number found in WRAPS. They cannot create a T-file if no A-file exists. Please do not ask Dom Fuertez to create the A or T file.

2. If you find this issue, please report it to your assigned supervisor via email. Leikun's team members to copy Deborah. A spreadsheet has been created where these cases and A-numbers are being centrally tracked.
3. For beneficiaries/cases with a WRAPS A-number but NO person profile:
  - o Use the A-number issued by SCOPS as the primary number in CAMINO
  - o In "Remarks" – at the case and person profile pages – enter the WRAPS A-number
  - o The SCOPS A-number can be used in RFEs and NOIDS.
4. For beneficiaries/ cases with a WRAPS A-number and a person profile in CAMINO:
  - o The WRAPS A-number **cannot** be replaced with the SCOPS A-number. Doing this will disrupt continuous vetting. Do not replace the WRAPS A-number.
  - o Enter the SCOPS issued A-number in "Remarks" – at the case and person profile pages.
  - o For RFE and NOIDS the AO will need to delete the WRAPS A-number in the document (RFE or NOID) with the SCOPS issued A-number. Do not replace the WRAPS A-number in CAMINO.

So sorry for this but these seem to be the only options. Hopefully my presumption that this problem will not be resolved soon will prove to be wrong.

Pilar

**Pilar Peralta Mihalko**

Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAIO | International Operations Division

Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

## Shirk, Georgette L

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**From:** Mancuso, Deborah T  
**Sent:** Wednesday, March 07, 2018 3:33 PM  
**To:** Burdine, Tonya L; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Teferra, Leikun  
**Subject:** RE: I-730 DP EFR quick guide for IASB

All,

I finalized this most recent version to share it with our DC colleagues being trained on EFR and with our support staff. Because EFR is only being initiated by SAOs right now, I split the document into 2 versions – 1. SAO initiates EFR, and 2. User initiates EFR.

Only SAOs should initiate EFR at this point. For this reason, I saved only the “SAO initiates” version to the O: drive in PDF.

Thank you,  
Deborah

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**From:** Burdine, Tonya L  
**Sent:** Wednesday, February 21, 2018 1:53 PM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Teferra, Leikun  
**Subject:** RE: I-730 DP EFR quick guide for IASB

Attached is the most recent version, most changes accepted and cleaned up. I added some text about searching for benes in CAMINO before entering a new person, given the recently found duplicate beneficiaries.

Also attached for reference is Deborah’s prior version.

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**From:** Mancuso, Deborah T  
**Sent:** Wednesday, February 14, 2018 4:06 PM  
**To:** Burdine, Tonya L; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Teferra, Leikun  
**Subject:** RE: I-730 DP EFR quick guide for IASB

Tonya,

Looking good! Please see my edits attached. I accepted most of your edits and added a few redlines of my own. Because our cases generally won’t have a G-325C, I removed most references to and images of that form (whereas all the international offices’ current cases should have a G-325C, hence its inclusion in the international offices’ version). See my comments for suggestions for updated images.

Please update and circulate again for Pilar’s and Leikun’s review.

Thank you,  
Deborah

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**From:** Burdine, Tonya L  
**Sent:** Tuesday, February 13, 2018 12:41 PM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)

**Cc:** Teferra, Leikun

**Subject:** I-730 DP EFR quick guide for IASB

I edited the existing international office EFR quick guide (most recent copy, with Roman's edits), to apply to IASB. Please review at your convenience. Saved in O/I-730 Domestic Processing/Procedures/IASB Procedures.

I-730 Refugee/V93 cases that the NVC receives from posts as consular returns must be sent to the USCIS International Operations Division's International Adjudications Support Branch (IASB). The cases are no longer to be returned to USCIS's Service Center Operations Directorate at the Nebraska Service Center and the Texas Service Center.

USCIS/the IASB requests that the following directions be followed when sending files to the IASB:

- Prepare a manifest listing all files
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to **IASB's physical address:**

**USCIS – International Operations Division**

**International Adjudications Support Branch**

**1585 S Manchester Avenue**

**Anaheim CA 92802-2907**

Phone: 714-780-4458

- Notify IASB via email when the files are shipped:
  - o Attach a copy of the manifest and tracking number
  - o Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)

o Copy:

[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)

[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)

[Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)

Upon receipt of the files the IASB will take the following action:

- Reply to the NVC that the shipment was received
- The IASB will notify the NVC if any case discrepancies are found between the cases received and cases listed in the manifest.

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, January 31, 2018 4:46 PM  
**To:** RAIO - International Ops - ALL  
**Cc:** Stone, Mary M; Chiorazzi, Anne  
**Subject:** Effective February 1 2017 - New Vetting Guidance for I-730 FTJ refugee cases  
**Attachments:** Memo\_Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases....pdf; RSC\_IAC Data Fields.docx; ALDAC\_IAC\_Data Fields\_IVO and SAO.PDF; ALDAC\_IAC\_Merlin SAO Additional Information Template.docx; ALDAC\_Revised Procedures for Processing Follow-To-Join Refugee Applicati....pdf; CAMINO Quick Guide\_Submitting EFR Checks for I-730 Refugee Cases Pending....docx

**Importance:** High

**Follow Up Flag:** Follow up

**Flag Status:** Flagged

International field office colleagues,

The attached Memorandum, "Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad" operationalizes additional security vetting requirements pursuant to the Joint Memorandum to the President. It includes implementation guidance for Interagency Checks (IACs), expanded Security Advisory Opinions (SAOs), and Enhanced FDNS Review (EFR). It is effective tomorrow, February 1, 2018, and supersedes previously issued guidance that is inconsistent with this new guidance.

Offices processing I-730 Refugee cases without RSC assistance must use this memorandum in conjunction with the recently issued consular affairs guidance (see attached ALDAC: *Revised Procedures for Processing Follow-To-Join Refugee Applications* (Jan. 30, 2018), which provide specific guidance [REDACTED]

(b)(7)(e)

The memorandum notes several areas where guidance is forthcoming. Over the next several month, we will also be implementing additional requirements for processing SAO-nationality, I-730 Refugee cases as required by the recently issued Memorandum from Jennifer Higgins, "New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review" (Jan. 29, 2018). We will incorporate all updates into a new version of the I-730 Adjudication SOP.

This guidance also soon also will be posted on the IO ECN under Guidance-->Adjudicative-->Form I-730-->General Guidance.

If you have any questions about refugee follow-to-join processing, please raise them through your district to IO's I-730 program managers.

I would like to extend my thanks to the IO HQ staff in PIB and IASB who have worked diligently with FDNS and our colleagues at the Department of State to implement these changes. As always, we welcome feedback form the field so that we can make adjustments to these guidance materials, as appropriate.

Joanna

Joanna Ruppel

Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625



**U.S. Citizenship  
and Immigration  
Services**

## Memorandum

TO: International Operations Staff

FROM: Joanna Ruppel /s/  
Chief, International Operations

DATE: January 31, 2018

SUBJECT: Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad

This memorandum implements additional enhanced vetting requirements for processing I-730 *Refugee/Asylee Relative Petitions* filed by refugees for qualified family members abroad (I-730 Refugee cases) as mandated by the Joint Memorandum to the President, and EO 13815, Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities. It includes implementation guidance for Interagency Checks (IACs), Security Advisory Opinions (SAO), and Enhanced FDNS Review (EFR). It applies only to Form I-730 Refugee cases abroad, including follow-to-join refugee Travel Eligibility<sup>1</sup> and Adjudication cases. It is effective February 1, 2018 and supersedes previously issued guidance.

Please note that International Operation's (IO) International Adjudications Support Branch (IASB) is assuming responsibility from Service Center Operations (SCOPS) for the pre-processing of I-730 Refugee cases to support the vetting process. As part of case pre-processing, IASB will be requesting the I-730 Refugee beneficiary's Form I-590 (*Registration for Classification as Refugee*) upfront to enable more thorough vetting, and to facilitate submission to FDNS of those cases requiring EFR vetting.<sup>2</sup>

### **Interagency Checks (IACs) Requirements**

All I-730 Refugee beneficiaries ages 14 to 79 must clear Interagency Checks (IACs) prior to issuance of travel documents. For I-730 Adjudication cases, the adjudicator must verify that interagency checks have cleared before approving Form I-730. Because of the length of post-interview, I-730 processing, interagency checks must be requested for beneficiaries who are age 13 or older at interview and otherwise eligible.

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<sup>1</sup> Travel Eligibility cases are I-730s that were transferred to international offices after initial approval by Service Center Operations before IO assumed jurisdiction over approval of I-730s transferred to international offices abroad.

<sup>2</sup> Additional information about the role of IASB and the support it will provide will be forthcoming.



Subject: Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad  
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(b)(7)(e)

The mechanism for requesting interagency checks varies based on whether I-730 Refugee case processing is supported by a Resettlement Support Center (RSC) or the Department of State (DOS) Consular Affairs (CA).

*A. RSC supported I-730 Refugee Processing (Kenya and Thailand)*

At locations with RSC processing support, the RSC initiates the IAC request via the Worldwide Refugee Admissions Processing System (WRAPS). The Case and Activity Management for International Operations (CAMINO) system automatically uploads submission from WRAPS and result information from the IAC vetting partners. [REDACTED]

[REDACTED] These background checks do not display an expiration date in CAMINO. However, IAC checks do expire after 2.5 years.<sup>3</sup>

[REDACTED]  
Adjudicators must also check the IAC result in WRAPS to ensure validity [REDACTED]

[REDACTED] See graphic below). This is required because there may be a time lag between an event requiring an IAC resubmission<sup>4</sup> and the actual resubmission (displayed in CAMINO as [REDACTED])

[REDACTED]

The attached *RSC\_IAC Data Fields* document lists data fields that require an IAC resubmission if modified. When international field office staff discover changes in such data, staff must inform the RSC of the changes and wait to receive results from a new IAC, i.e. [REDACTED]

*B. Consular supported I-730 Refugee Processing*

At locations without RSC support, the adjudicator must request a Merlin SAO for beneficiaries requiring interagency checks. [REDACTED]

[REDACTED] To accomplish this, CA has expanded its Merlin SAO requests such that these SAOs are now also routed to IAC vetting partners for refugee follow-to-join cases. Thus, all I-730 refugee follow-to-join beneficiaries age 14 to 79 processed without RSC assistance require an SAO Merlin, even if the beneficiary is not from a country that requires a nationality-based Merlin SAO.

(b)(7)(e)

<sup>3</sup> WRAPS IACs are partially recurrent (vetting partners periodically re-run submitted data but the data is not automatically updated). IACs expire after 2.5 years due to the data retention policy of one of the vetting partners.

<sup>4</sup> When RSCs update certain fields in WRAPS, the WRAPS IAC Bio-Diff field flips to YES. This means a new IAC is required but not yet submitted. Once the Refugee Processing Center (RPC) submits a new IAC request, the IAC Bio-Diff field flips back to NO.

Subject: Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad

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Given the time it takes for the vetting process and to ensure the most accurate information is submitted, field office staff should request Merlin SAOs only after completion of interview<sup>5</sup> and only for otherwise eligible beneficiaries, ages 13 to 79 at the time of interview. Only Immigrant Visa (IV) sections can submit Merlin SAOs that encompass IAC vetting partners.<sup>6</sup> The attached ALDAC, *Revised Procedures for Processing Follow-To-Join Refugee Applications*, provides updated instructions for requesting a Merlin SAO from the IV section at post. Additional instructions are forthcoming.

As a best practice, field office staff should verify that the IV section successfully submitted the SAO Merlin by checking Consular Consolidated Database (CCD) - SAO Lookup. Refer any SAOs pending over a year to IO I-730 program managers for follow-up and expedite consideration. Provide beneficiary's name, DOB, as well as the SAO request number and SAO request date from CCD - SAO Lookup. The program manager will contact CA's Visa Office to request expedite processing.

**Merlin Security Advisory Opinion (SAO) - Expanded Requirements**

Merlin SAO requirements also depend on whether CA or an RSC supports I-730 Refugee case processing. For cases processed with CA support, Merlins are required for all I-730 Refugee beneficiaries age 14-79. This requirement is broader since CA uses the SAO to complete IACs. For cases processed with RSC support, the SAO Merlin requirement is narrower because the IAC check is run separately, and mirrors the SAO Merlin requirement for Form I-590 Refugees. RSC-submitted SAO Merlins are required for beneficiaries who are (i) ages 14 to 50, and (ii) nationals of a country requiring an SAO, or stateless persons who last habitually resided in an SAO country.<sup>7</sup> See PRM's *PROGRAM ANNOUNCEMENT 2018-05: Changes to Security Advisory Opinion (SAO) Requirements*.

**Enhanced FDNS Review Requirements**

(b)(7)(e)

For cases pending abroad, cases of beneficiaries interviewed prior to October 24, 2017 are not required to undergo EFR, nor are cases pending administrative closure or denial. Finally, EFR is a one-time requirement. The check does not expire and is not subject to a re-run requirement. However, should additional information be revealed during an interview that raises national security concerns, an IO

<sup>5</sup> Exceptions may be made on a case-by-case basis for urgent expedite cases. Staff should contact an IO HQ I-730 program manager in such instances.

<sup>6</sup> Non-Immigrant Visa sections will no longer submit Merlin SAOs for I-730 Refugee processing, but will continue to submit Merlin 92 SAOs for I-730 Asylee processing when required.

<sup>7</sup> For the list of nationalities see Bureau of Population, Migration and Refugees (PRM's) *Program Announcement 201705*. These include Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians.

FDNS officer may resubmit the case for EFR as part of the Controlled Application Review and Resolution Program (CARRP). Where practicable, EFR checks should be completed prior to interview.

**EFR Requirements Summary:**

For I-730 Refugee cases pending abroad, beneficiaries require EFR if:

1. SAO-country nationals or stateless persons residing in an SAO-country;<sup>8</sup> and
2. Age 12 or older (12 for EFR-SM and 14 for EFR-ID); and
3. Not interviewed prior to Oct 24, 2017; and
4. Not pending denial or administrative closure; and
5. Not previously subject to EFR. (Unless there are specific reasons for IO FDNS to request another EFR as noted above.)

*A. Pending Cases: EFR Checks Submission Instructions*

If a pending case abroad requires EFR, international field office staff must perform the following steps to initiate EFR-SM and EFR-ID checks:

*i. Cases processed without RSC support*

1. Issue a Request for Evidence (RFE) for a completed Form I-590 if the beneficiary has not already submitted it. If the version of the Form I-590 used precedes the current 12/15/17 version, the beneficiary must also submit Form G-325C.
2. Enter all applicable information into CAMINO. The attached CAMINO Quick Guide, *Submitting EFR Checks for I-730 Refugee Cases Pending Abroad*, provides instructions on data entry requirements.
3. Add the “EFR – SM” and “EFR – ID” background checks to the beneficiary’s person profile in CAMINO. Leave the submit date blank. CAMINO will automatically submit a weekly batch email to FDNS to initiate the EFR checks. FDNS provides results for the EFR-SM and EFR-ID check separately, which will be automatically uploaded into CAMINO. If derogatory information comes back on a case, Programs and Integrity Branch (PIB) FDNS IOs will follow-up directly with the appropriate Field Office.
4. Contact IO’s I-730 program managers, if expedite processing is required.

*ii. Cases processed with RSC support*

Instructions for requesting EFR checks for I-730 cases processed with RSC support are forthcoming.

*B. Future Cases: EFR Checks Completed Domestically*

New cases that require EFR will arrive abroad with completed EFR checks. The IASB will initiate EFR checks during domestic pre-processing and the results will be recorded in CAMINO, i.e., beneficiary’s EFR-SM and EFR-ID background check modules. For purposes of EFR, the beneficiary’s age freezes at the time IASB transfers the case abroad. Thus, a beneficiary will not

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<sup>8</sup> Ibid.

Subject: Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad

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age into the EFR requirement after a case arrives abroad. IASB will include information on any EFR hits in the I-730 case packet. Adjudicators must review this information and, if necessary, address it during the interview. For approved cases, EFR hit documentation must be mailed to the National Records Center (NRC) along with other security check documents – they should not be included in the beneficiary's travel packet.

**All I-730 Refugee cases where travel documents were issued on or before February 1, 2018**

All I-730 Refugee cases that received valid travel documents on or before the effective date of this memorandum (February 1, 2018) are allowed to travel as planned. This category of cases includes cases with expired travel documents that do not require a re-interview for reissuance. Field office directors may re-issue travel documents for such cases after verifying the validity of the assurance, medical, and security checks (as required prior to implementation of this memorandum). If the medical exam or a security check has expired, the travel document may be re-issued once the new medical exam or security check is completed. Staff may issue travel letters in locations CA is unable to reprint boarding foils.

**Change in Locations Processing I-730 Refugee Cases**

Consular Affairs Non-Immigrant Visa (NIV)-only posts have stopped processing I-730 Refugee Cases. Jurisdiction over I-730 Refugee caseloads at NIV-only posts is being transitioned to designated Immigrant Visa (IV) posts and USCIS international field offices.<sup>9</sup> Affected beneficiaries may request to transfer their cases to another IV post or USCIS international field office when travel to the IV-designated post presents a hardship. USCIS international field offices should attempt to accommodate such transfer requests when feasible.

Further guidance for affected USCIS international field offices and an updated Country-Specific Responsibility Matrix SOP appendix is forthcoming. Meanwhile, offices processing I-730 refugee cases without RSC or IV post support should contact IO's I-730 program managers for further guidance.<sup>10</sup>

**I-730 Asylum Cases**

As a reminder, additional vetting requirements and jurisdictional shifts discussed in this memorandum only apply to I-730 Refugee cases and not I-730 Asylum cases (I-730s filed by individuals granted asylum in the United States).

Changes to the I-730 Adjudication SOP incorporating this memorandum are forthcoming. Please refer any questions to IO's I-730 program managers. IO HQ will be scheduling calls with the international staff to review this guidance and answer any questions.

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<sup>9</sup> The USCIS Nairobi and Johannesburg International Field Office are the only offices to be so designated. USCIS Nairobi is responsible for I-730 refugee cases from Uganda, and Burundi. USCIS Johannesburg is responsible for I-730 refugee cases from Mozambique, Swaziland and Lesotho.

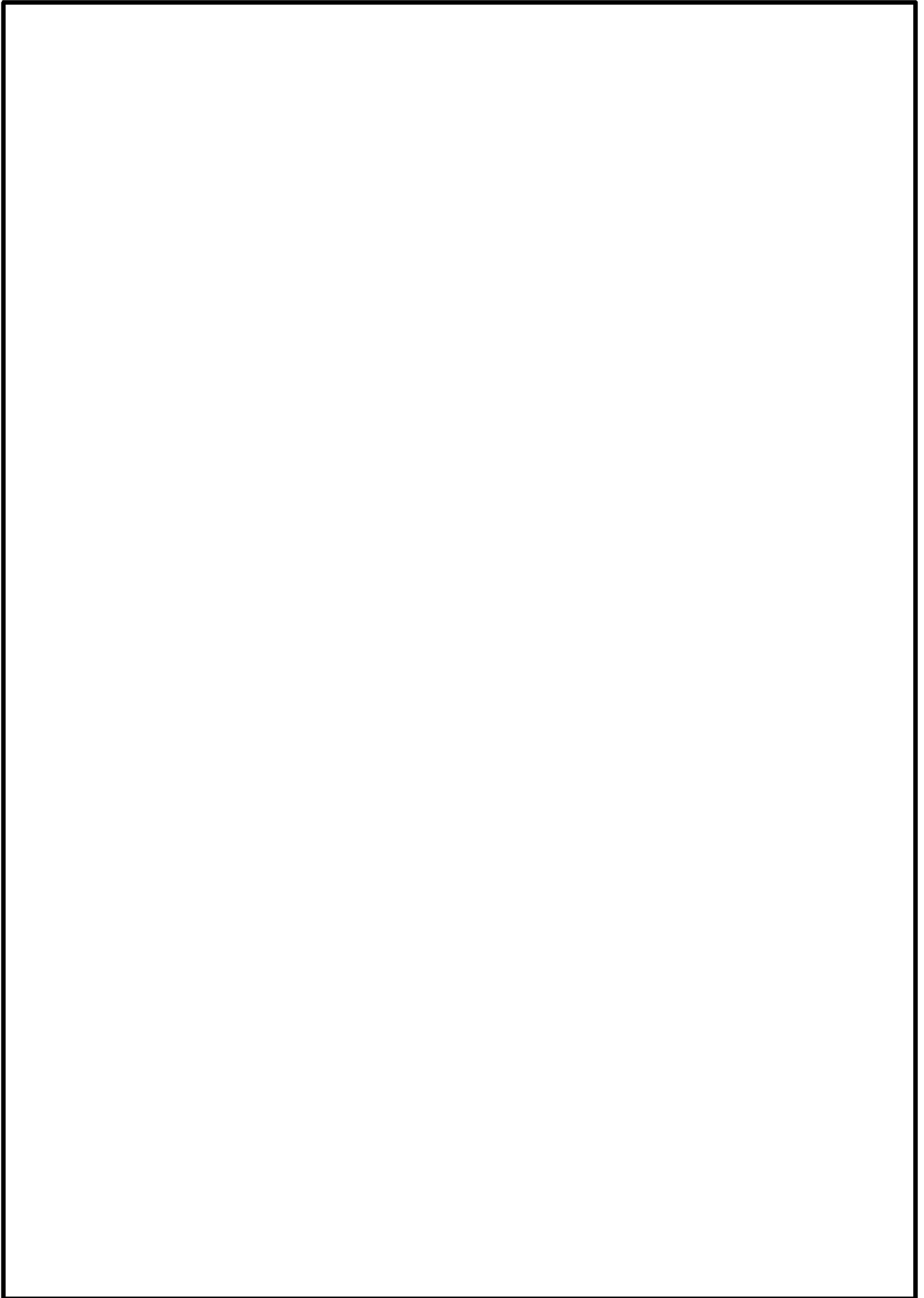
<sup>10</sup> Currently, these are the Rome, Mexico City, and Beijing Field Offices.

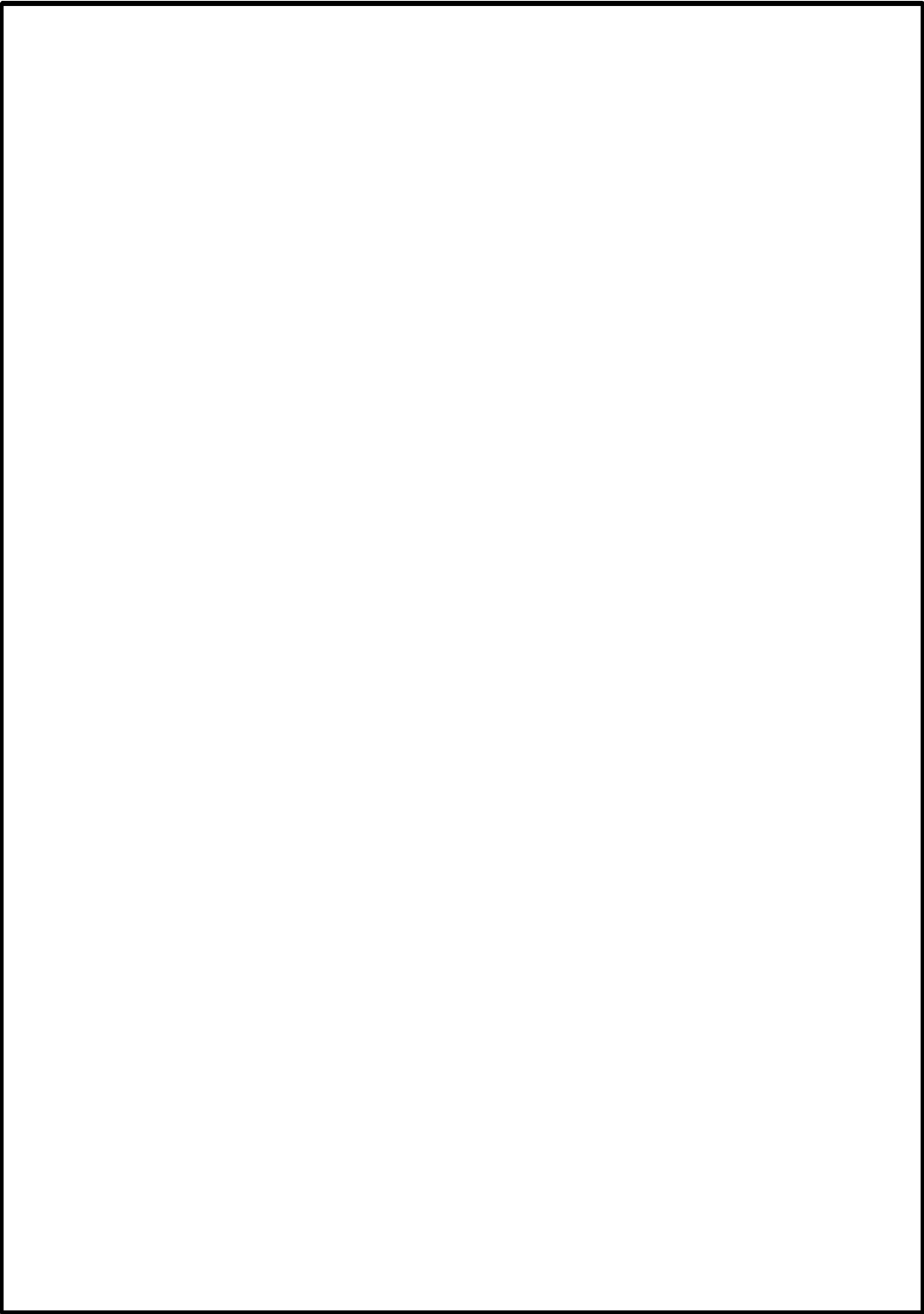
**Appendices:**

- 1a. *ALDAC: Revised Procedures for Processing Follow-To-Join Refugee Applications (Jan. 30, 2018)*
- 1b. *ALDAC: IAC\_Merlin SAO Additional Information Template*
- 1c. *ALDAC: IAC\_Data Fields\_IVO and SAO*
- 2. *CAMINO Quick Guide: Submitting EFR Checks for I-730 Refugee Cases Pending Abroad*
- 3. *RSC IAC Data Fields*

(b)(5)

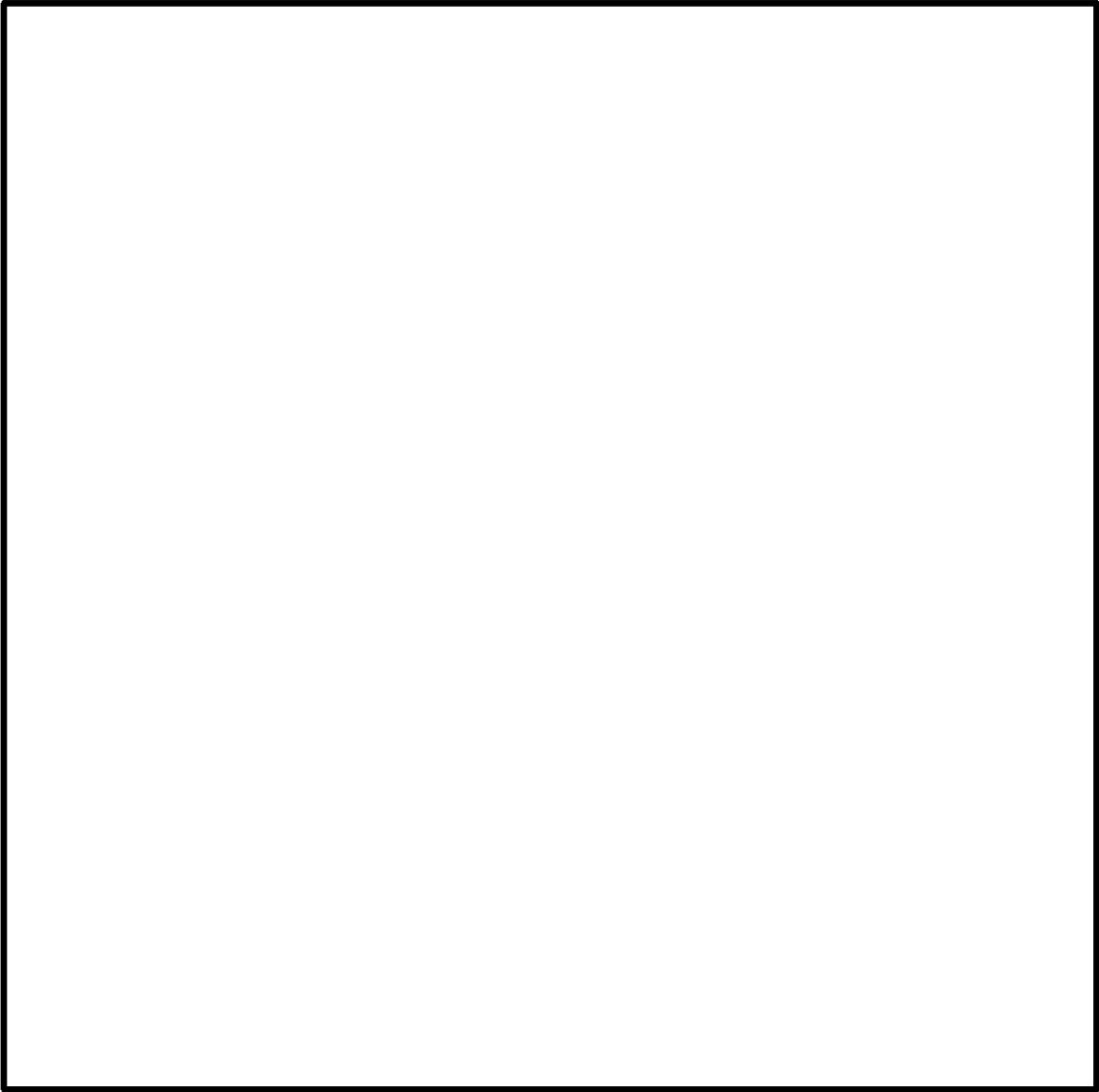
### Critical Data Fields







(b)(5)











































## **CAMINO Quick Guide**

### **Submitting EFR Checks for I-730 Refugee Cases Pending Abroad**

**Background:** This guidance will assist the user in preparing and adding data from the beneficiary's Forms I-730 (Refugee/Asylee Petition), I-590 (Registration for Classification as Refugee), and G-325C (Biographic Information) to CAMINO to facilitate and initiate enhanced FDNS review (EFR) background checks for certain beneficiaries who are nationals of Security Advisory Opinion (SAO) countries or are stateless persons who last habitually resided in an SAO country. This guidance currently applies only to Forms I-730 filed by refugee petitioners. It does not apply to Forms I-730 filed by asylee petitioners at this time.

<b>EFR Requirements:</b>
For I-730 Refugee cases pending abroad, beneficiaries require EFR if:
1. SAO-country nationals or stateless persons residing in an SAO-country; <sup>1</sup> and
2. Age 12 or older (12 for EFR-SM and 14 for EFR-ID); and
3. Not interviewed prior to Oct 24, 2017; and
4. Not pending denial or administrative closure; and
5. Not previously subject to EFR.

EFR background checks data is drawn directly from CAMINO data. Therefore, it is critical that all available biographical data and contact information in CAMINO is complete and accurate. This guidance will assist the CAMINO user with this important task.

### **General Instructions**

Ensure that the petitioner's and the beneficiary's person profile pages in CAMINO include all biographic (primary name, aliases, birth country, birth city, gender, country(ies) of citizenship, passport number(s)) and contact information (addresses, phone numbers, email addresses).

Review all of the following documents for biographic and contact information:

- Form I-730
  - Form I-590
  - Form G-325C
- Note: Form G-325C was incorporated into the most recent version of Form I-590 released on 12/15/17. For this reason, Form G-325C is included when Form I-590 (version 10/22/14) or earlier versions are used.

<sup>1</sup> For list of nationalities see Bureau of Population, Migration and Refugees (PRM's) *Program Announcement 201705*: Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians.



## Locate and Enter Beneficiary's Biographical Information

The beneficiary's biographical information needs to be complete and correct in CAMINO, to ensure that thorough EFR background checks are conducted.

1. Look for the beneficiary's biographical information in the following:

- Form I-730, Part 2, "Information About Your Alien Relative, the Beneficiary":

Department of Homeland Security U.S. Citizenship and Immigration Services		I-730, Refugee/Asylee Relative Petition	
FOR USCIS OFFICE ONLY			
<b>Section of Law:</b> <input type="checkbox"/> 207 (c)(2) Spouse <input type="checkbox"/> 207 (c)(2) Child <input type="checkbox"/> 208 (b)(1) Spouse <input type="checkbox"/> 208 (b)(3) Child  <b>Reserved</b>	<b>Action Stamp</b>    	<b>Receipt</b>    	<b>Remarks</b>    
<input type="checkbox"/> Beneficiary Not Previously Claimed <input type="checkbox"/> Beneficiary Previously Claimed On: _____ (e.g., Form I-590, Form I-589, etc.)      CSPA Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>START HERE - Type or print legibly in black ink.</b> <b>My Status:</b> <input type="checkbox"/> Refugee <input type="checkbox"/> Lawful Permanent Resident based on previous Refugee status <input type="checkbox"/> Asylee <input type="checkbox"/> Lawful Permanent Resident based on previous Asylee status			
<b>The beneficiary is my:</b> <input type="checkbox"/> Spouse <input type="checkbox"/> Unmarried child who is a (n): <input type="checkbox"/> Biological Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Adopted Child			
<b>Number of relatives for whom I am filing separate Form I-730:</b> _____ ( _____ of _____ )			
Part 1. Information About You, the Petitioner		Part 2. Information About Your Alien Relative, the Beneficiary	
Family Name (Last name), Given Name (First name), Middle Name:		Family Name (Last name), Given Name (First name), Middle Name:	
Address of Residence (Where you physically reside):		Address of Residence (Where the beneficiary physically resides):	

- Form I-590, Part 1, "Information About You":

Registration for Classification as Refugee		USCIS Form I-590 OMB No. 1613-0066 Expires 10/31/2016
Department of Homeland Security U.S. Citizenship and Immigration Services		
For DHS Use Only		
<b>Port of Entry</b>    	<b>Action Block</b>    	<b>Photograph</b>    
<b>Alien Registration Number (A-Number)</b> A- <span style="border: 1px solid black; padding: 2px;">  </span>	<b>Action Block</b>    	
<b>RSC Case Number</b> <span style="border: 1px solid black; padding: 2px;">  </span>		
<b>U.S. Social Security Number (if any)</b> <span style="border: 1px solid black; padding: 2px;">  </span>		
<b>Part 1. Information About You</b>		
1. <b>Family Name (Last Name)</b> <b>Given Name (First Name)</b> <b>Middle Name (if applicable)</b>		



- The top portion of Form G-325C (when Form I-590 version 10/22/14 or earlier is used):

Department of Homeland Security U.S. Citizenship and Immigration Services			OMB No. 1615-0008; Expires 06/30/2017		
<b>G-325C, Biographic Information</b>					
Family Name	First Name	Middle Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)	Citizenship/Nationality
All Other Names Used (include names by previous marriages)			City and Country of Birth		File Number A
				U.S. Social Security No. (if any)	

2. Update the beneficiary's biographic information on his or her CAMINO person profile page with any additional data found. Remember to include all aliases, country(ies) of citizenship, gender, and birthdates. Consider the biographic information listed on the Form I-730 as the primary information, unless the beneficiary provided updated information during the interview or on his or her Form I-590 and/or G-325C.

Person Profile

Person Names and Birth Dates

ADD ALTERNATE NAME AND BIRTH DATE

First Name	Middle Name	Last Name	Birth Date	Delete
Primary				
	<input checked="" type="checkbox"/> No Middle Name	<input type="checkbox"/> First or Last Name Only	mm/dd/yyyy	
			<input type="checkbox"/> Not Received <input type="checkbox"/> Unknown	

Personal Information

Birth Country

Immigration Status

Birth City

Gender

Citizenship Information

Citizenship

Passport No.

ADD CITIZENSHIP AND PASSPORT

Unique Identification Information

A-Number

Z-Number

Social Security No.

- **[Note!]** If the beneficiary does not yet have a person profile page, or a case in CAMINO, both will need to be created. See section below called "Creating a New Person Profile in CAMINO" for how to add a new person. After a new person is added, a case can be created.]



## Locate and Enter Beneficiary's Contact Information

1. Look for the beneficiary's contact information in:

- Phone and e-mail data, Part 6 (page 5) of Form I-730 (5/30/17 version):


<i><b>Beneficiary's Contact Information</b></i>	
<b>3. Beneficiary's Daytime Telephone Number</b> <input style="width: 90%;" type="text"/>	<b>4. Beneficiary's Mobile Telephone Number (if any)</b> <input style="width: 90%;" type="text"/>
<b>5. Beneficiary's Email Address (if any)</b> <input style="width: 100%;" type="text"/>	

- Address history, Form G-325C (when Form I-590, version 10/22/14 or earlier, is used):



Department of Homeland Security U.S. Citizenship and Immigration Services						OMB No. 1513-0008; Expires 06/30/2017 <b>G-325C, Biographic Information</b>	
Family Name	First Name	Middle Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)	Citizenship/Nationality	File Number A	
All Other Names Used (include names by previous marriages)			City and Country of Birth		U.S. Social Security No. (if any)		
Father Family Name	First Name	Date of Birth (mm/dd/yyyy)	City and Country of Birth (if known)		City and Country of Residence		
Mother (Maiden Name)	First Name	Date of Birth (mm/dd/yyyy)	City and Country of Birth		City and Country of Residence		
Current Husband or Wife (If none, so state) Family Name (For wife, give maiden name)	First Name	Date of Birth (mm/dd/yyyy)	City and Country of Birth	Date of Marriage (mm/dd/yyyy)	Place of Marriage		
Former Husband or Wives (If none, so state) Family Name (For wife, give maiden name)	First Name	Date of Birth (mm/dd/yyyy)	Date of Marriage (mm/dd/yyyy)	Place of Marriage	Date (mm/dd/yyyy) and Place of Termination of Marriage		
<b>Applicant's residence last 5 years. List present address first.</b>							
Street Name and Number	City	Province or State	Country	From Month	Year	To Month	Year
							Present Time




- Address and Identity documents, Form I-590, Part 1, “Information About You”:

		<b>Registration for Classification as Refugee</b> Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-590 OMB No. 1615-0066 Expires 10/31/2016	
<b>For DHS Use Only</b>					
<b>Port of Entry</b>  		<b>Action Block</b>  		<b>Photograph</b>  	
<b>Alien Registration Number (A-Number)</b> A- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<b>Action Block</b>  			
<b>RSC Case Number</b> <input type="text"/>					
<b>U.S. Social Security Number (if any)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
<b>Part 1. Information About You</b>					
1. Family Name (Last Name)		Given Name (First Name)		Middle Name (if applicable)	

- Enter phone numbers and e-mail addresses in CAMINO by clicking “Add” in the e-mail address or phone number module in the person profile page. Where possible, indicate which phone number or email address is primary, relying on the information from the Form I-730 as the primary information, unless the beneficiary provided updated information during the interview or on his or her Form I-590 and/or G-325C.

Email Address  <b>ADD</b>			
Add New Email Address			
Email Address <input type="text"/>	Primary Email <input type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
Email Address		Primary Email Address	
tes1@tanmail.com		No	

- Enter the beneficiary’s address history in CAMINO by clicking “Add” in the Address module in the beneficiary’s person profile page. **Important:** When entering address history, do not use the magnifying glass button (  ) to edit the current address (unless the current address is entered incorrectly). Use “Add” to create a history of current and past addresses. If provided on Form G-325C or Form I-590, you must include the beneficiary’s address history for the past five years.
  - In the pop-up window enter the address information, and be sure to include the effective dates.





- b. For current addresses, leave the Effective End Date field blank.

<b>In Care Of</b> <input type="text"/>	<b>Effective Start Date</b> <input type="text" value="10/01/2017"/> <small>mm/dd/yyyy</small>	<b>Effective End Date</b> <input type="text" value="11/30/2017"/> <small>mm/dd/yyyy</small>
<b>Address Street 1</b> <input type="text"/>	<b>Address Street 2 / Apt #</b> <input type="text"/>	
<b>City</b> <input type="text"/>	<b>State / Province</b> <input type="text"/>	
<b>Country</b> <input type="text" value="v"/>	<b>Postal Code</b> <input type="text"/>	
<input type="button" value="Add Contact Information"/> or <a href="#">Cancel</a>		

**Note:** The address with the most recent effective dates will appear in CAMINO as the current address, and a blue “History” hyperlink will appear in CAMINO to alert the user that other addresses exist.

### Add Beneficiary's Image to CAMINO

1. Scan or take a photo of the beneficiary's photo attached to Form I-730 and save the image as a .gif, .png, or .jpg to your desktop or a shared network location according to your office's local practice.
2. On the beneficiary's person profile page, click “Upload a photo.”

<b>Remarks</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>Photo</b> <a href="#">Upload a photo</a>
<input type="button" value="Update Profile"/> or <a href="#">Return To People Search</a>	

3. Click “Browse” and navigate to the location where you saved the image.

<b>Photo</b> <a href="#">Upload a photo</a>	
<b>Upload Image</b>	
<input type="button" value="Browse..."/>	<input type="button" value="Cancel"/>
<p><b>NOTE:</b> Only image file types are accepted to be uploaded (e.g. .gif, .png, .jpeg) Images that are greater than 150 pixels high, or 150 pixels wide will be resized.</p>	



4. Select the image, then click OK. Click “Update Profile” to complete the uploading process.

Remarks

Photo Upload a photo File: search.jpg  
Photo will be uploaded when the profile is updated.

Update Profile Return To People Search

- **Note:** Remember to delete the saved image from your desktop or shared network location after you ensure that it uploaded properly to CAMINO.

### Add Family Members to Beneficiary's Person Profile

The petitioner, along with the beneficiary's parents, spouse (current and former), and all children must be added to the beneficiary's person profile.

- **NOTE:** Before family members can be added to a beneficiary's profile in CAMINO, the family member must have his or her own person profile. If the family member and/or petitioner does not already have a person profile in CAMINO, see the next section regarding how to create a new profile.
1. On the beneficiary's person profile page, click “Add” in the Family Members module to add the petitioner as a family member. Use the search button to find the petitioner.

Family Members ADD

Select New Family Members

Name Contains A-Number Contains SSN Contains

Search

- **Optional:** Limit search results by entering the first several digits of the A-number range you desire (for example, 208214 will return all profiles containing that series of numbers).
- **Optional:** The wildcard asterisk (\*) symbol can be used in the Name field to return profile names that share a similar root (for example, \*Gonzal will return profiles including Gonzalez and Gonzales).



- When the petitioner's profile is located, select the petitioner's relationship to the beneficiary (parent or spouse) from the Relationship drop-down menu, and click "Add."

**Family Members** **ADD**

Select New Family Members

Name Contains:  A-Number Contains:

**Person Name** **A-Number** **Person ID**

1	LEWIS, Peterson	208999427	7DFB1B9C-F4C3-4D58-82C7-E8FB44ED5E4E
---	-----------------	-----------	--------------------------------------

**Select relationship** (dropdown menu):

- Adopted Brother
- Adopted Daughter
- Adopted Father
- Adopted Mother
- Adopted Sister
- Adopted Son
- Aunt
- Brother** (highlighted)
- Brother In Law
- Brother's Wife

- In the same way, add the beneficiary's parents, spouse, former spouse(s) if any, and children to the beneficiary's person profile in CAMINO. Where possible, include full name, date and place of birth, and city and country of residence. Family information may be found in:

- The first section of the Form G-325C (when Form I-590 version 10/22/14 or earlier is used):

Department of Homeland Security  
U.S. Citizenship and Immigration Services

OMB No. 1615-0008, Expires 06/30/2017

**G-325C, Biographic Information**

Family Name	First Name	Middle Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)	Citizenship/Nationality	File Number
All Other Names Used (includes names by previous marriages)			City and Country of Birth		U.S. Social Security No. (if any)	
Father	Family Name	First Name	Date of Birth (mm/dd/yyyy)	City and Country of Birth (if known)	City and Country of Residence	
Mother (Maiden Name)	Family Name	First Name	Date of Birth (mm/dd/yyyy)	City and Country of Birth (if known)	City and Country of Residence	
Current Husband or Wife (if any, so state) Family Name (For wife, give maiden name)	First Name	Date of Birth (mm/dd/yyyy)	City and Country of Birth	Date of Marriage (mm/dd/yyyy)	Place of Marriage	

- Three sections in the beneficiary's I-590:
  - Part 2 ("Information About Your Parents")
  - Part 5 ("Relative in the United States")
  - Part 6 ("Information About Your Marital Status")



## Creating a New Person Profile in CAMINO

1. Click on the People tab at the top of any CAMINO page, enter search criteria, and click the "Search People" button.

2. If CAMINO returns with "No Records Found," click on "New Person."

3. A New Person Profile page will open. Enter all available data about the family member, and then click "Create Profile."



- Note: Family member data may be found on the I-730, I-590, and/or G-325C (if applicable), depending on the relationship. Be sure to review all three forms to obtain the most complete information.

4. After the new person profile is created for the family member, return to the beneficiary's person profile page and add the family member as described above.

### EFR Background Check Process

(b)(7)(e) Enhanced FDNS Review (EFR) background checks must be initiated for cases requiring such review, but only after all required person profile data has been entered in CAMINO.

### Instructions for Initiating EFR Background Checks

After you have completed all required data entry (see Required Data for EFR Background Checks checklist as a reference tool, if desired), navigate to the beneficiary's person profile page.

- Note: Each week, CAMINO identifies newly-initiated EFR-ID and EFR-SM background checks for which no Submit Date has been entered. CAMINO will transmit required data in a report to both FDNS divisions and will automatically enter a Submit Date. CAMINO will not include in its weekly report data for individuals whose EFR-ID and EFR-SM background checks already include a Submit Date. For this reason, it is critical that users do not manually add a Submit Date when adding the background checks to the beneficiary's person profile page.



When FDNS provides EFR background check results, the Programs and Integrity Branch (PIB) will upload the results to CAMINO and will coordinate as necessary with the international offices to address any “hits” or derogatory information.

Under current policy, if biographic information is added or modified after the EFR background checks are submitted, under current policy the EFR checks do not need to be resubmitted.

If a case requires expedited EFR checks, please contact IO’s I-730 Program Managers.

**For USCIS CAMINO Questions, Ideas or Comments, contact:**

- USCIS Service Desk for IT for network login-related issues at (888) 220-5228.
- Your CAMINO Admin for CAMINO access control/rights issues.
- Refer to <https://camino.uscis.dhs.gov/CAMINO> for the updated CAMINO Local Admin listing.



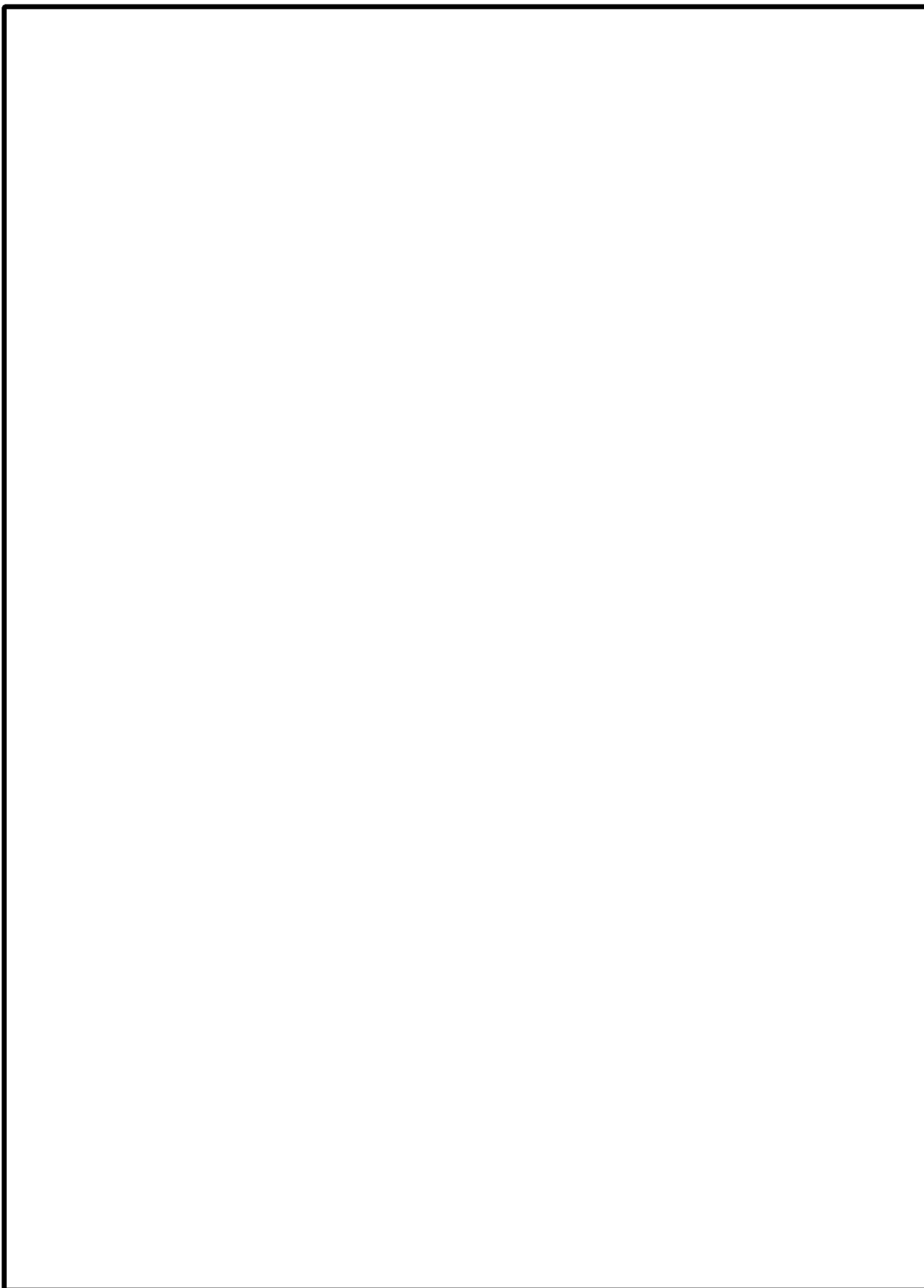
## Required Data for EFR Background Checks

The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730, I-590, and G-325C (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.

(b)(7)(e)

Done	Item	Where You May Find It			





\*If beneficiary had previous travel to USA, passport information will be listed on the I-730 under Part 2 on page 3.



















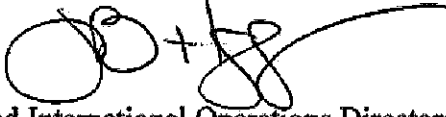


U.S. Citizenship  
and Immigration  
Services

April 27, 2018

Memorandum

TO: All International Operations Division Staff  
All Refugee Affairs Division Staff

FROM: Jennifer B. Higgins   
Associate Director  
Refugee, Asylum and International Operations Directorate

SUBJECT: New Procedures and Revised Guidelines for Refugee Adjudications Implemented as  
a Result of the 120-Day Review and the 90-Day Review pursuant to Executive  
Orders 13780 and 13815

October 24, 2017 marked the conclusion of the 120-day review of the U.S. Refugee Admissions Program (USRAP) directed pursuant to section 6(a) of Executive Order (EO) 13780, Protecting the Nation from Foreign Terrorist Entry into the United States. On that same day, President Trump issued Executive Order 13815, Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities. EO 13815 provided for the general resumption of the USRAP subject to the conditions set forth in section 3 and concluded that the worldwide temporary suspension and other processes specified in section 6(a) of EO 13780 were no longer in effect.

EO 13815 also required that the Secretary of Homeland Security determine within 90 days, as appropriate and consistent with applicable law, whether to modify or terminate any actions taken to address the security risks posed by refugee admissions, in consultation with the Secretary of State and the Director of National Intelligence. The Department of Homeland Security (DHS), the Department of State (DOS), and our law enforcement and Intelligence Community (IC) partners conducted a review to inform this decision. They assessed whether additional safeguards were necessary to ensure that the admission of nationals of (and certain stateless persons who last habitually resided in) countries subject to a Security Advisory Opinion (SAO)



does not pose a threat to the security and welfare of the United States.

At the conclusion of the 90-day review, on January 29, 2018, DHS Secretary Nielsen issued a memorandum entitled *90-Day Refugee Review*, instructing U.S. Citizenship and Immigration Services (USCIS) to implement additional screening and vetting enhancements to more effectively reduce risk with regard to processing nationals from SAO countries. Consistent with that memorandum, I instructed the Refugee Affairs Division (RAD) and International Operations Division (IO) to take a number of actions, consistent with all judicial orders in effect, in advance of FY 2018 Quarter 3 refugee processing. See Memorandum from Jennifer B. Higgins, *New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review* (January 29, 2018).

Below is a summary of the status of the enhancements resulting from the 120 and 90-day reviews.

#### Application Process

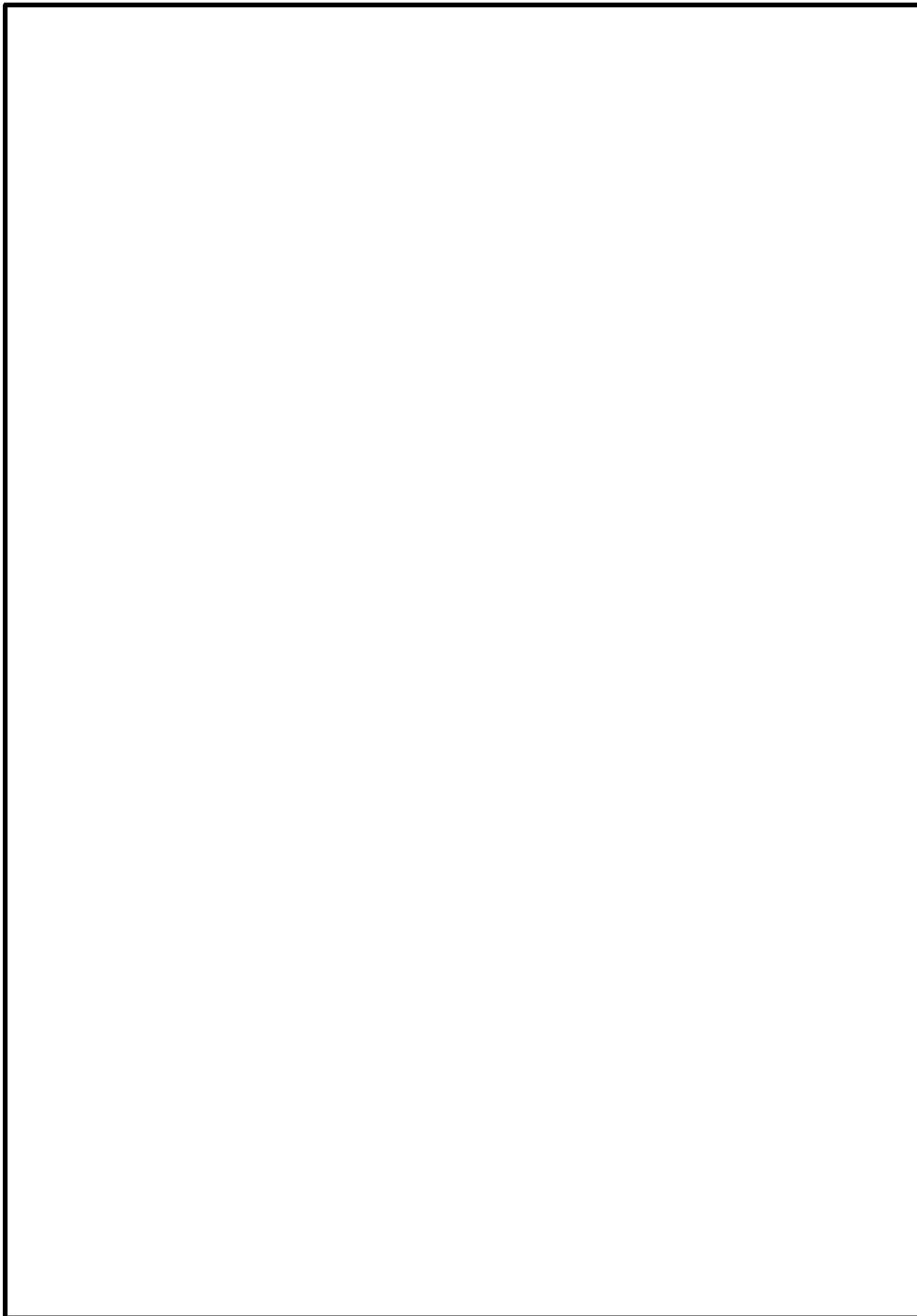
*Increased data collection:* As of October 25, 2017, Resettlement Support Centers are collecting additional data from all I-590 refugee applicants in order to enhance the effectiveness of biographic security checks. These changes have improved the ability to determine whether an applicant is being truthful about his or her claims, has engaged in criminal or terrorist activity, has terrorist ties, or is otherwise connected to nefarious actors. (120-day review)

*Enhanced identity management:* The Worldwide Refugee Admissions Processing System (WRAPS) has been improved to better detect potential fraud by strengthening the ability to identify duplicate identities or identity documents. Any such matches are subject to further investigation prior to an applicant being allowed to travel. These changes have made it harder for applicants to use deceptive tactics to enter our country. (120-day review)

#### Interview and Adjudication Process

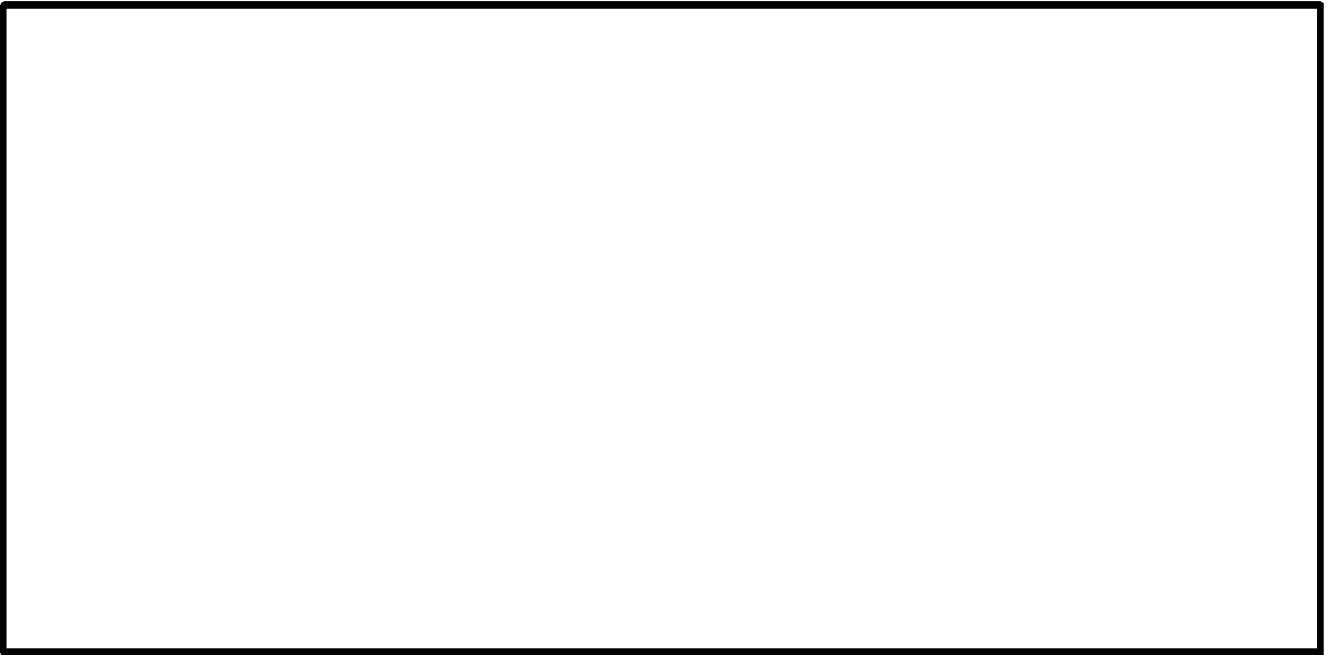
*Fraud Detection and National Security (FDNS) forward deployment:* Officers specially trained in identifying and processing potential fraud, national security, and public safety concerns are now deployed to support select refugee processing circuit rides. Deployment of FDNS officers on select circuit rides has facilitated support to adjudication officers by providing them real time national security guidance. FDNS officers provide case review feedback and suggested lines of inquiry focused on addressing fraud, national security, and/or public safety issues. The partnering of FDNS officers and adjudication officers has proven effective in addressing national security issues in the field, while adapting an approach best suited to the exigencies of a particular circuit ride. This approach has been successful in reducing the overall number of cases placed on hold or requiring re-interviews due to fraud, national security, and/or public safety indicators. To memorialize this process, RAD issued an FDNS Forward Deployment Standard Operating Procedure (SOP) in Quarter 1 of FY2018. It has deployed FDNS officers on seven circuit rides thus far in FY2018, and will continue to deploy FDNS officers on select circuit rides each quarter. (120-day review)

(b)(7)(e)



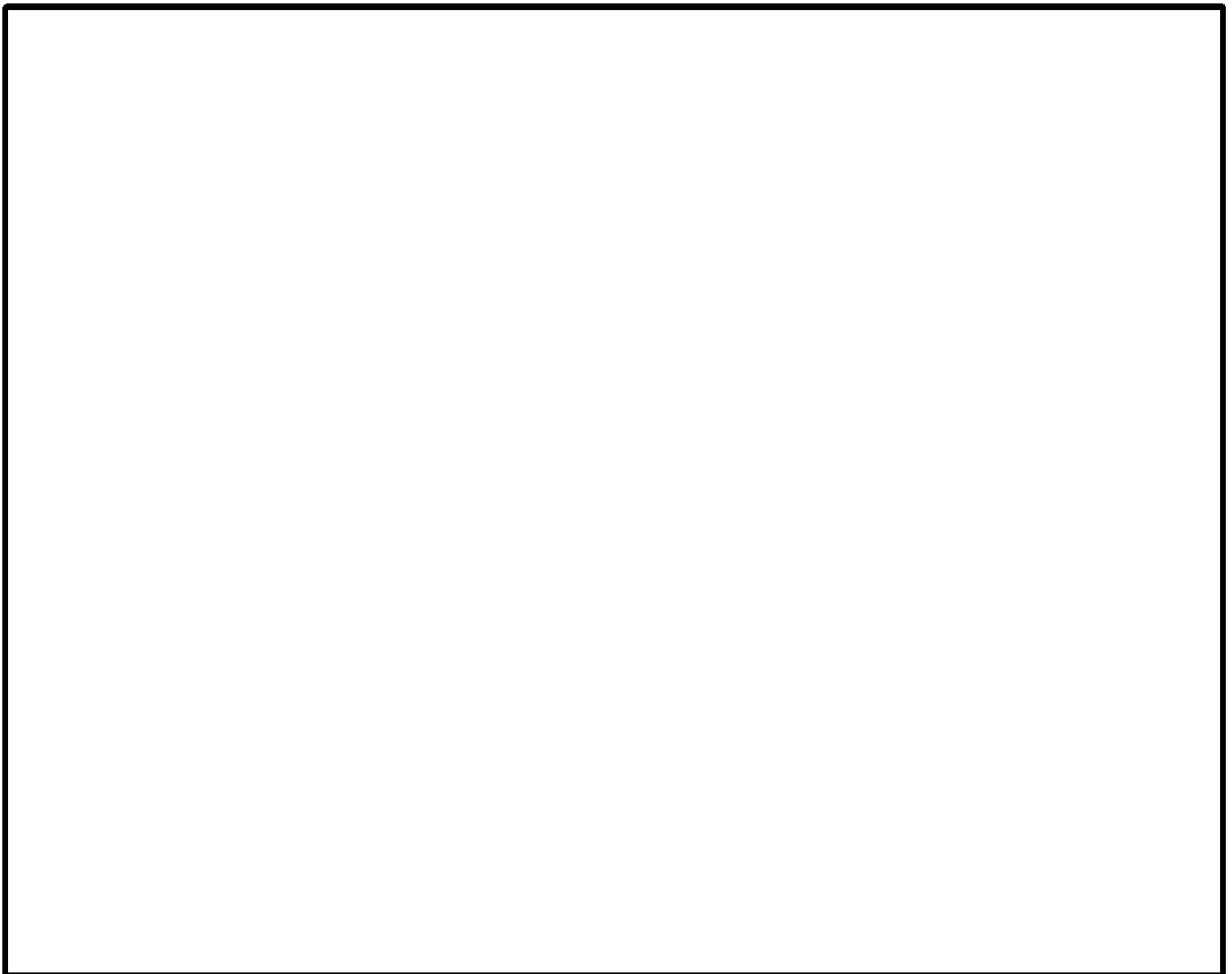
FOR OFFICIAL USE ONLY

(b)(7)(e)



Systems Checks and other Vetting

(b)(7)(e)



(b)(7)(e)

#### Re-evaluation of I-590 SAO “pipeline” cases

In addition to these enhancements, RAD has instituted a process and issued guidance on evaluating whether I-590 cases involving SAO nationals<sup>1</sup> already interviewed by a USCIS officer but that are pending final approval require a re-interview in light of these new protocols.<sup>2</sup> All cases involving SAO nationals that were not stamped approved as of January 29, 2017 and were interviewed prior to April 1, 2018 must go through this review.

#### Form I-730 Refugee Following-to-Join Processing

DHS and DOS have implemented procedures to more closely align protocols for security vetting for following-to-join refugees with principal refugees (120-day review):

- Effective February 1, 2018, following-to-join refugees residing abroad receive the full baseline interagency checks that I-590 refugee applicants receive.
- IO, which assumed from Service Center Operations jurisdiction for pre-processing of Form I-730 refugee following-to-join cases, requests that Form I-730 beneficiaries provide their I-590 applications earlier in the process to provide for more thorough screening prior to the adjudication of the petition.

<sup>1</sup> While the guidance outlined here addresses I-590 cases of SAO nationals, adjudicators may consider any case for re-interview, regardless of nationality and including I-730 cases, in which derogatory information or a procedural deficiency is discovered post-interview.

<sup>2</sup> Refugee cases previously determined to be eligible for refugee status with valid security check results and that have already been stamped approved are considered to have received a final USCIS adjudication. These cases, in the absence of derogatory information being discovered post-interview, will be allowed to proceed with travel without additional USCIS review.

## New Procedures and Revised Guidelines for Refugee Adjudications Implemented as a Result of the 120-Day Review and 90-Day Review

- Form I-730 following-to-join refugee beneficiaries from SAO countries, or if stateless, who last resided in SAO countries, require EFR review before approval.
- SAO requirements for this population have been expanded in alignment with the expansion for I-590 refugee applicants.

### Training

RAD conducted an initial series of “In-Service Training” for RAD and IO officers who adjudicate I-590 refugee cases on the new procedures and revised guidelines implemented as a result of the 120-day review. All RAD and IO officers are required to receive this training before processing or adjudicating any refugee case after October 24, 2017. Additional training is required on the 90-day review enhancements related to national security, discretion and the requirements for interviewing derivative applicants. All RAD and IO officers are required to receive this training before processing or adjudicating any refugee case on or after April 1, 2018. Officers will receive this training during pre-departure briefings and other training sessions scheduled as needed.

### Conclusion

The security and procedural enhancements outlined above are designed to further strengthen the USRAP and are the result of detailed interagency reviews including evaluated intelligence, the threat landscape, and the experience of RAIO professionals responsible for adjudicating applications for refugee status and for following-to-join refugees. As Secretary Nielsen said on January 29, 2018, “these additional security measures will make it harder for bad actors to exploit our refugee program...The United States must continue to fulfill its obligation to the global community to assist those facing persecution and do so in a manner that addresses the security of the American people.”



**U.S. Citizenship  
and Immigration  
Services**

January 29, 2018

**Memorandum**

TO: Mary Margaret Stone  
Acting Chief, Refugee Affairs Division

Joanna Ruppel  
Chief, International Operations Division

FROM: Jennifer B. Higgins /s/  
Associate Director  
Refugee, Asylum and International Operations Directorate

SUBJECT: New Procedures and Revised Guidelines for Refugee Adjudications as a Result of  
the 90-Day Review

On October 24, 2017, President Trump issued Executive Order (EO) 13815, *Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities*, which concluded that the U.S. Refugee Admissions Program (USRAP) could generally resume subject to the conditions set forth in section 3 of the EO. That section, entitled "*Addressing the Risks Presented by Certain Categories of Refugees*," required that the DHS Secretary determine within 90 days, as appropriate and consistent with applicable law, whether to modify or terminate any actions taken to address the security risks posed by refugee admissions, in consultation with the Secretary of State and the Director of National Intelligence.

To inform this decision, DHS, the Department of State (DOS), and our law enforcement and intelligence community partners conducted a review to assess whether additional safeguards were necessary to ensure that the admission of nationals of (and certain stateless persons who last habitually resided in) countries subject to a Security Advisory Opinion (SAO) does not pose a threat to the security and welfare of the United States.

As part of this process, USCIS conducted an adjudicative review of the cases of refugees who entered the U.S. and subsequently became of interest to law enforcement based on a possible terrorism nexus. The purpose of the review was to determine (1) whether these cases would have been denied if they were adjudicated under today's vetting regime and adjudication

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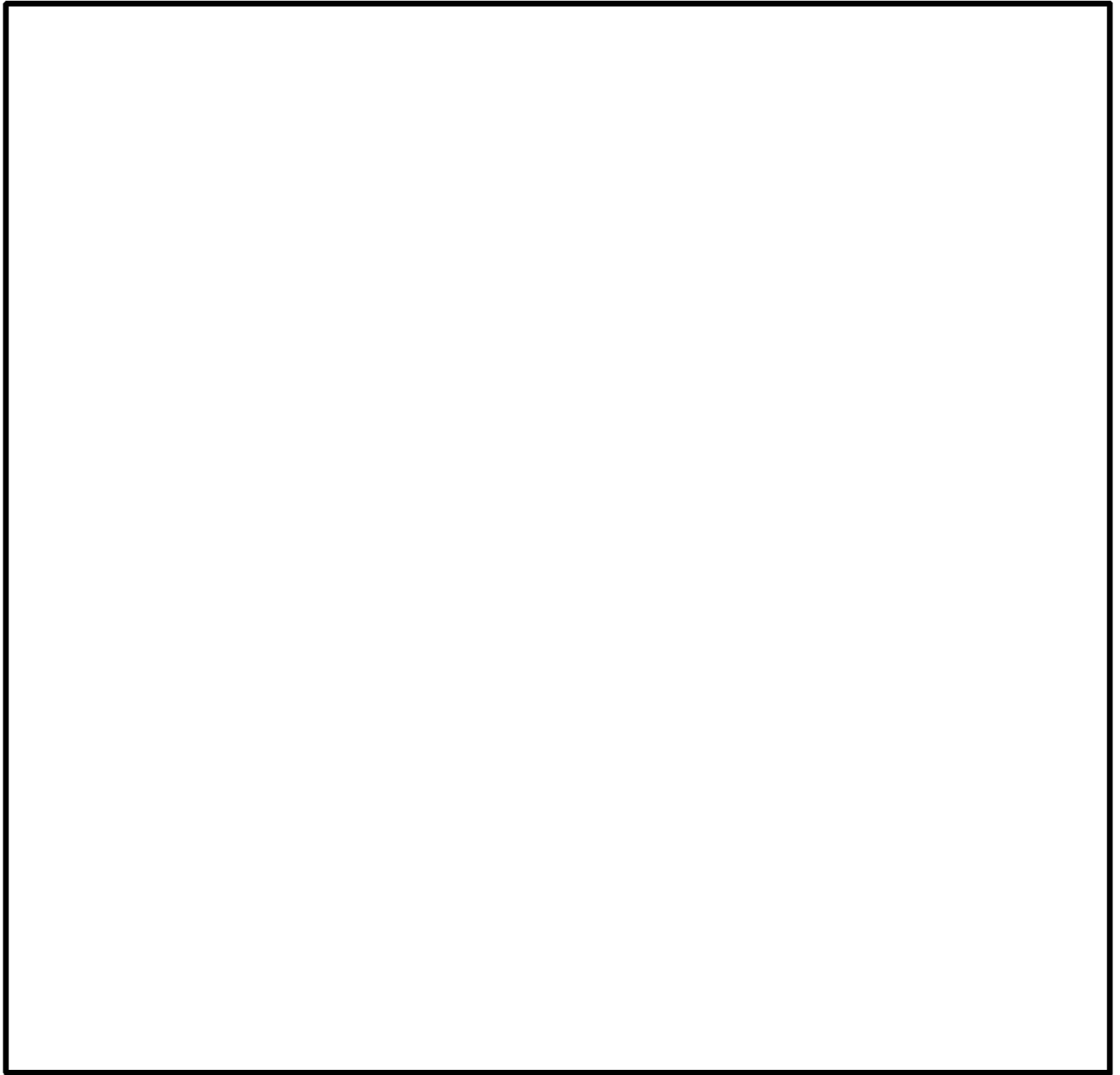
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New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review

standards, and (2) whether there are any demographic trends or patterns from which to derive lessons regarding enhancements to the interview and adjudication process.

On January 29, 2018, DHS Secretary Nielsen issued a memorandum entitled *90-Day Refugee Review*, instructing USCIS to implement additional screening and vetting enhancements to more effectively reduce risk with regard to processing nationals from SAO countries. As a result of this 90-day review and in accordance with the Secretary's determinations, I am instructing the Refugee Affairs Division (RAD) and International Operations Division (IO) to implement the following actions, consistent with all judicial orders in effect, in advance of third-quarter refugee processing.

(b)(7)(e)



While these enhancements will be applied to refugee interviews and adjudications prospectively, RAD shall immediately institute a process and issue guidance to evaluate whether I-590

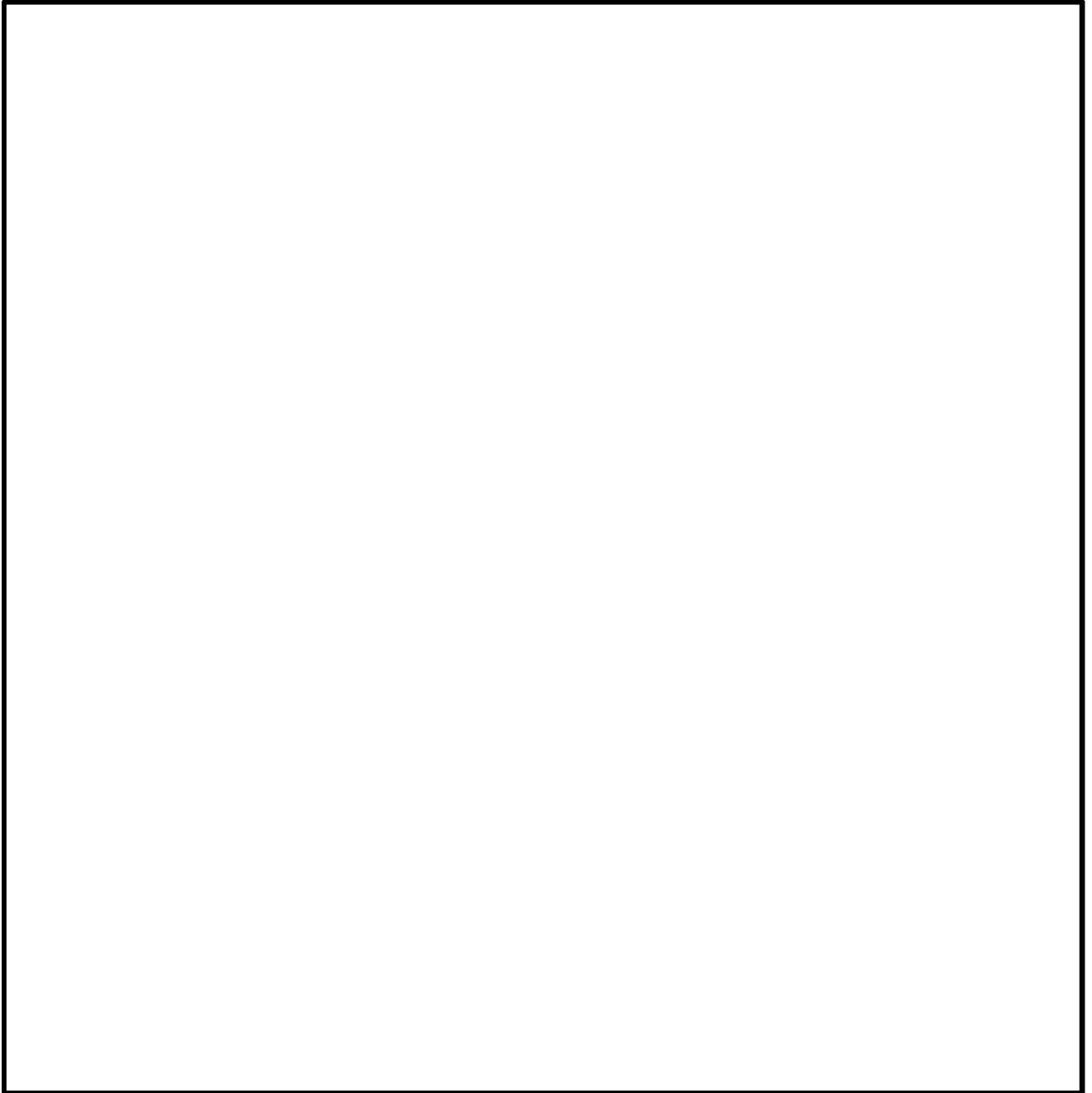
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New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review

“pipeline” cases (i.e., cases already interviewed by a USCIS officer but that are pending final approval) involving SAO nationals<sup>1</sup> require a re-interview in light of these new protocols.<sup>2</sup>

In addition, RAIO will work with other USCIS and DHS components and collaborate with USRAP partners to make the following modifications:

(b)(7)(e)



<sup>1</sup> While the guidance outlined here addresses I-590 cases of SAO nationals, adjudicators may consider any case for re-interview, regardless of nationality and including I-730 cases, in which derogatory information or a procedural deficiency is discovered post-interview.

<sup>2</sup> Refugee cases previously determined to be eligible for refugee status with valid security check results and that have already been stamped approved are considered to have received a final USCIS adjudication. These cases, in the absence of derogatory information being discovered post-interview, will be allowed to proceed with travel without additional USCIS review.



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New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review

(b)(7)(e)



The security and procedural enhancements outlined above are designed to further strengthen the USRAP based on evaluated intelligence, the threat landscape, and the experience of RAIO professionals responsible for adjudicating applications for refugee status. As always, we will continue to review and improve USRAP protocols and procedures on an on-going basis to ensure we can facilitate the admission of legitimate refugees while maintaining our national security.

## Shirk, Georgette L

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**From:** Mancuso, Deborah T  
**Sent:** Tuesday, February 13, 2018 3:57 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 DP: AO Case Assignment Schedule  
**Attachments:** EFR Checklist (IASB).013118.pdf

On more thing: The EFR checklist is [here](#) and attached. I highly recommend that you reference it when completing data entry for DOS Post cases.

Note: The checklist references the 12/15/17 version of the I-590. The cases we receive from DOS will have an older version of the I-590 AND a G-325C.

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**From:** Mancuso, Deborah T  
**Sent:** Tuesday, February 13, 2018 1:47 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 DP: AO Case Assignment Schedule

Officers,

If you have completed data entry for DOS Post cases (cases sent electronically by Post to IASB), please send a link to the case in CAMINO to your supervisor. Your supervisor will review and initiate EFR.

Thank you,  
Deborah

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**From:** Mancuso, Deborah T  
**Sent:** Monday, February 12, 2018 9:08 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** I-730 DP: AO Case Assignment Schedule

Officers,

You've completed data entry for I-730 Domestic Processing cases for one category of cases: RFE/NOID (cases received from SCOPS with SCOPS-issued RFE/NOID and response received from petitioner)!

Please see attached updated [schedule](#). Officers previously assigned RFE/NOID cases on the schedule are now assigned to be Floaters. Support staff will assign you other categories of cases based on the greatest need. Just FYI, we received 122 cases from NVC last week that had already been processed by SCOPS and need to be entered in CAMINO.

Thank you,  
Deborah

## Required Data for EFR Background Checks

The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730 and I-590 (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.

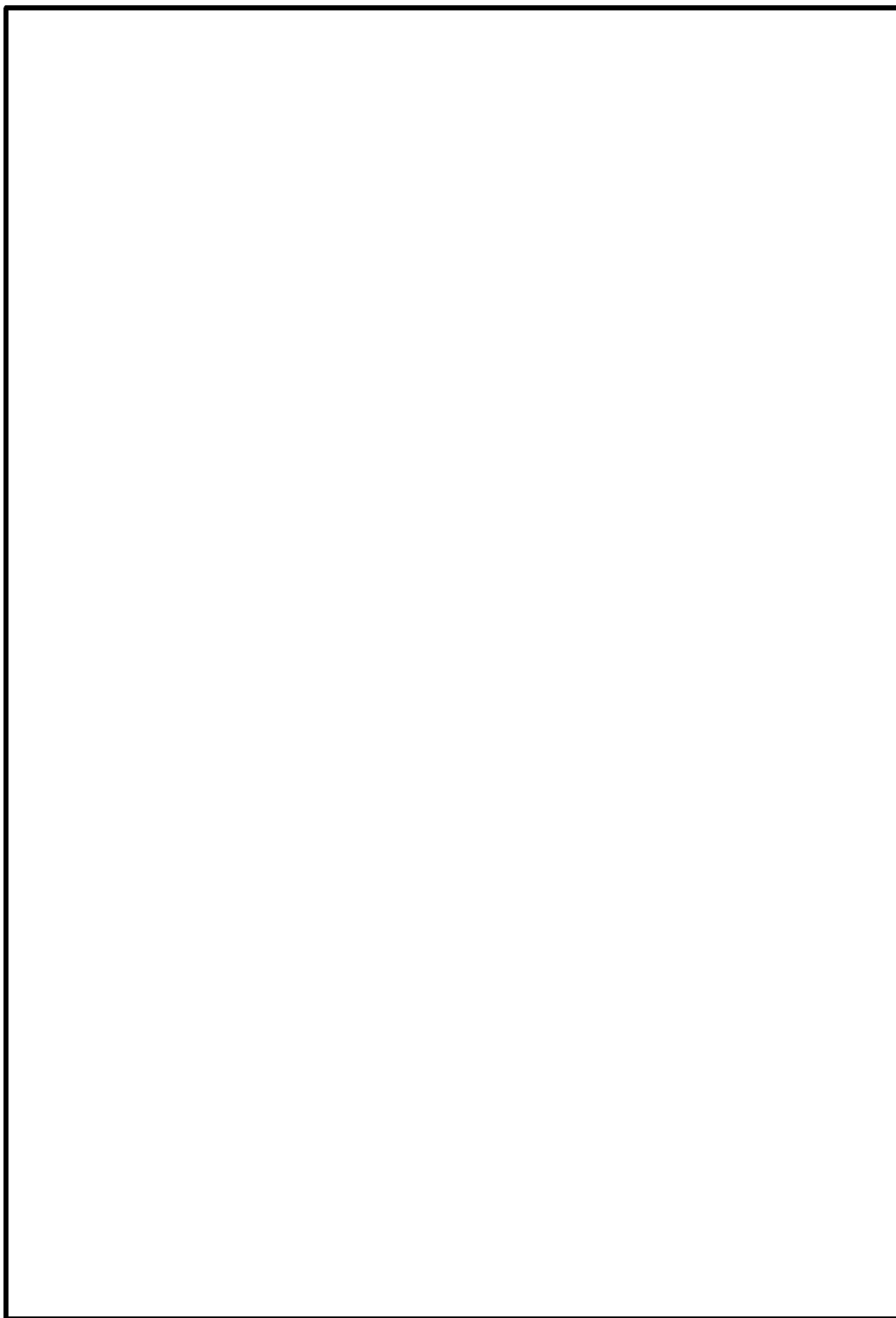
Done	Item	Where You May Find It		

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## Required Data for EFR Background Checks

(b)(7)(e)



\*If beneficiary had previous travel to the U.S., passport information will be on the I-730, part 2, page 3.

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, January 08, 2018 3:36 PM  
**To:** Goudge, Laurie A; Swanson, Trina M; Ginzburg, Roman; Tomlyanovich, William J (Bill); Dougherty, Linda M; Leigh, Jessica K; Mancuso, Deborah T; Jacobs, Alexander L  
**Cc:** Rosenstock, Peter L  
**Subject:** RE: I-730 Follow to Join Refugee File Shipments to International Affairs Support Branch

Laurie, thank you. This guidance looks good to me.

(b)(7)(e)

FYI that once we enter the cases in CAMINO, and [REDACTED] the results return fairly quickly. I say most of the files, likely being primarily non EFR, could be back to FOD in about a month or less.

Pilar

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**From:** Goudge, Laurie A  
**Sent:** Monday, January 08, 2018 1:25 PM  
**To:** Swanson, Trina M; Ginzburg, Roman; Tomlyanovich, William J (Bill); Dougherty, Linda M; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Jacobs, Alexander L  
**Cc:** Rosenstock, Peter L  
**Subject:** FW: I-730 Follow to Join Refugee File Shipments to International Affairs Support Branch  
**Importance:** High

Good afternoon –

The below guidance was just sent to the Regions and which will initiate the file transfers from FOD to IASB.

Please let me know if you have any questions.

Laurie A. Goudge  
AO, Special Adjudications Branch  
Division 1 FOD  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
952-215-9131

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**From:** Goudge, Laurie A  
**Sent:** Monday, January 08, 2018 3:23 PM  
**To:** Goodwin, Shelley M; Kern, Suzanne C; Gallagher, Kevin E; Reynolds, Patti J; Dyer, LaToya S; Woo, Ellen Y; Almond, Tina M; Bace, Philip R; Tilley, Wendy M  
**Cc:** Rosenstock, Peter L; Goudge, Laurie A  
**Subject:** I-730 Follow to Join Refugee File Shipments to International Affairs Support Branch  
**Importance:** High

Good afternoon –

As a follow up to today's discussion regarding the I-730 Follow to Join Refugee (FTJ-R) cases pending in field offices, below are the instructions for relocating the A files to the International Affairs Support Branch (IASB) for enhanced security checks. This only applies to FTJ-R cases and **does not** include Follow to Join Asylee (FTJ-A) cases.

Offices should identify any pending FTJ-R cases, inclusive of any A files that are riding with the beneficiary's A-Files.

The attached sheet should be completed for each beneficiary's file, listing any riding files, and placed on top of the non-record side of the beneficiary's A file.

Field offices should ship the cases in the following manner:

- Prepare a manifest listing all files (receipt files, T-files, A-files, etc.) to be sent to IASB
- NFTS all files in the shipment to IASB. IASB's FCO is **IOA**.
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907  
714-780-4457

- Notify IASB via email when the files are shipped:
  - Attach a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)
    - [fodspecialadjudications@uscis.dhs.gov](mailto:fodspecialadjudications@uscis.dhs.gov)
    - [Laurie.a.goudge@uscis.dhs.gov](mailto:Laurie.a.goudge@uscis.dhs.gov)

**IASB will receive files by taking the following action:**

- Reply to the sender that the shipment was received
- Update NFTS by batch transferring in all files
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

***The goal of FOD is to have these files identified, packaged, and shipped by the end of the week (January 12, 2018).***

For any questions, please contact Peter Rosenstock and Laurie Goudge with the Special Adjudications Branch.

Thank you,

Laurie A. Goudge  
AO, Special Adjudications Branch  
Division 1 FOD  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
952-215-9131



**From:** Ginzburg, Roman [mailto:Roman.Ginzburg@uscis.dhs.gov]

**Sent:** Tuesday, December 19, 2017 8:52 AM

**To:** Scarlatelli, Adam W

**Cc:** Nantais, Joel D; Hoffmann, Erin R; Rizvi, Sana Z; Paschke, Matthew J; Peralta Mihalko, Maria P (Pilar); Ruppel, Joanna; Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L; Mancuso, Deborah T

**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

Hi Adam,

I know you are working on responses to the questions below. Looking forward to them soon. Please let me know if a follow-up meeting this week would be helpful.

Meanwhile, attaching a couple of slightly updated documents shared previously: process flow, and IO interim guidance that has been cleared by DOJ for internal use.

Best,  
-Roman

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**From:** Ginzburg, Roman

**Sent:** Friday, December 08, 2017 4:16 PM

**To:** 'Nantais, Joel D'; Scarlatelli, Adam W (ScarlatelliAW@state.gov)

**Cc:** 'Hoffmann, Erin R'; 'Rizvi, Sana Z'; 'Paschke, Matthew J'; Peralta Mihalko, Maria P (Pilar); Ruppel, Joanna; Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L; Mancuso, Deborah T

**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

Hi Joel and Adam,

Would like to share a couple of updates, and recap several pending issues pertaining to the I-730 vetting project.

First, wonderful news to learn that CA may be able to operationalize interagency checks by mid-January!

We have developed a draft process flow map (see attached). Would very much like to get your comments and help to map out the [REDACTED] Specifically, we are looking to answer the following questions:

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These checks are only required prior to travel document issuance for I-730 Refugee Benes who are:

- from one of the SAO-listed nationalities; and
- age 12 yrs. or older (EFR-SM min age 12 yrs; EFR-ID min age 14 yrs); and
- **have not been interviewed before October 24, 2017.**

As previously discussed, ideally IVO and NIV reports would identify the universe of pending cases with CA that require an EFR. This would allow us to do a single EFR sweep of overseas cases, after which EFR checks would only be done prior to shipping the case abroad. Checking if you might have an update on whether you think such reports could be run? If not, we should get together to brainstorm alternative models for pending overseas cases.

Last couple of qs:

- Joel, you briefly mentioned that even if the case arrives with bene's I-590, you thought CA may want to re-request it at interview. Could you elaborate on why that may be helpful?
- We previously discussed connecting our lawyers (Phillip and Meghan) to check on potential PRA issues. If this has not occurred, could you provide Meghan's email and I can share it with Phillip? This may be moot if additional forms are not required.

Adam and I have a tentative meeting scheduled for Monday afternoon to follow-up on the above issues. We could also schedule a larger group meeting if that may be helpful. I know Alex has also been working with you to schedule the EFR presentation for next week.

Have a wonderful weekend,  
-Roman

**From:** Ginzburg, Roman

**Sent:** Wednesday, November 29, 2017 4:51 PM

**To:** 'Nantais, Joel D' <NantaisJD@state.gov>

**Cc:** Teferra, Leikun <Leikun.Teferra@uscis.dhs.gov>; Hoffmann, Erin R <HoffmannER@state.gov>; Rizvi, Sana Z <RizviSZ@state.gov>; Paschke, Matthew J <PaschkeMJ@state.gov>; Scarlatelli, Adam W <ScarlatelliAW@state.gov>; Peralta Mihalko, Maria P (Pilar) <Maria.P.PeraltaMihalko@uscis.dhs.gov>; Ruppel, Joanna <Joanna.Ruppel@uscis.dhs.gov>; Nicholson, Maura J <Maura.J.Nicholson@uscis.dhs.gov>; Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>; Leigh, Jessica K <Jessica.K.Leigh@uscis.dhs.gov>; Jacobs, Alexander L <Alexander.L.Jacobs@uscis.dhs.gov>; Mancuso, Deborah T <Deborah.T.Mancuso@uscis.dhs.gov>

**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

Joel, thanks very much for the quick reply! Very helpful.

Yes, think a list of potentially pending NIV cases would be necessary. Adding identifiers such as Receipt number and Alien # would be helpful for us to cross reference against CLAIMS 3 data to identify cases that have been denied. NVC might also be able to bounce against their consular return data to identify cases that have been returned.

For cases we can't cross off the list, figure consular officers would have to check the case while figuring out whether they need to upload the I-590/I-730/G-325C into C3.

Several additional points about the data pull:

- Could country of citizenship or nationality be added since SAO list based on nationality not country of birth?
  - Both Sudan and South Sudan are on the SAO list. Think one of them is not highlighted/included, but that has no impact on the data.
- Actually, all biographic data that could be pulled would be helpful for the EFR checks. It would allow FDNS officers only to go into CCD for missing data.
- Live links to the CCD records would also be helpful, but obviously not necessary.

Best,  
-Roman

**From:** Nantais, Joel D [<mailto:NantaisJD@state.gov>]  
**Sent:** Wednesday, November 29, 2017 4:12 PM  
**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>  
**Cc:** Teferra, Leikun <[Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)>; Hoffmann, Erin R <[HoffmannER@state.gov](mailto:HoffmannER@state.gov)>; Rizvi, Sana Z <[RizviSZ@state.gov](mailto:RizviSZ@state.gov)>; Paschke, Matthew J <[PaschkeMJ@state.gov](mailto:PaschkeMJ@state.gov)>; Scarlatelli, Adam W <[ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>; Nantais, Joel D <[NantaisJD@state.gov](mailto:NantaisJD@state.gov)>  
**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

**Official**  
**UNCLASSIFIED**

**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Wednesday, November 29, 2017 3:50 PM  
**To:** Nantais, Joel D  
**Cc:** Teferra, Leikun; Hoffmann, Erin R; Rizvi, Sana Z; Paschke, Matthew J; Scarlatelli, Adam W; Peralta Mihalko, Maria P (Pilar); Ruppel, Joanna; Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L; Mancuso, Deborah T  
**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

Hi Joel,

Thanks so much for pulling this data together!

Taking a quick look at the spreadsheet, I was hoping you could field several questions. Specifically, do you think this list of cases is under-inclusive?

- Wondering why there are no pending V93 cases in NIV? Have all posts transitioned to I-730 IV processing for pending cases? We can look at the NIVs again, we have to change the scope as most NIV cases still refused in our system are dead cases and as indicated by the notes below we are unable to track them as a returned case

to USCIS. It might be easiest if we can pull a list of cases and USCIS can cross-reference based on CLAIMS data to determine which still have valid I-730s?

- Was perplexed by the following notes:
  - All other NIV ZZ applicants with a G refusal reason (not overcome or waived, over 1,700 applicants) had a case status of Refused.
  - Since the concept of not being transferred back to NVC is only applicable to IV applicants, this criterion was not applicable to NIV ZZ applicants.
- Are all pending IV cases be refusals? In other words, is a case made 221(g) upon arrival? If not, any idea regarding how many pending, non-refusal IV cases there might be or how we can identify them? Posts to not keep cases in an open status (cases are created in IVO just prior to the interview appointment).

If it may be faster, please give me a call.

Thanks again,

-Roman

Roman Ginzburg  
International Operations  
RAIO/USCIS/DHS  
O: 202-272-8605  
C: [REDACTED] (b)(6)

Referred to U.S. Department of State



Referred to U.S. Department of State

**From:** Peralta Mihalko, Maria P (Pilar) [mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov]

**Sent:** Tuesday, November 21, 2017 12:17 PM

**To:** Ginzburg, Roman; Scarlatelli, Adam W; Nantais, Joel D; Ruppel, Joanna; Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L; Mancuso, Deborah T

**Cc:** Teferra, Leikun

**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

Greetings,

Regarding action item: •Provide IASB's address for NVC to mail SAO nationality, I-730 Refugee cases they are holding. Target date -week of 11/27

The mailing address is:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907

**Joel**, can you please provide me with the names of the NVC POCs we'll be working with? Thanks you. In the IASB the NVC can contact me or SAOs Deborah Mancuso and Leikun Teferra.

**Pilar Peralta Mihalko**

Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAIO | International Operations Division

Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

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**From:** Ginzburg, Roman

**Sent:** Tuesday, November 21, 2017 8:34 AM

**To:** Scarlatelli, Adam W (ScarlatelliAW@state.gov); Nantais, Joel D; Ruppel, Joanna; Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T

**Subject:** RE: I-730 following to join refugee vetting working group- 11/16 meeting

Hi all,

Thanks for a very helpful meeting last week! Including an updated list of action items below. Please send corrections and/or updates.

Best,  
-Roman

**Action Items**

CA

- CCD data pull for all pending I-730 Refugee cases. Target date week of 11/20.

(b)(7)(e)

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- Latest Stats on I-730 Refugee cases (by citizenship) held at NVC. – Done 11/21!

IO

- Schedule brief for CA on EFR and its output (in December?). Target date to schedule –week of 11/27.
- Provide IASB's address for NVC to mail SAO nationality, I-730 Refugee cases they are holding. Target date -week of 11/27

Ownership Unclear

(b)(5)

- 

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**From:** Ginzburg, Roman

**Sent:** Thursday, October 26, 2017 6:24 PM

**To:** Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Nantais, Joel D <[NantaisJD@state.gov](mailto:NantaisJD@state.gov)>; Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Scarlatelli, Adam W <[ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)>

**Subject:** RE: I-730 following to join refugee vetting working group kick off

Hi all,

Please find action items from our meeting below. Please let me know if I missed anything, or if you have corrections. Thanks!

**Meeting Subject:** I-730 following to join refugee vetting working group kick off

**Meeting Date:** 10/26/2017 4:00 PM

**Participants:** CA & IO

Action Items

CA

- 

(b)(7)(e)

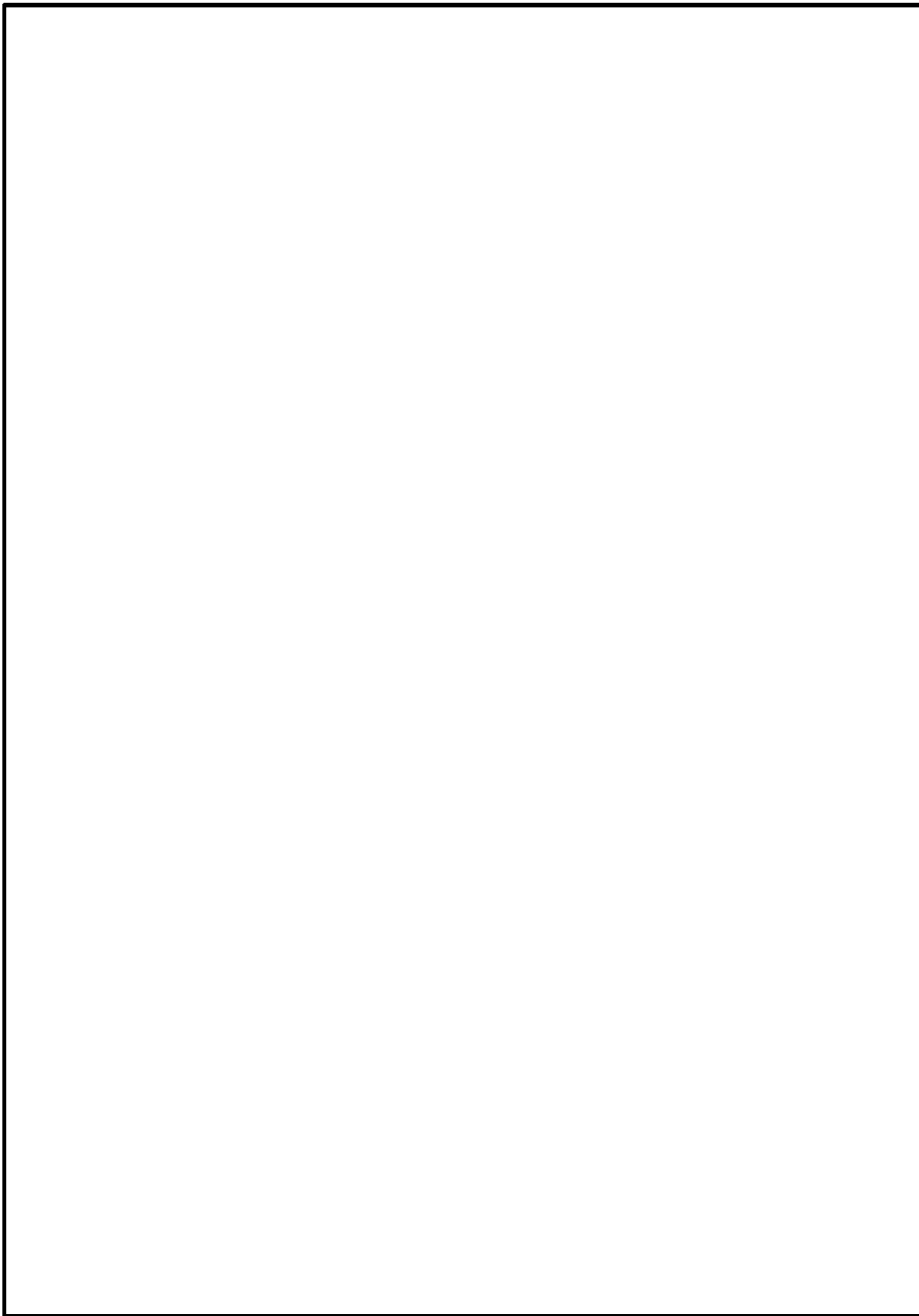
## IO

- Compile "wish list" of additional fields to receive in addition to fields required for Enhanced FDNS Review
- Follow-up on family member vetting in classified environment
- Try to arrange brief for CA on EFR and its output

## WG

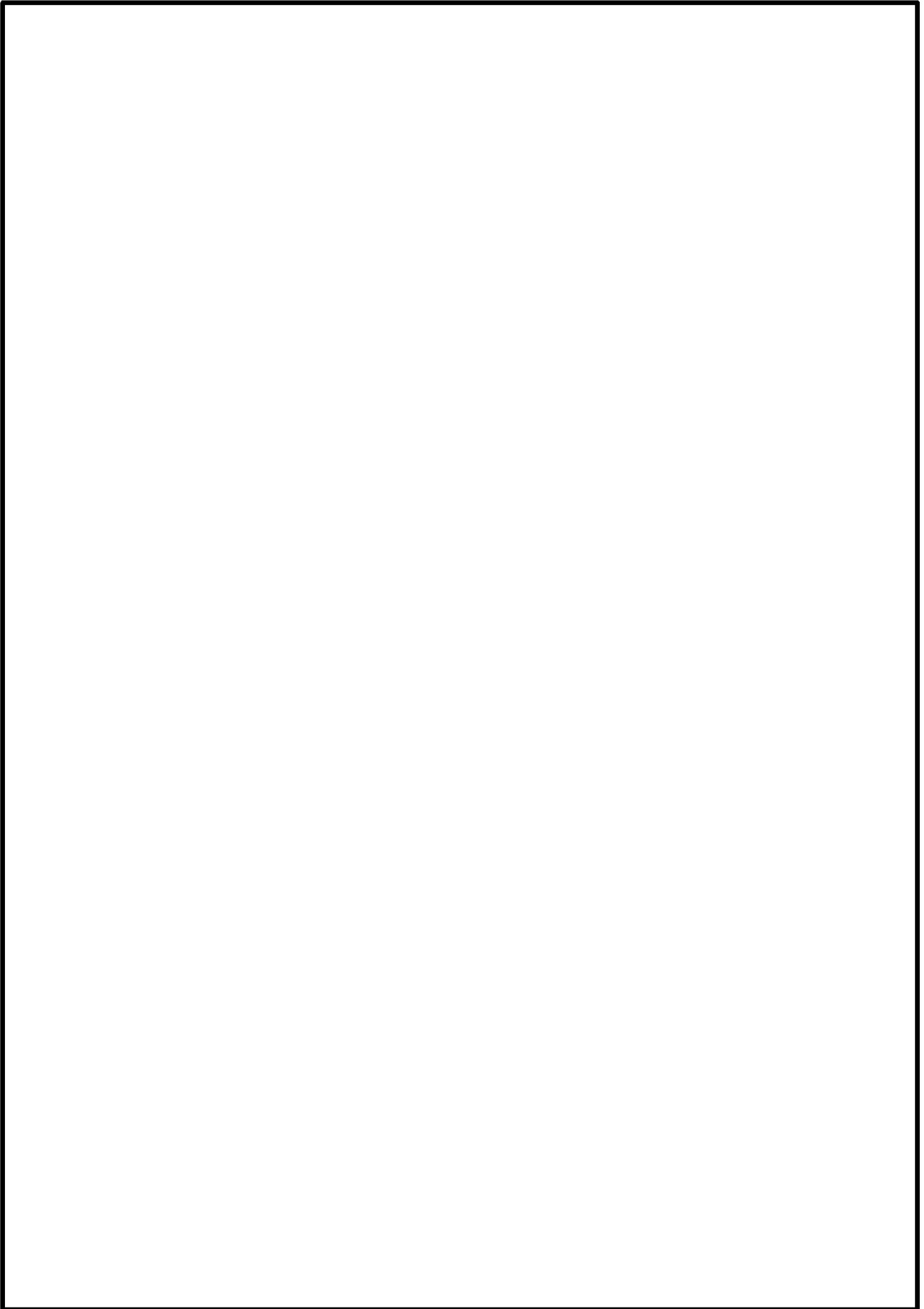
- Adam and Roman will set up working group to meet weekly
- invite PRM
- invite FDNS EFR SME
- Determine how to process 76 FTJ-R (V93) cases held at NVC
- Determine how to implement enhanced checks at posts that currently do not issue foils, and are not assisted by RSCs: Amman, Beijing, Guangzhou, Mexico City, Rome.
- Decide how cases will be sent from IASB to NVC and how consular returns sent back.
- Streamline process by eliminating any redundant checks

(b)(7)(e)



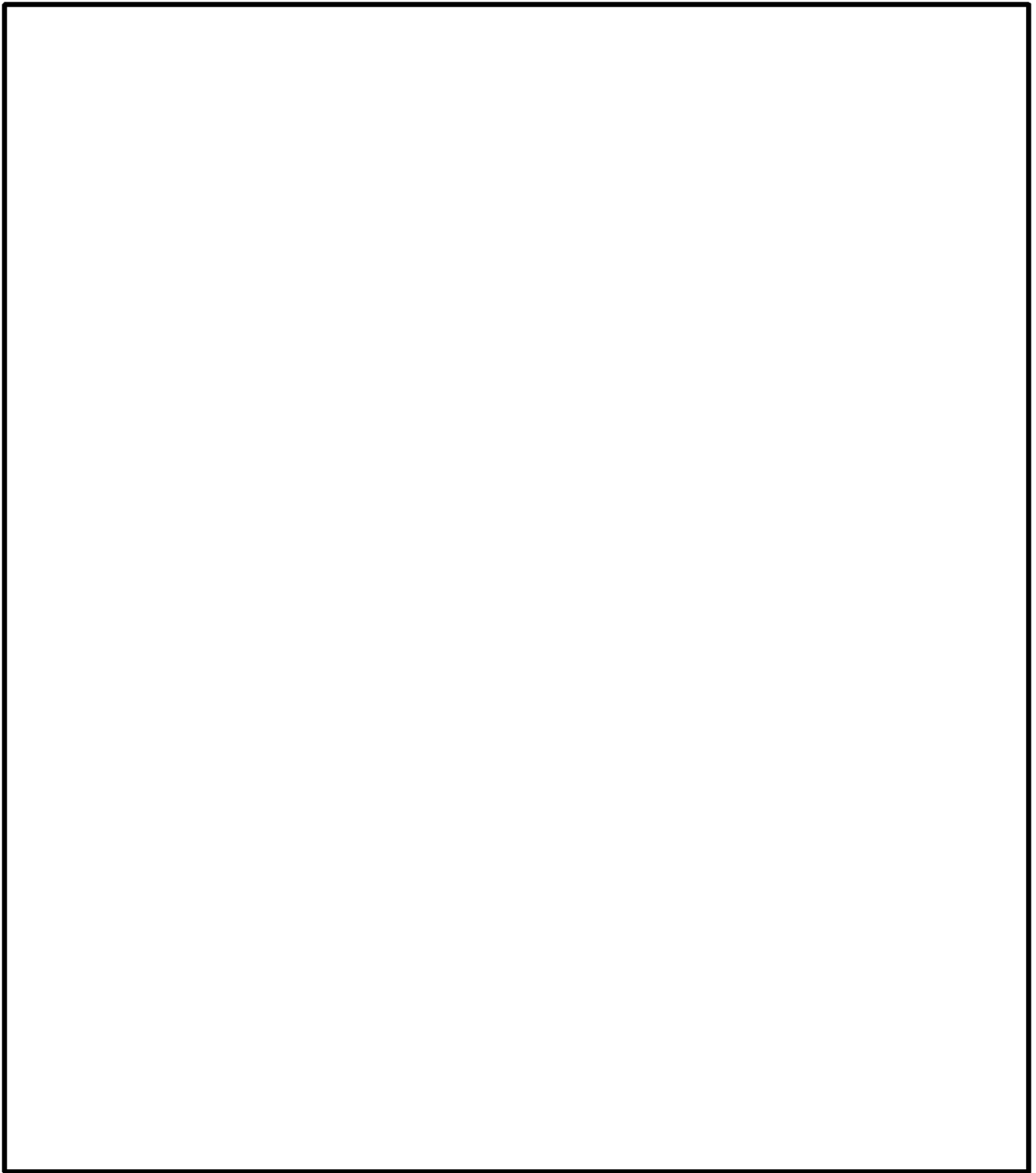


(b)(5)



DRAFT/Deliberative

(b)(5)



DRAFT/Deliberative



**Shirk, Georgette L**

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**From:** Jacobs, Alexander L  
**Sent:** Friday, January 26, 2018 11:53 AM  
**To:** Quinn, Kevin T; Ramirez, Rebekah V; Griffin, Chad T; Wood, James M; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Kevin,

[IOHQFDNS@uscis.dhs.gov](mailto:IOHQFDNS@uscis.dhs.gov)

Thanks!

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: [Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)

(b)(7)(c)

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**From:** Quinn, Kevin T  
**Sent:** Friday, January 26, 2018 12:52 PM  
**To:** Jacobs, Alexander L; Ramirez, Rebekah V; Griffin, Chad T; Wood, James M; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Reverse question for IO: To whom would you like us to send our Tuesday/Thursday completion report?

K

**Kevin T. Quinn**  
USCIS - Fraud Detection and National Security  
Chief – Social Media Division  
Work: (202) 272-9106

(b)(6)

Email: [kevin.quinn@dhs.gov](mailto:kevin.quinn@dhs.gov)

(b)(7)(c)

---

**From:** Jacobs, Alexander L  
**Sent:** Friday, January 26, 2018 10:50 AM  
**To:** Ramirez, Rebekah V; Quinn, Kevin T; Griffin, Chad T; Wood, James M; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Hi Rebekah,

We are comfortable with however SMD does it for Asylum and Refugee. If it is Tuesday and Thursday, that works for us. If it's once per week, that's fine as well.

I'll verify with CAMINO that the export works and get back to you. Thank you!

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov (b)(7)(c)

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**From:** Ramirez, Rebekah V  
**Sent:** Friday, January 26, 2018 10:45 AM  
**To:** Quinn, Kevin T; Griffin, Chad T; Wood, James M; Jacobs, Alexander L; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Hello,

Attached is an example of the export we would be sending you with FTJ case updates. Please let me know if you would like anything modified.

How often would you like to receive these updates? Twice per week (Tuesday and Thursday)? Or once per week?

Sincerely,

**Rebekah V. Ramirez**  
DHS | USCIS | FDNS  
Social Media Division  
(202) 272-9654  
[rebekah.v.ramirez@uscis.dhs.gov](mailto:rebekah.v.ramirez@uscis.dhs.gov)

---

**From:** Quinn, Kevin T  
**Sent:** Friday, January 26, 2018 10:30 AM  
**To:** Griffin, Chad T; Wood, James M; Jacobs, Alexander L; Ramirez, Rebekah V; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

For Social Media Division, please send to:  
SMDSubmissions ([smdsubmissions@uscis.dhs.gov](mailto:smdsubmissions@uscis.dhs.gov))  
Cc:  
Rebekah Ramirez ([rebekah.v.ramirez@uscis.dhs.gov](mailto:rebekah.v.ramirez@uscis.dhs.gov))  
Kevin Quinn ([kevin.t.quinn@uscis.dhs.gov](mailto:kevin.t.quinn@uscis.dhs.gov))

Thank you,  
K

**Kevin T. Quinn**

USCIS - Fraud Detection and National Security  
Chief – Social Media Division  
Work: (202) 272-9106  
Mobile: (540) 718-9921  
Email: [kevin.quinn@dhs.gov](mailto:kevin.quinn@dhs.gov)

(b)(7)(c)

---

**From:** Griffin, Chad T  
**Sent:** Friday, January 26, 2018 10:12 AM  
**To:** Wood, James M; Jacobs, Alexander L; Quinn, Kevin T; Ramirez, Rebekah V; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

RAS addresses above are correct.

**From:** Wood, James M  
**Sent:** Friday, January 26, 2018 10:08 AM  
**To:** Jacobs, Alexander L; Griffin, Chad T; Quinn, Kevin T; Ramirez, Rebekah V; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning everyone

CAMINO will be releasing the code that will generate the EFR spreadsheets this evening and I want to make sure that I have all the correct email addresses that you want the spreadsheets to go to.

Can you please let me know the TO: and CC: email addresses that you would like us to use.

Thanks

James

**James Wood**

RAIO - PMP - POP  
U.S. Citizenship and Immigration Services  
Office: 202-272-8723 | Mobile: (b)(6)

---

**From:** Jacobs, Alexander L  
**Sent:** Thursday, January 18, 2018 2:40 PM

**To:** Griffin, Chad T; Quinn, Kevin T; Ramirez, Rebekah V; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Wood, James M; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Hi Chad,

Thank you for raising that issue. We'll be working on establishing formal training that is tailored specifically to SMD and ID. It'll be a brief training session.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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**From:** Griffin, Chad T  
**Sent:** Thursday, January 18, 2018 2:38 PM  
**To:** Jacobs, Alexander L; Quinn, Kevin T; Ramirez, Rebekah V; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Wood, James M; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

When we started, one of the few requirements I levied on FDNS IO was formal CAMINO training. I am wrapping up the access requests today. When can we plan on getting formally trained on the program?

Thanks,

Chad

**From:** Jacobs, Alexander L  
**Sent:** Thursday, January 18, 2018 8:00 AM  
**To:** Quinn, Kevin T; Ramirez, Rebekah V; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Wood, James M; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning Kevin,

Handcrafted works for us. ID, if you could do one as well, that'll be helpful so we can test the upload into CAMINO.

Regarding CAMINO access, you can have your team complete the attached form and send it to [RAIO-CAMINO-Help@uscis.dhs.gov](mailto:RAIO-CAMINO-Help@uscis.dhs.gov), with me cc'ed.

I'll be the sponsor for all FDNS ID and SMD employees requesting read only access to it, so please list me as the IO Sponsor.

V/r,

Alexander Jacobs  
FDNS IO

RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

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---

**From:** Quinn, Kevin T

**Sent:** Wednesday, January 17, 2018 2:57 PM

**To:** Jacobs, Alexander L; Ramirez, Rebekah V; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Wood, James M; Swift, Derrick; Holly, James

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Oh, and Alex – how does one request access to CAMINO? Our officers should be getting that access as soon as possible, so we're ready for your first cases.

K

**Kevin T. Quinn**

USCIS - Fraud Detection and National Security

Chief – Social Media Division

Work: (202) 272-9106

Mobile: (b)(6)

Email: kevin.quinn@dhs.gov

(b)(7)(c)

---

**From:** Jacobs, Alexander L

**Sent:** Wednesday, January 17, 2018 2:16 PM

**To:** Ramirez, Rebekah V; Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Wood, James M; Swift, Derrick; Holly, James

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning,

Thank you for the SMD mailbox submission. Is it possible to get the results spreadsheets from SMD and ID as discussed, so we can test those on our end as well? Thank you!

V/r,

Alexander Jacobs

FDNS IO

RAIO - International Operations

Unclass: Alexander.L.Jacobs@uscis.dhs.gov

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**From:** Ramirez, Rebekah V  
**Sent:** Wednesday, January 17, 2018 8:56 AM  
**To:** Jacobs, Alexander L; Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Wood, James M; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning!

SMD recently created a new email box for caseload submissions, please CC [smdsubmissions@uscis.dhs.gov](mailto:smdsubmissions@uscis.dhs.gov) on forthcoming FTJ pull lists.

Thank you! Enjoy the snow!

**Rebekah V. Ramirez**

DHS | USCIS | FDNS  
Social Media Division  
(202) 272-9654  
[rebekah.v.ramirez@uscis.dhs.gov](mailto:rebekah.v.ramirez@uscis.dhs.gov)

---

**From:** Jacobs, Alexander L  
**Sent:** Friday, January 12, 2018 11:25 AM  
**To:** Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Hi Kevin,

The earliest that you and ID could start receiving I-730 FTJ-R EFR check request is the week of Jan. 22 and that would be approximately (potentially) 37 cases. We continue to monitor the situation closely and as we have a better understanding of when and how many cases will be coming your way, we'll keep you and ID informed.

Please let me know if you have any questions.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: [Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)

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---

**From:** Quinn, Kevin T  
**Sent:** Friday, January 12, 2018 9:15 AM  
**To:** Jacobs, Alexander L; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick; Holly, James  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex,  
Just so I can prep my team and my leadership, do you expect that we will get our first cases days, weeks, or months from now?

Thanks!

**Kevin T. Quinn**

USCIS - Fraud Detection and National Security

Chief – Social Media Division

Work: (202) 272-9106

Mobile: [REDACTED] (b)(6)

Email: [kevin.quinn@dhs.gov](mailto:kevin.quinn@dhs.gov)

[REDACTED] (b)(7)(c)

---

**From:** Jacobs, Alexander L

**Sent:** Friday, January 12, 2018 8:29 AM

**To:** Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick; Holly, James

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning Kevin,

Please see attached spreadsheet examples, for both ID and SMD. Please let us know if there's any issues.

That works for us re: mailbox. For your awareness, IASB has started receiving the I-730 cases at its office this week so the data entry will begin in CAMINO shortly. I will circle back once we have an anticipated date when SMD/ID can expect to start receiving the EFR submissions from International Operations.

Please let us know if you have any questions. Thank you!

V/r,

Alexander Jacobs

FDNS IO

RAIO - International Operations

Unclass: [Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)

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---

**From:** Quinn, Kevin T

**Sent:** Thursday, January 11, 2018 10:31 AM

**To:** Griffin, Chad T; Jacobs, Alexander L; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick; Holly, James

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex,

When your system changes are ready, can you please provide us an example spreadsheet so that we can test our ingestion system?

And if we can get you the email address for submissions by early next week, would that work? We're going to create a submission mailbox for ease of handling, but that will take a couple of days.

Thanks,  
K

**Kevin T. Quinn**

USCIS - Fraud Detection and National Security

Chief - Social Media Division

Work: (202) 272-9106

Mobile: [REDACTED] (b)(6)

Email: kevin.quinn@dhs.gov

[REDACTED] (b)(7)(c)

---

**From:** Griffin, Chad T

**Sent:** Thursday, January 11, 2018 10:16 AM

**To:** Jacobs, Alexander L; Quinn, Kevin T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick; Holly, James

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

For ID send it to Chad Griffin, Mike Cuza and James Holly.

Thanks,

Chad

---

**From:** Jacobs, Alexander L

**Sent:** Thursday, January 11, 2018 10:15 AM

**To:** Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Hi Kevin and all,

Thank you. We'll be adding a new column to our submission spreadsheet to ID/SMD for priority. For International Operations, the priority will be 2 for regular priority. 0 will be reserved for expedites and on a business daily basis (Mon-Fri), we will do a late day scrub in CAMINO for any expedite requests which would be consolidated and sent over to ID/SMD the same way we would submit the weekly batch. We believe this would be a very, very low volume.

The definition of the expedite in the I-730 context would be IO is requesting a turnaround of 5 business days.

What is the e-mailing list for SMD and ID, so we can have that automated in CAMINO? We'll update it as needed. For the results from SMD/ID, you can e-mail that to PIB-FDNS at [IOHQFDNS@uscis.dhs.gov](mailto:IOHQFDNS@uscis.dhs.gov)

Please let me know if this works for you or if you have suggestions. Thank you.

V/r,

Alexander Jacobs

FDNS IO

RAIO - International Operations

Unclass: Alexander.L.Jacobs@uscis.dhs.gov

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**From:** Quinn, Kevin T

**Sent:** Wednesday, January 10, 2018 12:06 PM

**To:** Jacobs, Alexander L; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex,

We need you to add a column to the submission spreadsheet for Priority. The value should be 1 for highest priority, 2 for regular priority, and 3 for low priority. It's okay if they all have the same priority number (2, for example), but we need the column and we need it to have a value.

And then yes, we can report back to you with the columns you request.

Thank you,

K

**Kevin T. Quinn**

USCIS - Fraud Detection and National Security

Chief – Social Media Division

Work: (202) 272-9106

Mobile: [REDACTED] (b)(6)

Email: kevin.quinn@dhs.gov

[REDACTED] (b)(7)(c)

---

**From:** Jacobs, Alexander L

**Sent:** Wednesday, January 10, 2018 11:50 AM

**To:** Griffin, Chad T; Quinn, Kevin T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Chad,

Great, thank you! SMD, if you also concur, we'll begin on the CAMINO user stories for results upload into CAMINO.

Thanks again!

V/r,

Alexander Jacobs

FDNS IO

RAIO - International Operations

Unclass: Alexander.L.Jacobs@uscis.dhs.gov

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**From:** Griffin, Chad T  
**Sent:** Wednesday, January 10, 2018 7:10 AM  
**To:** Jacobs, Alexander L; Quinn, Kevin T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Works for us. I will establish our export sheet for you with the requested format.

Thanks,

Chad

**From:** Jacobs, Alexander L  
**Sent:** Wednesday, January 10, 2018 6:23 AM  
**To:** Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning all,

After off line discussions with SMD ,ID and CAMINO team, we have amended the export spreadsheet to include an ID. We ask that you use this ID from CAMINO as the main identifier in your response, which will allow CAMINO to quickly identify which part of EFR to update for a subject. (b)(7)(e)



We continue to internally work out how the expedite process would work and this will inform the priority column to be added to the export template to SM/ID.

In the meantime, please let me know if the proposed results spreadsheet outline works for SMD/ID. Thank you!

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

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**From:** Quinn, Kevin T  
**Sent:** Tuesday, January 09, 2018 10:54 AM  
**To:** Jacobs, Alexander L; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M; Swift, Derrick  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex,  
When you say "Title," do you mean the column you labeled as "Case ID" in your example spreadsheet? It looks like a 32-digit hash ID?

K

**Kevin T. Quinn**  
USCIS - Fraud Detection and National Security  
Chief – Social Media Division  
Work: (202) 272-9106  
Mobile: [REDACTED] (b)(6)  
Email: kevin.quinn@dhs.gov

[REDACTED] (b)(7)(c)

---

**From:** Jacobs, Alexander L  
**Sent:** Tuesday, January 09, 2018 7:06 AM  
**To:** Quinn, Kevin T; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V; Wood, James M  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning all,

Thank you for your patience. We propose that the spreadsheet from FDNS SM to be as follows:

**Title** (CAMINO link), **SM-Status** (Completed/SMA), **RFA**.

The reason why we ask for the link is that it has an identifier for the specific background check and we provide the link in our export to SMD and ID. We ask that you take that link and put it into the title of your return submission spreadsheet, as this would allow CAMINO to quickly identify which background check to update (EFR-ID vs. EFR-SM)

Chad, would it be possible for the ID to follow a similar format to the proposed format for SM-Status? It would feasibly look like this: (b)(7)(e)

[REDACTED]

On the resubmit question, this would mean cases where an adjudicator may have discovered new information or had erroneous data in the original submission. The resubmit with a Yes indicates that it is being resubmitted for EFR and we would highlight what the reason for the resubmission in the CAMINO case remarks, as well what the new information is. Please let me know if this answers your question.

On the question of first cases coming in, we are currently working on the initial phase for submission. The injunction has made things murky but we continue to work on this and will let you know when we can send the initial phase. I will follow up as soon as I can on this issue.

Please let me know if you have any questions.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Uncllass: [Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)

[REDACTED] (b)(7)(c)

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---

**From:** Quinn, Kevin T  
**Sent:** Friday, January 05, 2018 3:24 PM  
**To:** Jacobs, Alexander L; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Ramirez, Rebekah V  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Sorry – adding Rebekah Ramirez, who runs our case tracking system.

K

**Kevin T. Quinn**  
USCIS - Fraud Detection and National Security  
Chief – Social Media Division  
Work: (202) 272-9106  
Mobile: [REDACTED] (b)(6)  
Email: [kevin.quinn@dhs.gov](mailto:kevin.quinn@dhs.gov)

[REDACTED] (b)(7)(c)

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**From:** Quinn, Kevin T  
**Sent:** Friday, January 05, 2018 3:23 PM  
**To:** Jacobs, Alexander L; Griffin, Chad T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex,

We'll take a look and see how this can work in our system. There are a couple of issues I see right off the bat.

First, a question: Will the cases you send us have different "priority" levels, or will they always only be first-in/first-out? If you're going to have different priorities, that will need to be indicated on the pull list.

Separately, this seems setup on the idea that we would somehow be reporting back on a copy of the same spreadsheet that you're sending us. That's likely not possible, given how pull lists will spill over from week to week, and we'll be reporting more than once a week. I've attached a copy of the completion report we send to Asylum. The entries on the

list will only be those cases that we've completed. The "Title" column, column C, will have the same value as the Receipt Number you provide in your pull. That will be our key value. [REDACTED]

[REDACTED] We will also be adding a column to capture and report the FDNS RFA number for all completed cases. (b)(7)(e)

Also, what does "Resubmit" mean?

And when do you expect the first cases to come in?

Thanks,  
K

**Kevin T. Quinn**

USCIS - Fraud Detection and National Security

Chief - Social Media Division

Work: (202) 272-9106

Mobile: [REDACTED] (b)(6)

Email: kevin.quinn@dhs.gov

[REDACTED] (b)(7)(c)

---

**From:** Jacobs, Alexander L

**Sent:** Friday, January 05, 2018 2:47 PM

**To:** Griffin, Chad T; Quinn, Kevin T; Brown, Sara C; Matthews, Tara A; Cuza, Michael A

**Cc:** Mancuso, Deborah T

**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

All,

Thank you. Please see attached the templates from CAMINO [REDACTED] (b)(7)(e)

Would that work for SMD/ID?

Chad, with regarding to response schedule, I would recommend consistency with SM's schedule if possible but the way we envision this would be a simple batch upload with the results once a week. I realize this is subject to workload and prioritization considerations for both ID/SMD.

Please let me know if you have any questions or suggestions for the templates. Thank you!

V/r,

Alexander Jacobs

FDNS IO

RAIO - International Operations

Unclass: Alexander.L.Jacobs@uscis.dhs.gov

[REDACTED] (b)(7)(c)



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**From:** Griffin, Chad T  
**Sent:** Friday, January 05, 2018 11:52 AM  
**To:** Quinn, Kevin T; Jacobs, Alexander L; Brown, Sara C; Matthews, Tara A; Cuza, Michael A  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Attached are our emails we sent out with the case information. The end results will vary slightly depending on the fields you want annotated but this will be very similar to what you will receive on the established timeline we set up.

Refugees we send out Tue/Thu and Asylees we do a daily pull. So if you want daily we will do that or if you want them to coincide with SMD, we can send them out on Tue and Thu. Our night shift sends out the daily stats at the end of their shift so the information usually goes out at around 10pm or on days there is no night shift we send it out the day after. I hope this gives you an idea of what your end results will look like.

Thanks,

Chad

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**From:** Quinn, Kevin T  
**Sent:** Friday, January 05, 2018 8:40 AM  
**To:** Jacobs, Alexander L; Brown, Sara C; Matthews, Tara A; Griffin, Chad T; Cuza, Michael A  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex,  
Our tracking system generates a spreadsheet showing case closures. We forward that to our customers currently every Tuesday and Thursday. We think that can be easily adapted by your team to serve your purpose – it already lists the cases that are completed with no results or completed with an SMA. We can provide your IT folks an example of what that looks like for our current populations, but I'm not sure if we've seen an example of what the case list from you will look like. If we could get a copy of that, it would help us with our system development to ensure that we can ingest your cases on day 1.

Thanks,  
K

**Kevin T. Quinn**  
USCIS - Fraud Detection and National Security  
Chief – Social Media Division  
Work: (202) 272-9106  
Mobile: [REDACTED] (b)(6)  
Email: [kevin.quinn@dhs.gov](mailto:kevin.quinn@dhs.gov)

[REDACTED] (b)(7)(c)

**From:** Jacobs, Alexander L  
**Sent:** Friday, January 05, 2018 8:30 AM  
**To:** Brown, Sara C; Matthews, Tara A; Griffin, Chad T; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Quinn, Kevin T  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good morning Sara,

Thank you for a quick response. It would be helpful to understand better SMD's position on why they would not want to update CAMINO with a batch upload on the results. The reason why IO is thinking this would be ideal is that it would allow SMD to take ownership of their results in CAMINO and it would not be a laborious process (i.e. piecemeal updates in CAMINO, but a batch update.). There's no middle party between SMD and CAMINO with respect to the results.

I'm only looking to understand SMD's position so I can represent it effectively to my IO colleagues, so I appreciate your time on this issue. We can continue this discussion of the responsible party for uploading the results into CAMINO – I'm available to discuss via Skype and I'm here on site today at 20 Mass, so I can come to your office if you want to discuss in person.

With regard to the exact formatting, we need to submit a User Story shortly so we can proceed with the development. If needed, we can change the spreadsheet formatting down the road. [REDACTED]

Does that work for SMD?

(b)(7)(e)

Thank you!

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclss: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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**From:** Brown, Sara C  
**Sent:** Thursday, January 04, 2018 5:07 PM  
**To:** Jacobs, Alexander L; Matthews, Tara A; Griffin, Chad T; Cuza, Michael A  
**Cc:** Mancuso, Deborah T; Quinn, Kevin T  
**Subject:** RE: I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Alex --

As we do with refugee cases, SMD will provide updates on the case list on a recurring basis through the week that will include the case outcome and the RFA#. The results will also be in FDNS-DS.

We do not want to be responsible for updating CAMINO, but believe you can use the recurring case list that is sent to IO to complete that function.

We can work on honing the exact formatting of the recurring weekly report so that IO can easily use that report for ingest into CAMINO.

Thanks-  
Sara

Sara C. Brown  
Branch Chief  
Social Media Division (SMD)  
USCIS, Fraud Detection and National Security (FDNS)  
U.S. Department of Homeland Security  
**Phone:** (202) 272-8851  
**Cell:** [REDACTED] (b)(6)  
**Email:** sara.c.brown@uscis.dhs.gov

[REDACTED] (b)(7)(c)

---

**From:** Jacobs, Alexander L  
**Sent:** Thursday, January 04, 2018 3:22 PM  
**To:** Brown, Sara C; Matthews, Tara A; Griffin, Chad T; Cuza, Michael A  
**Cc:** Mancuso, Deborah T  
**Subject:** I-730 FTJ-R EFR: Report Mechanism for FDNS-ID/FDNS-SMD

Good afternoon,

Happy belated new year! I hope everyone is doing well and staying warm in this cold weather.

We've established how we will get the information to FDNS ID/SMD – via spreadsheet submitted from CAMINO on a weekly basis (Tuesday). FDNS ID will receive all PII on their spreadsheet, while SM will receive minimal information but enough to be able to identify the case in CAMINO. SM will be able to print out a pdf from the “pop out” screen within the subject's profile in CAMINO, which they can add as an attachment to their RFA.

Both divisions will have read-only access only to CAMINO. I wanted to touch base at the EFR-WG level on the next step in our effort to implement EFR for the I-730 refugees with International Operations.

(b)(7)(e)

[REDACTED]

Below is the drafted CAMINO user story. We would appreciate it if you could review and provide your insights. If you believe this works, then we would submit it to our CAMINO team to develop this below.

[REDACTED]

(b)(7)(e)



I look forward to your input and discussing further as you like. I'm available to discuss via Skype or come to your office as needed. Thank you for your time on this!

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)



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## Shirk, Georgette L

---

**From:** Valverde, Michael  
**Sent:** Thursday, January 04, 2018 4:00 PM  
**To:** Ruppel, Joanna; Emrich, Matthew D; Davidson, Andrew J  
**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V; Pietrafesa, Robert R; Quinn, Kevin T; Kendrick, Rose M; Rosenstock, Peter L  
**Subject:** RE: I-730 refugee FTJ cases subject to EFR - how to handle pending cases

Adding Rose and Peter.

---

**From:** Ruppel, Joanna  
**Sent:** Thursday, January 04, 2018 4:55 PM  
**To:** Emrich, Matthew D; Davidson, Andrew J  
**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V; Pietrafesa, Robert R; Quinn, Kevin T  
**Subject:** RE: I-730 refugee FTJ cases subject to EFR - how to handle pending cases

Thank you. We will let State know. FOD can go ahead and start sending cases back to IASB based on the criteria below (I know the working group is discussing logistics), and IO will get out guidance to IO staff abroad to start sending cases back to IASB based on the criteria. IASB will prep the cases and send to FDNS as has been worked out by the working group.

Thanks to everyone copied here for your patience with this back and forth. I want to be sure we are all on the same page and all impacted parties had an opportunity to weigh in if there were concerns.

Still to be worked out is prioritization, but that shouldn't stop us from at least getting the cases back to IASB to start prepping for FDNS.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** Emrich, Matthew D  
**Sent:** Thursday, January 04, 2018 4:38 PM  
**To:** Ruppel, Joanna; Davidson, Andrew J  
**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V; Pietrafesa, Robert R; Quinn, Kevin T  
**Subject:** RE: I-730 refugee FTJ cases subject to EFR - how to handle pending cases

Joanna,

Thanks. Please see my input below in red.

Matt

---

**From:** Ruppel, Joanna

**Sent:** Thursday, January 04, 2018 4:31 PM

**To:** Emrich, Matthew D; Davidson, Andrew J

**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V; Pietrafesa, Robert R; Quinn, Kevin T

**Subject:** RE: I-730 refugee FTJ cases subject to EFR - how to handle pending cases

Matt,

Thank you for the quick response. Just a couple questions / points for clarification:

- 1) Just want to be sure I understand what you mean by "day forward cases"? Does that refer to cases that have not been interviewed as of Oct 24, 2017 (yes), or something different, such as I-730 not adjudicated (per discussion below).
- 2) Yes, IO or FOD will resolve adjudicative issues. However, what is different between how IO will use the EFR and how Asylum and RAD use it is that most of the I-730 cases involve DOS interview and determinations. Therefore, we need to provide information regarding the EFR results to State/consular where relevant. IO provided a detailed response to FDNS question about this yesterday, along with a suggested template for providing that information.
  - a. For cases processed by State: Our plan is to have IO review the EFR results. If we find that a beneficiary is ineligible based on those results, we will deny the I-730 application. If, however, the results do not provide a basis for I-730 denial without more information, we will approve the I-730 and send information from the EFR to consular staff to consider in making the travel eligibility determination. We need feedback from FDNS on what exactly FDNS is comfortable that we send to State, hence the other emails on this. Consular staff will conduct the interviews and make determinations on travel eligibility, taking into account the information we receive from the EFR. If a consular officer does not find the person eligible for travel, based on an EFR result (or anything else), the officer will return the case to IO to determine whether we should reopen the I-730 and issue a NOID or affirm the approval.
  - b. For cases interviewed by IO abroad: IO would resolve all adjudicative issues.
  - c. For cases interviewed by Field Ops: IO would resolve adjudicative issues if the EFR leads to immediate denial before interview. If not, then FOD would resolve after the interview. IO would stand ready to assist.

Please let me know if you have questions about this. I also appreciate the fact that FDNS has limited resources for this and that will of course impact processing times.

Joanna

Joanna Ruppel

Chief, International Operations Division

USCIS Refugee, Asylum and International Operations Directorate

[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)

202-272-1625

**From:** Emrich, Matthew D

**Sent:** Thursday, January 04, 2018 4:10 PM

**To:** Ruppel, Joanna; Davidson, Andrew J

**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V; Pietrafesa, Robert R; Quinn, Kevin T

**Subject:** RE: I-730 refugee FTJ cases subject to EFR - how to handle pending cases

Joanna,

We are prepared to conduct EFR on the day forward cases as soon as we receive them in a format we can work with.

As you know, we are currently also supporting the Refugee and Asylum programs. We are not getting additional resources to do the FTJ cases, and the FTJ cases are a new business process, so it will be impossible to estimate processing times.

We also expect IO to resolve adjudicative issues raised by the EFR in the same way the Refugee and Asylum divisions do.

Thanks,

Matt

**From:** Ruppel, Joanna

**Sent:** Thursday, January 04, 2018 3:42 PM

**To:** Emrich, Matthew D; Davidson, Andrew J

**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V

**Subject:** RE: I-730 refugee FTJ cases subject to EFR - how to handle pending cases

Matt and Andrew,

Just as a follow-up to below, I wanted to let you know that we talked to State/CA yesterday and they need to move forward with their guidance to consular affairs regarding the implementation of the changes necessary to better align vetting for I-730 refugee beneficiaries abroad with principal refugees, so they need to know which cases will be returned to USCIS for Enhanced FDNS review (EFR). (b)(5)

They aim to get the guidance out next week. I recognize that this has significant resource implications for FDNS (and IO), but it may be the most prudent approach at this time.

I left you a voicemail message, Matt, and am happy to discuss further, at your convenience.

Thanks for the support.

Joanna

Joanna Ruppel

Chief, International Operations Division

USCIS Refugee, Asylum and International Operations Directorate

[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)

**From:** Ruppel, Joanna

**Sent:** Wednesday, December 27, 2017 12:39 PM

**To:** Emrich, Matthew D; Davidson, Andrew J

**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V

**Subject:** I-730 refugee FTJ cases subject to EFR - how to handle pending cases

**Importance:** High

Matt and Andrew,

(b)(7)(e)

As you know, RAIO has been working closely with FDNS to better align the vetting for I-730 refugee following to join beneficiaries (I-730 FTJ-R) with the vetting for principal I-590 applicants or derivative family members processed at the same time with the principal. [REDACTED]

I understand that IO and FDNS are close to being able to begin the FDNS EFR process. This leaves us the question of how to handle cases that have already been transferred overseas (to State or USCIS) or to Field Operations, including those with approved I-730s. For RAIO, the number of pending SAO I-730 refugee cases previously approved or interviewed is approximately 700. While State cannot provide us the exact number of actionable pending I-730s with beneficiaries from SAO countries, it is likely that there are well over 800 (they have over 1,500 pending, but many may be closed out). We do not have the number that have been transferred to Field Ops and already interviewed, though we do not believe that number would be significant. (b)(5)

Please let me know if you have concerns with this approach or would like to discuss.

Just to be sure you are in the loop regarding the IAC process, we are working on a phased approach to provide the same information to the vetting partners that is sent for principal refugees. [REDACTED]

(b)(7)(e)

Joanna Ruppel  
Chief, International Operations Division



USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

## Shirk, Georgette L

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 10, 2018 1:27 PM  
**To:** Peralta Mihalko, Maria P (Pilar); RAIO - International Ops - IASB  
**Subject:** RE: I-730 Refugee petitions - they're coming!

Please close out of these documents on the O: drive so that I may update them. Thanks!

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, January 10, 2018 10:34 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 Refugee petitions - they're coming!

All,

In preparation for this meeting, notice that we've broken up the O drive's I-730 folder into two "home" folders::

- O:\I-730 Domestic Processing and
- O:\I-730 Overseas Processing

I-730 Domestic Processing is the name of the new case type developed in CAMINO for processing to be done by the IASB domestically. In the I-730 DP folder you'll find information on the work we'll be doing domestically at the IASB for this work product.

**For the meeting** go to I-730 DP, and find the IASB Procedures subfolder to locate the following documents which you should read (and print if you want to have them on hand). NOTE: the I-730 Sample must be seen and printed in color.

- I-730 Domestic Processing: IASB Action for Transition Cases Only (rev. 1/9/18)
- I-730 Domestic Processing: Initial Data Entry (rev. 1/10/18) (available in Word and PDF)
- I-730 Sample

Pilar

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, January 10, 2018 8:58 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** I-730 Refugee petitions - they're coming!

All, good morning,

In October we learned that responsibility for Form I-730s filed by petitioners on behalf of follow-to-join refugee beneficiaries (I-730R) would be transferred to RAIO/IO/IASB. It's taken a huge amount of work to get this to happen. Beginning possibly as soon as this week the IASB will start getting cases and in setting up CAMINO for this "new" IO caseload. There's more work to be done including setting up training by Service Center Operations Division (SCOPS) which is now in the works and I expect this will happen as soon as early next week. All officers will need to attend.

At this initial stage the IASB will receive I-730s from multiple offices (SCOPS, Field Operations Directorate, NVC, DOS foreign posts).

I'd like to **meet with everyone today at 1:30 PM in the IASB conference room** to go over some of the changes including the different categories or buckets of cases we'll receive and what needs to be done regarding each, CAMINO changes, data entry requirements. There is a lot to learn and so this meeting is only a start.

Lorena, you'll need to call in to the conference room – 714 780-4400.

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAIO | International Operations Division

Office: (714) 780-4458 / Mobile [REDACTED]

(b)(6)

**Shirk, Georgette L**

Referred to U.S. Department of State

**From:** Ginzburg, Roman [mailto:Roman.Ginzburg@uscis.dhs.gov]

**Sent:** Monday, January 08, 2018 11:35 AM

**To:** Harry Carevic

**Cc:** Nicholson, Maura J; Ruppel, Joanna; Kliska, Jennifer R; Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M; Lenkowsky, Mathew; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Smith, Jennifer L; Spruell, Delicia A; Jordan, John; Ingraham, Hilary E; Nantais, Joel D; Scarlatelli, Adam W; Paula Tip sword

**Subject:** RE: I-730 Refugees - IAC data points

Harry,

Thank you very much for the docs! Looking through them now and should be ready to discuss at our meeting this afternoon.

Regarding structural vs narrative/textual fields, here is how we tried to distinguish these categories:

- consider textual data as anything that gets entered in true narrative form, versus where you have certain boxes that have to be filled out. For example in the refugee (590) context, address is structured data, but the summary of the persecution story would be narrative.

Best,  
-Roman

Referred to U.S. Department of State

**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]

**Sent:** January 05, 2018 15:46

**To:** Scarletelli, Adam W <[ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)>; Harry Carevic <[Carevich@wrapsnet.org](mailto:Carevich@wrapsnet.org)>; Paula Tipsword <[TipswordP@wrapsnet.org](mailto:TipswordP@wrapsnet.org)>

**Cc:** Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>; Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Lenkowsky, Matthew <[matthew.lenkowsky@uscis.dhs.gov](mailto:matthew.lenkowsky@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>; Smith, Jennifer L <[SmithJL1@state.gov](mailto:SmithJL1@state.gov)>; Spruell, Delicia A <[SpruellDA@state.gov](mailto:SpruellDA@state.gov)>; John Jordan <[JordanJ@state.gov](mailto:JordanJ@state.gov)>; Hilary Ingraham <[IngrahamHE@state.gov](mailto:IngrahamHE@state.gov)>; Nantais, Joel D <[NantaisJD@state.gov](mailto:NantaisJD@state.gov)>

**Subject:** RE: I-730 Refugees - IAC data points

Wonderful! Monday at 1:30 will work for IO and RAD too. Will send out a meeting invite shortly.

Paula and Harry, glad to have you on board! I will include a call-in number for the meeting in case you are unable to schlepp over to 20 Mass.

Attached, please find an Excel doc (Tab named "CA's List" contains data requested by vetting partners for a KFE-I equivalent check), and a Word doc (IO's attempt to filter that list to eliminate repeats, clarify request, and identify critical fields, i.e., fields that would trigger an IAC re-request when modified).

We are proposing to use "high value" data points as critical fields and welcome your thoughts on this proposal. It would also be great if you could help to identify textual versus structural data in IAC submissions. (We recently learned that only structural data might need to be sent to the vetting partners, while textual data could be scanned into the case management system. This could potentially eliminate a big chunk of manual data entry, saving everyone time.) If you could share any guidance or schemas relating to IAC submissions which might be helpful, it would be very much appreciated! Of course, completely understand if that's not possible given that our meeting is on Monday.

Likewise, Adam, I believe you mentioned that CA has a draft of the submission template. If that's ready to be shared, would be great if we could see it before the meeting in order to be ready to discuss fully.

Kind regards,  
-Roman

Roman Ginzburg  
International Operations  
RAIO/USCIS/DHS  
O: 202-272-8605

C: [REDACTED] (b)(6)

Referred to U.S. Department of State

**From:** Scarlatelli, Adam W  
**Sent:** Friday, January 05, 2018 11:12 AM  
**To:** Ginzburg, Roman; Nantais, Joel D; Ingraham, Hilary E  
**Cc:** Nicholson, Maura J; Ruppel, Joanna; Kliska, Jennifer R; Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M; Lenkowsky, Mathew; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Smith, Jennifer L; Spruell, Delicia A; John Jordan ([JordanJ@wrapsnet.org](mailto:JordanJ@wrapsnet.org))  
**Subject:** RE: I-730 Refugees - IAC data points

Roman –  
The CA/VO team is available for a meeting on Monday at 1:30 PM at USCIS.

Will that work for you? Adam

**Official**  
**UNCLASSIFIED**

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**From:** Ginzburg, Roman [<mailto:Roman.Ginzburg@uscis.dhs.gov>]  
**Sent:** Friday, January 05, 2018 10:00 AM  
**To:** Nantais, Joel D; Ingraham, Hilary E  
**Cc:** Nicholson, Maura J; Ruppel, Joanna; Kliska, Jennifer R; Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M; Lenkowsky, Mathew; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Smith, Jennifer L; Scarlatelli, Adam W; Spruell, Delicia A; John Jordan ([JordanJ@wrapsnet.org](mailto:JordanJ@wrapsnet.org))  
**Subject:** RE: I-730 Refugees - IAC data points

Joel and Hilary,

Completely understand that we may need to push this meeting back to next week as we didn't have much lead time to organize for today. Please let me know if there is a day that might work better for next week. If you would like, I can work directly with your SMEs to schedule a working level meeting. Please let me know who you would like me to include.

Hilary, it would be particularly helpful you could share the data field "schema" RPC uses to submit IACs. (Apologies, I know RPC may have already done shared this schema back in October, but I was unable to locate it). Matt suggested that we may be able to narrow the scope of the requested by distinguishing between "structural" and "narrative" fields. Hoping RPC's KFE-I schema could provide greater specificity regarding data fields and serve as a key for the following to join cases processed outside of WRAPS.

Kind regards,  
-Roman

**From:** Ginzburg, Roman

**Sent:** Thursday, January 04, 2018 10:48 AM

**To:** Nantais, Joel D <[NantaisJD@state.gov](mailto:NantaisJD@state.gov)>; Ingraham, Hilary E <[IngrahamHE@state.gov](mailto:IngrahamHE@state.gov)>; Smith, Jennifer L <[SmithJL1@state.gov](mailto:SmithJL1@state.gov)> <[SmithJL1@state.gov](mailto:SmithJL1@state.gov)>; Scarlatelli, Adam W <[ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)> <[ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)>; Spruell, Delicia A <[SpruellDA@state.gov](mailto:SpruellDA@state.gov)> <[SpruellDA@state.gov](mailto:SpruellDA@state.gov)>

**Cc:** Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Lenkowsky, Matthew <[matthew.lenkowsky@uscis.dhs.gov](mailto:matthew.lenkowsky@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>

**Subject:** I-730 Refugees - IAC data points

Hello DOS,

Trying to find a time for us to meet tomorrow (Friday, Jan 5). Goal of the working group meeting is to identify data fields for CA-initiated I-730 Refugee interagency vetting in order to more closely align it with I-590 IACs. We need to both confirm which specific data fields from I-730 approved forms are required (730/590/325C), and which of these are critical, i.e., requiring the SAO/KFE-V to be resubmitted if changed.

The following time slots work for USCIS tomorrow. Could CA and PRM/RSC please let me know which of these below meeting times could work for you, and if so, if you would be available to meet in person? We are happy to host at 20 Mass. if that's convenient. If tomorrow does not work, please let me know of a date and time early next week that might.

Available meeting times for Friday:

- 8 – 9AM
- 9-10 AM
- 11AM -12
- 12-1PM
- 3-4PM

Thank you!  
-Roman

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, January 10, 2018 5:55 PM  
**To:** Mancuso, Deborah T; Burdine, Tonya L; Teferra, Leikun  
**Subject:** RE: I-730 RFE for I-590 only

It can be uploaded to live CAMINO.

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**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 10, 2018 3:24 PM  
**To:** Burdine, Tonya L; Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Subject:** RE: I-730 RFE for I-590 only

Tonya, this is super! Unless Pilar or Leikun have additional feedback, I think it can be uploaded to live CAMINO as is. Note one tiny space issue if you have a chance to fix it. If not, move forward.

Thank you,  
Deborah

### What We Need

Please provide a completed Form I-590, *Registration for Classification as Refugee*, for the beneficiary, except a) the beneficiary does not need to sign Form I-590 at this time ; and b) do not complete Section 8.

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**From:** Burdine, Tonya L  
**Sent:** Wednesday, January 10, 2018 8:27 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: I-730 RFE for I-590 only

Here's a staging case if you want to see it live. [https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process\\_id=6ADC61AE-CF52-4494-875E-4C5A47E3C9DC](https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process_id=6ADC61AE-CF52-4494-875E-4C5A47E3C9DC)

**From:** Burdine, Tonya L  
**Sent:** Wednesday, January 10, 2018 8:17 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** I-730 RFE for I-590 only

See attached. I will test in staging; please advise of any text changes, and whether you think the blue instructions are clear.

I didn't edit the following paragraph, but I feel like it should be edited to delete the yellow, since we are only asking for one item:



## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, January 19, 2018 3:05 PM  
**To:** Chang, Ninie T; Coker, Oluwole A (Wole); Patel, Mahesh; Lowe, William A  
**Cc:** Burdine, Tonya L; Teferra, Leikun; Medina, Jorge E; Teferra, Leikun; Mancuso, Deborah T; Fuertez, Dominador C; DePaepe, Craig J; Miranda, Anthony E  
**Subject:** Data entry for I-730s

All,

Quiet unexpectedly we received 320 files today from the Texas Service Center. Dom and Anthony are organizing the files now and will be assigning cases to everyone today to either take for TWK or work at the office. The number of cases assigned will vary depending on what I know re what's on your plate.

Nearly everyone in the IASB will be getting files to data enter into CAMINO including supervisors. We are insufficiently staffed support-wise currently to leave the data entry exclusively to our very hardworking colleagues and even if we had enough staff the backlog we are starting with is large and we need to tackle it using all-hands. Good news is that we have one ISA, Michael Chang, starting on 2/4 and second has been selected and, hopefully, will soon get an EOD date.

We need to have a sense of how long it's taking to data enter the cases into CAMINO. This will be very helpful to our leadership in determining what the appropriate staffing size should be for the IASB. Please track the amount of time it's taking you to data enter cases. This together with the CAMINO activity logs will truly help our leadership figure out how many staff members we should have.

Don't forget that questions/suggestions are welcome. We want to catch problems early and resolve them early. Thank you!

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

## I-730 Domestic Processing: DOS/V-93 Case Assignment SOP

(Revised 4/9/2018)

1. Each day, check the IASB mailbox to see if any posts have sent DOS/V-93 cases.
2. Review cases received in the IASB mailbox. Ensure they are cases filed by refugee petitioners and are from EFR countries as defined. Also, be sure all required documents are attached and are clean/legible copies. Required documents are the following: I-730, I-590, G-325C (if the I-590 is a version dated before 12/15/17), and identity documents (i.e., passports, birth certificates, marriage certificates, etc.).
  - a. **EFR Countries:** Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, South Sudan, Syria, Yemen, certain stateless Palestinians.
  - b. Note: The IASB is ONLY receiving and processing **EFR** V-93 cases. Case submissions received relating to beneficiaries from non-EFR countries or relating to beneficiaries who do not meet EFR age requirements must be returned to the appropriate post with no action taken.
3. After thoroughly reviewing each case received to ensure it has all necessary documentation, create an individual folder for the received case on the O: drive (O:\I-730 Domestic Processing\DOS Cases) and entitle it according to consular case number using the following format: **BGH0000000000**. Save all attachments received from post (removing password protection) in this folder so that cases are ready for data entry.
4. Add the case to the DOS case tracker spreadsheet on the O:drive: DOS Case Tracker.xlsx
5. From the IASB mailbox, respond to post's email, being sure to include the IASB mailbox on the cc: line, so we receive a copy in the Inbox (not just the copy in a Sent folder). Standard response text for various scenarios are on the O: drive (See "V93 Case Email Responses"): V93 Case Email Responses.docx
6. Archive the original email from post, the copy of your response received in the IASB mailbox, and any related email. (The current archive is on the O: drive: ARCHIVE I-730 DP DOS Cases\FY18Q2 I-730 DP DOS.pst)
7. Alert Deborah so that she can assign the case to Kierra or other colleagues in Washington, DC for remote data entry.
8. If Washington, DC colleagues are not available, you will assign the case to an IASB staff member by taking the following action:
  - a. Add the staff member's name to the case folder on the O:drive to indicate that the case has been assigned and to prevent assignment to multiple individuals, for example:  
| L. BGH2017562005-Mancuso
  - b. Email the link to the folder on the O: drive to the staff member for their data entry.
  - c. **Do not print copies of cases to give to IASB staff members. If the staff member wishes to work from a printed copy, the staff member may print the documents on their own.**
  - d. Update the DOS case tracker spreadsheet with the assignment.

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, January 31, 2018 4:46 PM  
**To:** RAIO - International Ops - ALL  
**Cc:** Stone, Mary M; Chiorazzi, Anne  
**Subject:** Effective February 1 2017 - New Vetting Guidance for I-730 FTJ refugee cases  
**Attachments:** Memo\_Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases....pdf; RSC\_IAC Data Fields.docx; ALDAC\_IAC\_Data Fields\_IVO and SAO.PDF; ALDAC\_IAC\_Merlin SAO Additional Information Template.docx; ALDAC\_Revised Procedures for Processing Follow-To-Join Refugee Applicati....pdf; CAMINO Quick Guide\_Submitting EFR Checks for I-730 Refugee Cases Pending....docx

**Importance:** High

International field office colleagues,

The attached Memorandum, "Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad" operationalizes additional security vetting requirements pursuant to the Joint Memorandum to the President. It includes implementation guidance for Interagency Checks (IACs), expanded Security Advisory Opinions (SAOs), and Enhanced FDNS Review (EFR). It is effective tomorrow, February 1, 2018, and supersedes previously issued guidance that is inconsistent with this new guidance.

Offices processing I-730 Refugee cases without RSC assistance must use this memorandum in conjunction with the recently issued consular affairs guidance (see attached ALDAC: *Revised Procedures for Processing Follow-To-Join Refugee Applications* (Jan. 30, 2018), which provide specific guidance for requesting modified Merlin SAOs to initiate the full IAC checks, in alignment with the IAC checks for principal refugees.

The memorandum notes several areas where guidance is forthcoming. Over the next several month, we will also be implementing additional requirements for processing SAO-nationality, I-730 Refugee cases as required by the recently issued Memorandum from Jennifer Higgins, "New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review" (Jan. 29, 2018). We will incorporate all updates into a new version of the I-730 Adjudication SOP.

This guidance also soon also will be posted on the IO ECN under Guidance-->Adjudicative-->Form I-730-->General Guidance.

If you have any questions about refugee follow-to-join processing, please raise them through your district to IO's I-730 program managers.

I would like to extend my thanks to the IO HQ staff in PIB and IASB who have worked diligently with FDNS and our colleagues at the Department of State to implement these changes. As always, we welcome feedback from the field so that we can make adjustments to these guidance materials, as appropriate.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)



## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, November 16, 2017 2:25 PM  
**To:** Mancuso, Deborah T; Teffer, Leikun  
**Subject:** FW: Countries whose nationals will need EFR?  
**Attachments:** 2017-05 Updated SAO Requirements for Certain Stateless Palestinians.pdf

Answer to my question:

The attachment has been saved to the O drive in a new subfolder – EFR countries, etc.

1. Egypt,
2. Iran,
3. Iraq,
4. Libya,
5. Mali,
6. North Korea,
7. Somalia,
8. South Sudan,
9. Syria, and
10. Yemen.
11. Also, “certain stateless Palestinians” – see the attachment for the specifics on the Stateless Palestinians.

Pilar

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**From:** Ginzburg, Roman  
**Sent:** Wednesday, November 15, 2017 6:23 PM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Ruppel, Joanna; Nicholson, Maura J; Jacobs, Alexander L; Swanson, Trina M  
**Subject:** RE: Countries whose nationals will need EFR?

Sorry! Attaching the correct PA that contains the country list.

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**From:** Ginzburg, Roman  
**Sent:** Wednesday, November 15, 2017 5:26 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Ruppel, Joanna; Nicholson, Maura J; Jacobs, Alexander L; Swanson, Trina M  
**Subject:** RE: Countries whose nationals will need EFR?

Pilar,

The attached PRM announcement contains the complete list of countries.

Best,  
-Roman

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, November 15, 2017 5:03 PM  
**To:** Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Swanson, Trina

M <Trina.M.Swanson@uscis.dhs.gov>

**Subject:** Countries whose nationals will need EFR?

All, I realize there are sensitivities around this but to do our I-730 work we're going to need to know which countries will require EFR. Are these the countries?

Egypt,  
Iran,  
Iraq,  
Libya,  
Mali,  
North Korea,  
Somalia,  
South Sudan,  
~~Sudan~~,  
Syria, and  
Yemen.

Do Palestinians who lived in those countries also need EFR?

**Pilar**

PilarPeralta Mihalko  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED]

(b)(6)







## Shirk, Georgette L

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**From:** Nicholson, Maura J  
**Sent:** Tuesday, February 06, 2018 4:36 PM  
**To:** Ginzburg, Roman; Swanson, Trina M; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Jacobs, Alexander L; Leigh, Jessica K; Pullen, Scott R  
**Cc:** Kliska, Jennifer R; Kwan, Stephanie M  
**Subject:** FW: For Publication: I-730 FTJ Communications (ASAP, Feb. 6)  
**Attachments:** Courtesy Copy: Processing Change for Certain Form I-730 Petitions / USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States

FYI

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**From:** USCIS Web Publishing  
**Sent:** Tuesday, February 06, 2018 5:30 PM  
**To:** Rattliff, Megan E  
**Cc:** Hirsch, Angela H; Buchan, Lesley L; Berry, Courtni E; Sharifi, Danielle D; Langston, Robert C (Carter); McKenzie, Patricia H (Trish); Drake, Raymond A; Blanch, Hilda V; Morales-Flores, Margarita; Engle, Kaylee M; Schiffer, Adriana; Chen, Alice C; Franzen, Emily M; Cabrera, Mary A (Marilu); Chever, Terron L; Ward, Timothy A; Hamerstone, Christian H; Catania, Kathryn A; Withington, Jonathan B; INTERNAL COMMUNICATIONS, USCIS; McKinney, James R (Jim); Winstead, Allison R; Levy, Jeffrey M (Jeffrey); Arditti, Avi; Turner, Ebony N; Zengotitabengoa, Colleen R; Whitney, Ronald W; Schwartz, Claudia R; Rodriguez, Miguel E; Herrmann, Mary K; Munoz-Acevedo, Carlos; Syfert, Kate M; Brown, Katherine H; Kwan, Stephanie M; Nicholson, Maura J; Kliska, Jennifer R; Defensor, Michael R; Grammer, Alexandra C (Alex)  
**Subject:** RE: For Publication: I-730 FTJ Communications (ASAP, Feb. 6)

Hello Megan,

The following EComm tasks for the I-730 Follow-to-Join rollout have been completed:

- Posted Special Instructions to [www.uscis.gov/I-730](http://www.uscis.gov/I-730) and <https://www.uscis.gov/es/formularios/i-730>
- Published web alert in English and Spanish.
  - English: <https://www.uscis.gov/news/alerts/uscis-strengthening-screening-family-members-abroad-seeking-join-refugees-united-states>
  - Spanish: <https://www.uscis.gov/es/noticias/alertas/uscis-fortalece-las-verificaciones-de-antecedentes-para-familiares-que-desean-reunirse-con-refugiados-en-estados-unidos>
- Sent GovDelivery email. (See courtesy copy attached).

Thanks!

**Amie Vaughn**

Electronic Media Specialist

Office of Communications | U.S. Citizenship and Immigration Services

Mobile: [REDACTED] (b)(6)

[amie.l.vaughn@uscis.dhs.gov](mailto:amie.l.vaughn@uscis.dhs.gov)

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USCIS Español - USCIS.gov/ES | Facebook: /USCIS.ES | Twitter: @USCIS\_ES | Instagram: @USCIS\_ES

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**From:** Rattliff, Megan E  
**Sent:** Tuesday, February 06, 2018 2:13 PM  
**To:** INTERNAL COMMUNICATIONS, USCIS; USCIS Web Publishing

**Cc:** Hirsch, Angela H; Buchan, Lesley L; Berry, Courtnei E; Sharifi, Danielle D; Langston, Robert C (Carter); McKenzie, Patricia H (Trish); Drake, Raymond A; Blanch, Hilda V; Morales-Flores, Margarita; Engle, Kaylee M; Schiffer, Adriana; Chen, Alice C; Franzen, Emily M; Cabrera, Mary A (Marilu); Chever, Terron L; Ward, Timothy A; Hamerstone, Christian H; Catania, Kathryn A; Withington, Jonathan B; McKinney, James R (Jim); Winstead, Allison R; Levy, Jeffrey M (Jeffrey); Arditti, Avi; Turner, Ebony N; Zengotitabengoa, Colleen R; Whitney, Ronald W; Schwartz, Claudia R; Rodriguez, Miguel E; Herrmann, Mary K; Munoz-Acevedo, Carlos; Syfert, Kate M; Brown, Katherine H; Kwan, Stephanie M; Nicholson, Maura J; Kliska, Jennifer R; Defensor, Michael R; Grammer, Alexandra C (Alex)

**Subject:** For Publication: I-730 FTJ Communications (ASAP, Feb. 6)

**Importance:** High

Hi all,

**On Tuesday, February 6 beginning ASAP** we will publish materials to communicate changes to the process for screening and vetting I-730 following-to-join refugees. The following chart outlines the timeline of communication activities for **Tuesday only**. The [Communications Plan](#) contains more information.

**All documents mentioned in the tactical below are attached or linked below:**

- [Leadership Guidance](#)
- [Web Alert](#)
- [PAG](#)
- [Special Instructions](#)

**Note:** Content in Spanish will be sent as soon as it is available.

#### Timeline of Activities

<i>Week</i>	<i>Deliverable</i>
<b>Feb. 6, Beginning ASAP</b>	<p><b>ASAP</b></p> <ul style="list-style-type: none"> <li>• Issue public affairs guidance to external communicators and post to talking point repository (OCOMM Media)</li> <li>• Post Special Instructions web content linked above to <a href="http://www.uscis.gov/I-730">www.uscis.gov/I-730</a> in English and Spanish updated—the content will replace what is currently under the Special Instructions tab (OCOMM EComm)</li> <li>• Post web alert and link from News section on home page (OCOMM EComm)</li> <li>• Issue Leadership Guidance (OCOMM ECE)</li> </ul> <p><b>After the previous steps are completed.</b></p> <ul style="list-style-type: none"> <li>• Issue GovDelivery message based on web alert. <b>Note:</b> Please combine this GovDelivery with the GovDelivery message on the <a href="#">I-730 process change</a> that was on hold from Jan. 29. Please combine these two messages should be combined into one GovDelivery message. <b>(please check CSPED and OLA's boxes)</b></li> <li>• Issue USCIS Today article based on leadership guidance (OCOMM ECE)</li> </ul>

Thank you!

Megan

**Megan Rattliff**

Communications Strategist

Office of Communications | U.S. Citizenship and Immigration Services

20 Mass. Ave. NW, Suite 3100 | Washington, DC 20529

Email: [Megan.E.Rattliff@uscis.dhs.gov](mailto:Megan.E.Rattliff@uscis.dhs.gov)

Mobile: [REDACTED] Fax: (202) 272-8112

(b)(6)

*I am teleworking today. Please call me on my mobile phone or send me an email if you need to reach me.*



**U.S. Citizenship and  
Immigration Services**

## **I-730, Refugee/Asylee Relative Petition**

[Versión en español](#)

- [Form I-730 \(PDF, 780 KB\)](#)
- [Instructions for Form I-730 \(PDF, 207 KB\)](#)

### **Purpose of Form**

If you have been admitted to the United States as a principal refugee or if you were granted status in the United States as a principal asylee within the previous two years, you may file a Form I-730 to request follow-to-join benefits for your spouse and/or unmarried children under 21 years of age only. In some cases, USCIS may grant a waiver of the 2-year filing deadline for humanitarian reasons. See Form I-730 instructions (linked above) for further information.

### **Number of Pages**

Form 8; Instructions 7.

### **Edition Date**

05/30/17. Starting 9/15/2017, we will only accept the 05/30/17 edition. Until then, you can use the 04/09/15 edition. You can find the edition date at the bottom of the page on the form and instructions.

### **Where to File**

<b>If you live in:</b>	<b>Then mail your petition to:</b>
Alaska	Nebraska Service Center
Arizona	P.O. Box 87730
California	Lincoln, NE 68501-7730
Colorado	
Guam	
Hawaii	
Idaho	
Illinois	
Indiana	
Iowa	
Kansas	
Michigan	
Minnesota	

If you live in:	Then mail your petition to:
Missouri	
Montana	
Nebraska	
Nevada	
North Dakota	
Ohio	
Oregon	
South Dakota	
Utah	
Washington	
Wisconsin	
Wyoming	

Alabama	Texas Service Center
Arkansas	P.O. Box 852824
Connecticut	Mesquite, TX 75185
Delaware	
District of Columbia	
Florida	
Georgia	
Kentucky	
Louisiana	
Maine	
Maryland	
Massachusetts	
Mississippi	
New Hampshire	
New Jersey	
New Mexico	
New York	
North Carolina	
Pennsylvania	
Puerto Rico	
Rhode Island	
South Carolina	
Oklahoma	
Tennessee	
Texas	
Vermont	
Virginia	
U.S. Virgin Islands	
West Virginia	

**Don't forget to sign your form! We will reject any unsigned form.**

### **Filing Fee**

\$0

## Special Instructions

### For beneficiaries who are located overseas

On January 12, 2018, USCIS changed the domestic processing location for certain Form I-730 petitions filed by individuals who were admitted to the United States as refugees. Previously, the Service Center Operations Directorate processed these forms. Now the International Adjudications Support Branch (IASB) in the Refugee, Asylum, and International Operations Directorate will process them.

Petitioners and/or accredited representatives who file refugee-based Form I-730 petitions will receive further instructions when IASB receives their filings.

Once IASB completes domestic processing, it will send the case abroad to either a USCIS international field office or to the Department of State in cases where the beneficiary (following -to-join relative) will be interviewed in a country without a USCIS office. If the case is sent to the Department of State, IASB will adjudicate the case before sending it abroad. In some instances, USCIS may also be responsible for cases in certain countries where the Department of State is unable to process the case and the following-to-join refugee cannot travel.

All USCIS international field offices now adjudicate Form I-730 petitions for beneficiaries they interview. Find a list of countries with USCIS field offices on our [International Immigration Offices](#) page.

This change will not affect Form I-730 petitions filed by individuals granted asylum where the beneficiary is located overseas. For asylum cases, when USCIS service centers transfer a case to an international field office for adjudication, we will send a transfer notice to the petitioner and any representative. This notice will identify the USCIS international field office responsible for adjudicating the Form I-730. Once the international field office receives the petition, we will notify the petitioner, the beneficiary, and any representative, and will provide further processing instructions.

It may take up to two months for transferred cases to reach a USCIS international field office. It is important to notify USCIS or Department of State if the contact information for the petitioner, representative, or beneficiary changes. To update your address, submit [Form AR-11](#) or submit your [Change of Address](#) online and, if applicable, contact the international field office, embassy or consulate processing your case abroad. The contact information for an international field office is listed on its [webpage](#).

### New security measures for following-to-join refugees

On February 1, 2018, USCIS and the Department of State implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

The new security measures that will apply to following-to-join refugees processed overseas include:

- Ensuring that following-to-join refugees receive the full baseline interagency checks that other refugees receive.
- Requesting that the following-to-join refugee submit his or her [Form I-590, Registration for Classification as Refugee \(PDF, 652 KB\)](#), in support of the principal refugee's Form I-730

petition earlier in the adjudication process. USCIS or DOS will contact petitioners directly to request this information until filing instructions are updated.

- Note: You cannot use Form I-590 to request refugee status directly with USCIS. For information about the U.S. Refugee Admissions Program, go to our the [Refugees](#) page
- Vetting certain nationals or stateless persons against classified databases.

Last Reviewed/Updated: 06/18/2018



**U.S. Citizenship and  
Immigration Services**

## **I-730, Petición de Familiar Refugiado/Asilado**

[English Version](#)

- [Formulario I-730 \(en inglés\) \(PDF, 780 KB\)](#)
- [Instrucciones del Formulario I-730 \(en inglés\) \(PDF, 207 KB\)](#)

### **Propósito del formulario**

Si usted ha sido admitido en los Estados Unidos como un refugiado principal o se le concedió el estatus de asilado principal en los Estados Unidos en los últimos dos años, puede presentar un Formulario I-730 para solicitar beneficios de reunión familiar para su cónyuge y/o hijos no casados menores de 21 años de edad. En algunos casos, USCIS podría conceder una exención del plazo límite de dos años para presentar la solicitud por razones humanitarias. Vea las instrucciones del Formulario I-730 (enlace en la parte superior de esta página) para información adicional.

### **Número de páginas**

Formulario 8; Instrucciones 7.

### **Fecha de edición**

05/30/17. A partir del 9/15/2017, solo aceptaremos la edición con fecha de 05/30/17. Mientras tanto, pueden utilizar la edición con fecha de 04/09/15. Puede encontrar la fecha de edición al final de la página del formulario y las instrucciones.

### **Dónde presentar la solicitud**

### **Información Adicional para Completar su Formulario:**

**Si usted vive en:**

**Envíe su petición a:**

Alaska  
Arizona  
California  
Colorado  
Dakota del Norte  
Dakota del Sur  
Guam  
Hawái



Si usted vive en:	Envíe su petición a:
Idaho	
Illinois	
Indiana	Nebraska Service Center
Iowa	P.O. Box 87730
Kansas	Lincoln, NE 68501-7730
Michigan	
Minnesota	
Missouri	
Montana	
Nebraska	
Nevada	
Ohio	
Oregón	
Utah	
Washington	
Wisconsin	
Wyoming	
Alabama	
Arkansas	
Carolina del Norte	
Carolina del Sur	
Connecticut	
Distrito de Columbia	
Florida	
Georgia	
Islas Vírgenes Estadounidenses	
Kentucky	
Luisiana	
Maine	
Maryland	Texas Service Center
Massachusetts	P.O. Box 852824
Mississippi	Mesquite, TX 75185
Nuevo Hampshire	
Nueva Jersey	
Nuevo México	
Nueva York	
Pensilvania	
Puerto Rico	
Rhode Island	
Oklahoma	
Tennessee	
Texas	
Vermont	
Virginia	
Virginia Occidental	

**¡No olvide firmar su formulario! Rechazaremos cualquier formulario que no esté firmado.**

### **Tarifas de presentación**

\$0

### **Instrucciones especiales**

#### **Para beneficiarios que están en el extranjero**

El 12 de enero de 2018, USCIS cambió la localidad de procesamiento nacional de ciertas peticiones del Formulario I-730 presentadas por personas que fueron admitidos a Estados Unidos en calidad de refugiados. La Dirección General de Operaciones de Centros de Servicio procesaba estas solicitudes anteriormente. Ahora, la División de Apoyo de Adjudicaciones Internacionales (IASB, por sus siglas en inglés) de la Dirección General de Refugiados, Asilo y Operaciones Internacionales las procesará.

Los peticionarios y/o representantes autorizados que presenten una petición I-730 basada en un refugiado recibirán instrucciones adicionales cuando IASB reciba sus peticiones.

Una vez IASB complete el procesamiento en el país, enviará el caso al extranjero ya sea a una oficina internacional de USCIS o al Departamento de Estado (DOS, por sus siglas en inglés) en los casos en los que el beneficiario (familiar que viaja para unirse) será entrevistado en un país que no tiene una oficina de USCIS. Si el caso es enviado al DOS, IASB adjudicará el caso antes de enviarlo al extranjero. En algunas situaciones, USCIS podría ser responsable de casos en ciertos países en los que DOS no puede procesar el caso y al que el refugiado que viaja para unirse no puede viajar.

Todas las oficinas internacionales de USCIS ahora adjudicarán los Formularios I-730 de beneficiarios que entrevisten. Encuentre una lista de los países que tienen oficinas locales de USCIS en [Oficinas Internacionales de Inmigración](#).

Este cambio no afectará las peticiones I-730 presentadas por personas a quienes se les otorgó asilo en casos en los que el beneficiario esté localizado en el extranjero. Para casos de asilo, cuando los centros de servicio de USCIS transfieran un caso a la oficina internacional para su adjudicación, le enviaremos una notificación de transferencia al peticionario y a cualquier representante autorizado. La notificación identificará la oficina internacional de USCIS responsable para adjudicar el Formulario I-730. Una vez la oficina internacional reciba la petición, notificaremos al peticionario, beneficiario y cualquier representante autorizado, y proporcionaremos instrucciones adicionales sobre el procesamiento.

Debido a los retrasos de aduanas, podría demorar hasta dos meses que los casos transferidos lleguen a las oficinas internacionales de USCIS. Es importante notificar a USCIS o al Departamento de Estado si cambia la información de contacto del peticionario, representante, o del beneficiario. Para actualizar su dirección, presente el Formulario AR-11 o solicite su Cambio de Dirección en línea y, si corresponde, comuníquese con la oficina internacional, embajada o consulado que procesa su caso en el extranjero. La información de contacto de las oficinas internacionales está listada en la página de las [Oficinas Internacionales](#).

#### **Nuevas medidas de seguridad para refugiados que viajan para unirse a familiares**

El 1 de febrero de 2018, USCIS y el Departamento de Estado (DOS, por sus siglas en inglés) implementaron nuevos procedimientos para asegurar que se les hagan investigaciones similares y exhaustivas a todas las personas admitidas como refugiados– ya sean el refugiado principal, familiares acompañantes, o refugiados que viajan para unirse.

Estas nuevas medidas de seguridad que aplicarán a los refugiados que viajan para unirse procesados en el extranjero incluyen:

- Asegurar que todos los refugiados que viajan para unirse reciban el amplio estándar de verificaciones de antecedentes realizadas entre agencias que reciben todos los demás refugiados.
- Solicitar que el refugiado que viaja para unirse presente su Formulario I-590, Registro para Clasificación como Refugiado (PDF, 652 KB), en apoyo al Formulario I-730, Petición de Familiar de Refugiado/Asilado, del refugiado principal, más temprano en el proceso de adjudicación. USCIS o DOS se comunicarán directamente con los peticionarios para solicitar esta información hasta que se actualicen las instrucciones de presentación.
  - Nota: No puede utilizar el Formulario I-590 para solicitar el estatus de refugiado directamente con USCIS. Para información acerca del Programa Estadounidense de Admisiones de Refugiados, visite nuestra página de Refugiado.
- Investigar a ciertos nacionales o personas apátridas contra las bases de datos clasificadas.

La última revisión/Actualizado: 06/18/2018



**U.S. Citizenship and  
Immigration Services**

## **USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States**

[Versión en español](#)

On Feb. 1, USCIS and the Department of State implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

A following-to-join refugee is the spouse or child of a principal refugee who lives abroad and wishes to join the principal refugee in the United States.

These measures resulted from the 120-day review mandated by [section 6\(a\) of Executive Order 13780 \(PDF\)](#), which specifically directed the Department of Homeland Security to determine what additional procedures should be implemented to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States.

New security measures that apply to following-to-join refugees processed overseas include:

- Ensuring that following-to-join refugees receive the full baseline interagency screening and vetting checks that other refugees receive.
- Requesting that the following-to-join refugee submit his or her Form I-590, Registration for Classification as Refugee, in support of the principal refugee's [Form I-730, Refugee/Asylee Relative Petition](#), earlier in the adjudication process. USCIS or the Department of State will contact petitioners directly to request this information.
- Vetting certain nationals or stateless persons against classified databases.

For more information on USCIS and its programs, please visit [uscis.gov](https://uscis.gov) or follow us on Twitter ([@uscis](#)), YouTube ([/uscis](#)), and Facebook ([/uscis](#)).

Last Reviewed/Updated: 02/06/2018



**U.S. Citizenship and  
Immigration Services**

## **USCIS Fortalece las Verificaciones de Antecedentes para Familiares que Desean Reunirse con Refugiados en Estados Unidos**

[English Version](#)

El 1 de febrero de 2018, USCIS y el Departamento de Estado (DOS, por sus siglas en inglés) implementaron nuevos procesos para asegurar que todas las personas admitidas como refugiados sean sometidas a investigaciones exhaustivas – ya sean refugiados principales, familiares que acompañan, o refugiados que viajan para reunirse con su familia inmediata.

Un “refugiado que viaja para reunirse” con su familia inmediata es el cónyuge o hijo de un refugiado principal que vive en el extranjero y desea reunirse con el refugiado principal en Estados Unidos.

Estas medidas son producto de la revisión de 120 días ordenada por la sección 6(a) de la Orden Ejecutiva 134780, que dio instrucciones específicas al Departamento de Seguridad Nacional de determinar qué procedimientos adicionales debían implementarse para asegurar que las personas que buscan obtener admisión en calidad de refugiados no representen una amenaza a la seguridad y al bienestar de Estados Unidos.

Las nuevas medidas de seguridad que ahora aplicarán a los refugiados que viajan para reunirse con su familia inmediata y que han sido procesados en el extranjero incluirán:

- Asegurar que todos los refugiados que viajan para reunirse con su familia reciban el estándar completo de las verificaciones entre agencias y las investigaciones y selecciones por las que pasan todos los demás refugiados.
- Solicitar que el refugiado que viaja para reunirse con su familia presente su Formulario I-590, Registro para Clasificación como Refugiado, en apoyo al Formulario I-730, Petición de Familiar de Refugiado/Asilado del refugiado principal, más temprano en el proceso de adjudicación. USCIS o DOS se comunicarán directamente con los peticionarios para solicitar esta información.
- Escrutar a ciertos nacionales o personas apátridas contra las bases de datos clasificados.

Para más información sobre USCIS y sus programas, visite [uscis.gov/es](https://uscis.gov/es) o síguenos en Twitter ([@uscis.es](#)), YouTube ([/uscis](#)), and Facebook ([/uscis.es](#)).

Última Revisión/Actualización: 02/06/2018



# Leadership Guidance

MM DD, YYYY

#00-YY

## **USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States**

As a result of Executive Order (E.O.) 13780 (“Protecting the Nation from Foreign Terrorist Entry into the United States”), USCIS is implementing new procedures to ensure that all refugee applicants, including following-to-join refugees, receive full baseline interagency checks.

### **What You Need to Know**

USCIS is making security screening changes for certain family members of refugees (known as “following-to-join” refugees) who seek to travel to join their refugee relatives in the United States at a later date. On Feb. 1, 2018, USCIS and the Department of State (DOS) implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

### **Related Information**

Please visit [uscis.gov/I-730](https://uscis.gov/I-730) or read our web alert on [uscis.gov](https://uscis.gov) for more information.

*The USCIS Leadership Guidance is a product of the USCIS Office of Communications.*

[Archive](#) | [Leadership in Focus](#) | [Contact Us](#)



# Web Alert

## **USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States**

On Feb. 1, USCIS and the Department of State implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

A following-to-join refugee is the spouse or child of a principal refugee who lives abroad and wishes to join the principal refugee in the United States.

These measures resulted from the 120-day review mandated by section 6(a) of Executive Order 13780, which specifically directed the Department of Homeland Security to determine what additional procedures should be implemented to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States.

New security measures that apply to following-to-join refugees processed overseas include:

- Ensuring that following-to-join refugees receive the full baseline interagency screening and vetting checks that other refugees receive.
- Requesting that the following-to-join refugee submit his or her Form I-590, Registration for Classification as Refugee, in support of the principal refugee's Form I-730, Refugee/Asylee Relative Petition, earlier in the adjudication process. USCIS or the Department of State will contact petitioners directly to request this information.
- Vetting certain nationals or stateless persons against classified databases.

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**U.S. Citizenship  
and Immigration  
Services**  
*Office of Communications*

# Public Affairs Guidance

## **ISSUE**

USCIS Strengthens Screening for Relatives Seeking to Join Refugees in the U.S.

## **LAST MODIFIED**

| August 8, 2018February 6, 2018

## **POC**

R. Carter Langston, 202-272-1357

**robert.c.langston@uscis.dhs.gov**

*Public Affairs Guidance, Talking Points, Response to Queries and Official Statements contain information and answers to specific questions, guidance and instructions, and key messages used for responding to media queries. The following information does not permit you to speak on behalf of USCIS, unless you are a Public Affairs Officer or are explicitly authorized to address external audiences (media, stakeholders, etc.). These materials are for reference only – please contact OComm's Media Division for assistance or with questions.*

## **GUIDANCE**

Response to Query

## **PRODUCTS**

- Web Alert
- Web Content

Comment [RME1]: Insert link

## **BACKGROUND**

To promote national security, USCIS is making screening changes for certain family members of refugees, known as "following-to-join" refugees, who wish to join their refugee relatives in the United States at a later date. On Feb. 1, 2018, USCIS and the Department of State (DOS) implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

## **TALKING POINTS**

- The new security measures that now apply to following-to-join refugees processed overseas include:



- Ensuring that following-to-join refugees receive the full baseline interagency checks that other refugees receive.
- Requesting that the following-to-join refugee submit his/her Form I-590, Registration for Classification as Refugee, in support of the principal refugee's Form I-730 petition earlier in the adjudication process. USCIS or DOS will contact petitioners directly to request this information.
- Vetting certain nationals or stateless persons against classified databases.

#### **Questions and Answers:**

##### **Q. Why are these changes being made now?**

**A.** These measures resulted from the 120-day review mandated by section 6(a) of Executive Order (E.O.) 13780, which specifically directed DHS to determine what additional measures should be implemented to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States. The ensuing joint memorandum to President Trump entitled, *Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities* (Oct. 23, 2017) ("joint memorandum") mandated that the additional security measures must more closely align the vetting procedures for following-to-join refugee beneficiaries with that of principal refugees (and other derivative refugees accompanying the principal refugee).

##### **Q. Does this change affect following-to-join asylee relatives?**

**A.** No. Vetting requirements for Form I-730 following-to-join asylees are undergoing a separate review under section 5 of E.O. 13780, which directs DOS, DHS, and the Office of the Director of National Intelligence to develop uniform screening and vetting standards for all immigration programs.

##### **Q. Who qualifies as a following-to-join family member?**

**A.** The spouse and/or unmarried children under 21 years of age of the principal refugee who has been admitted into the United States.

##### **Q. Weren't these cases already being vetted?**

**A.** Yes. However, the new measures being instituted will more closely align the vetting conducted for following-to-join refugees with the vetting conducted for principal refugees (and other derivative refugees accompanying the principal refugee).

##### **Q. How many people will this affect?**

**A.** In any given year, principal refugees admitted to the United States file Form I-730 petitions for approximately 2,500 following-to-join family members representing more than 60 nationalities. However, the vast majority of eligible derivative family members do not use the following-to-join process but instead are screened with and accompany the principal refugee in travel to the United States.

##### **Q. What are the additional security measures/new procedures that are being taken for following-to-join relatives?**

**A.** The new procedures include:

1. Ensuring that following-to-join refugees receive the full baseline interagency checks that other refugees receive.
2. Requesting that the following-to-join refugee submit his/her Form I-590, Registration for Classification as Refugee, in support of the principal refugee's Form I-730 petition earlier in the adjudication process. USCIS or DOS will contact petitioners directly to request this information.

3. Vetting certain nationals or stateless persons against classified databases.

**Q. What is the current process for a following-to-join refugee case for a beneficiary residing abroad?**

**A:** After receiving a Form I-730 filed by an individual admitted as a refugee, the Service Center Operations Directorate transfers it to the International Adjudications Support Branch (IASB) in the Refugee, Asylum, and International Operations Directorate for pre-processing and possible adjudication. IASB will issue a Request for Evidence (RFE) to the petitioner for the beneficiary's Form I-590. After receiving the requested information and completing necessary security checks, IASB will transfer eligible cases to the National Visa Center (NVC).

The NVC forwards the case for overseas processing to a USCIS international field office or DOS consulate with jurisdiction over the beneficiary's country of residence. For cases that will be processed by DOS only, the processing of pending and new following-to-join refugee cases will be centralized at U.S. Embassies and Consulates that are designated to process immigrant visa applications. This change will not affect the vast majority of cases processed by DOS. USCIS or a consular officer interviews the beneficiary, collects biometrics, runs additional security checks, and verifies that the beneficiary's medical exam is clear before determining if the beneficiary is eligible to travel to the United States.

**Q. How will the changes affect following-to-join refugees abroad who are processed by the Department of State? How will the change affect following-to-join refugee beneficiaries whose cases will be transferred to a Department of State immigrant visa processing post?**

**A.** No new forms are currently being required of "following-to-join" refugee beneficiaries under the new processing guidelines.

DOS will notify beneficiaries whose cases are being transferred to a designated immigrant visa processing post. These beneficiaries may request that the designated post process their case or request that a different U.S. Embassy, Consulate, or USCIS international field office process their case. More information on the process for changing processing locations can be found at <https://travel.state.gov/content/travel/en/us-visas/immigrate/follow-to-join-refugees-and-asylees.html>.

**Q. Will USCIS hire or deploy additional officers overseas to conduct these screenings?**

**A.** No. The majority of updates, including the requirement for following-to-join refugees to submit their Form I-590 earlier in the adjudication process, will be handled by USCIS domestic staff. USCIS does not have any plans to hire more staff at our international field offices.

**Q. Have these screenings already begun? Were the following-to-join admissions halted while the government prepared the implementation of these new measures?**

**A.** In response to the Dec. 23, 2017 nationwide injunction that prohibited the implementation of certain provisions of the joint memorandum to President Trump, USCIS and DOS resumed processing of following-to-join refugee cases under procedures in effect before the joint memorandum. However, the preliminary injunction did not apply to any efforts to implement additional security measures or align the screening for following-to-join refugees with screening employed for principal refugees, as described in the joint memorandum. The requirement for the beneficiary's Form I-590, Registration for Classification as Refugee, to be submitted earlier in the process was implemented on Jan. 12, 2018, for cases pending at USCIS service centers. The remaining requirements were implemented on Feb. 1.

**Q. Was there additional training for these officers on the new screening?**

**A.** As with any change in procedures, USCIS staff receives the appropriate guidance and training to implement the new procedures.

## I-730 Special Instructions

[www.uscis.gov/i-730](http://www.uscis.gov/i-730)

### For beneficiaries who are located overseas

On January 12, 2018, USCIS changed the domestic processing location for certain Form I-730 petitions filed by individuals who were admitted to the United States as refugees. Previously, the Service Center Operations Directorate processed these forms. Now the International Adjudications Support Branch (IASB) in the Refugee, Asylum, and International Operations Directorate will process them.

Petitioners and/or accredited representatives who file refugee-based Form I-730 petitions will receive further instructions when IASB receives their filings.

Once IASB completes domestic processing, it will send the case abroad to either a USCIS international field office or to the Department of State in cases where the beneficiary (following-to-join relative) will be interviewed in a country without a USCIS office. If the case is sent to the Department of State, IASB will adjudicate the case before sending it abroad. In some instances, USCIS may also be responsible for cases in certain countries where the Department of State is unable to process the case and the following-to-join refugee cannot travel.

All USCIS international field offices now adjudicate Form I-730 petitions for beneficiaries they interview. Find a list of countries with USCIS field offices on our [International Immigration Offices](#) page.

**Comment [RME1]:** This is a link.

This change will not affect Form I-730 petitions filed by individuals granted asylum where the beneficiary is located overseas. For asylum cases, when USCIS service centers transfer a case to an international field office for adjudication, we will send a transfer notice to the petitioner and any representative. This notice will identify the USCIS international field office responsible for adjudicating the Form I-730. Once the international field office receives the petition, we will notify the petitioner, the beneficiary, and any representative, and will provide further processing instructions.

It may take up to two months for transferred cases to reach a USCIS international field office. It is important to notify USCIS or Department of State if the contact information for the petitioner, representative, or beneficiary changes. To update your address, submit [Form AR-11](#)

or submit your [Change of Address](#) online and, if applicable, contact the international field office, embassy or consulate processing your case abroad. The contact information for an international field office is listed on its [webpage](#).

#### **New security measures for following-to-join refugees**

On February 1, 2018, USCIS and the Department of State implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

The new security measures that will apply to following-to-join refugees processed overseas include:

- Ensuring that following-to-join refugees receive the full baseline interagency checks that other refugees receive.
- Requesting that the following-to-join refugee submit his or her Form I-590, Registration for Classification as Refugee, in support of the principal refugee's Form I-730 petition earlier in the adjudication process. USCIS or DOS will contact petitioners directly to request this information until filing instructions are updated.
- Vetting certain nationals or stateless persons against classified databases.

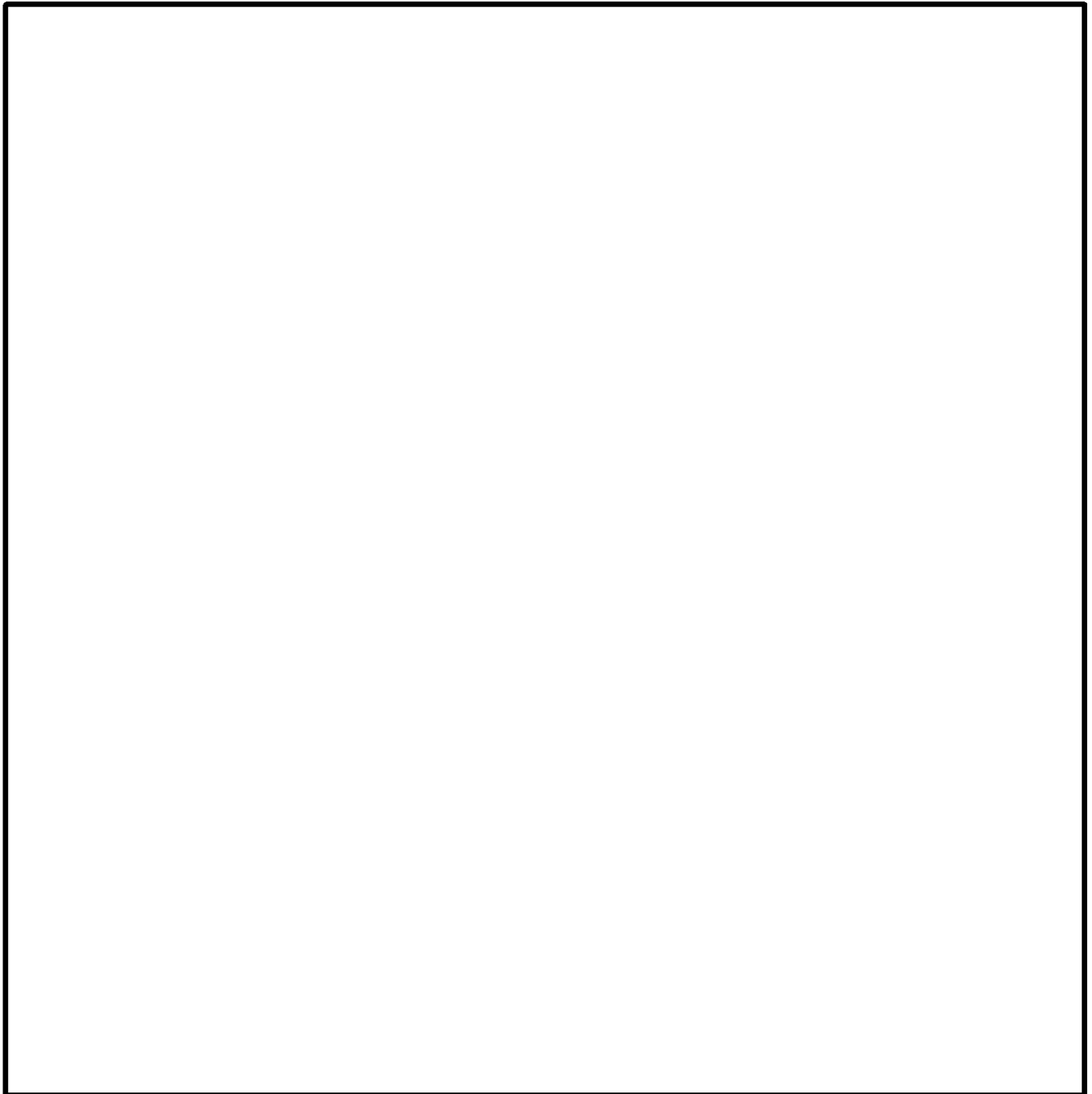


# Communications Plan

**Changes to Form I-730 Refugee Following-to-Join Processing**

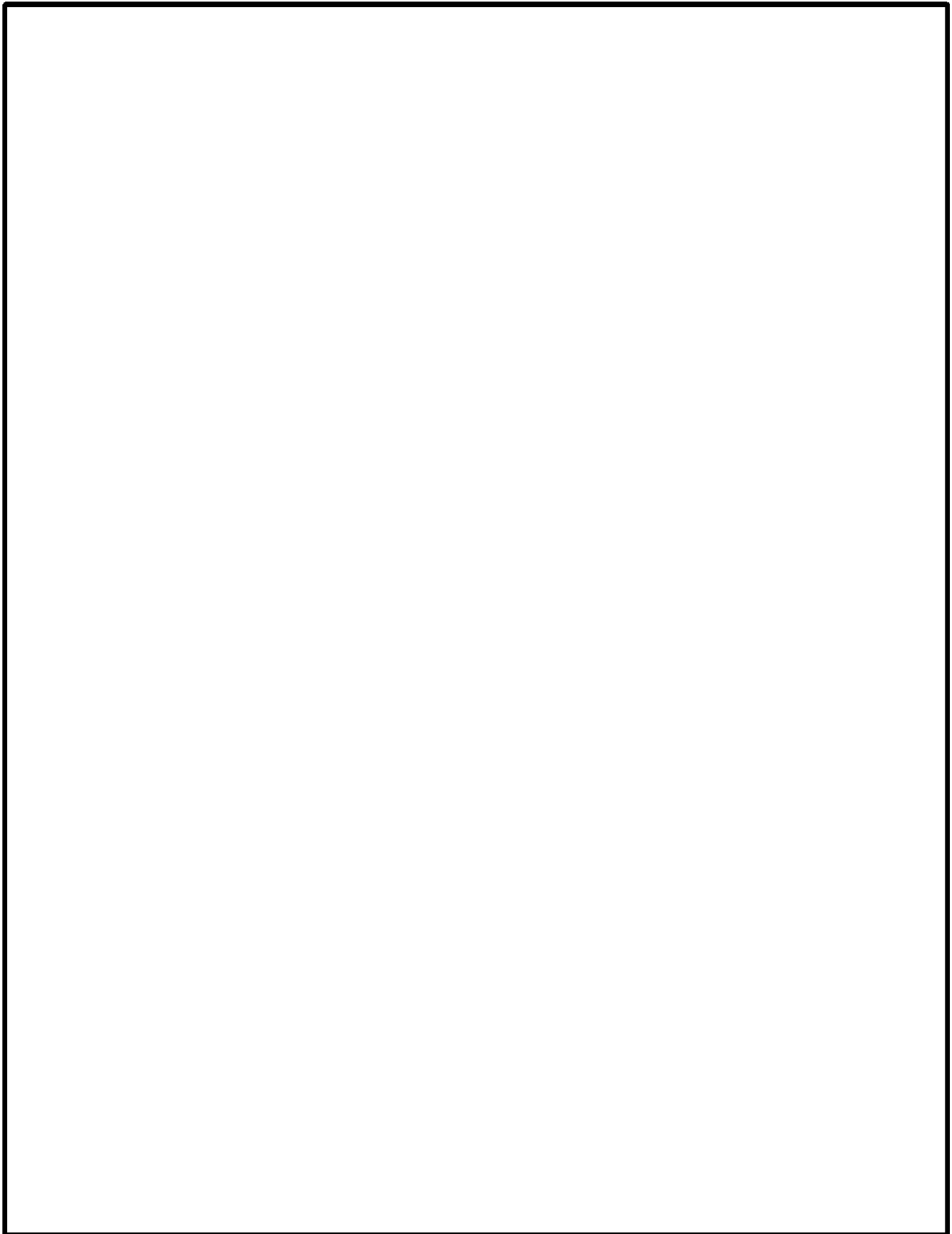
**Target Date: Feb. 5, 2018**

(b)(5)



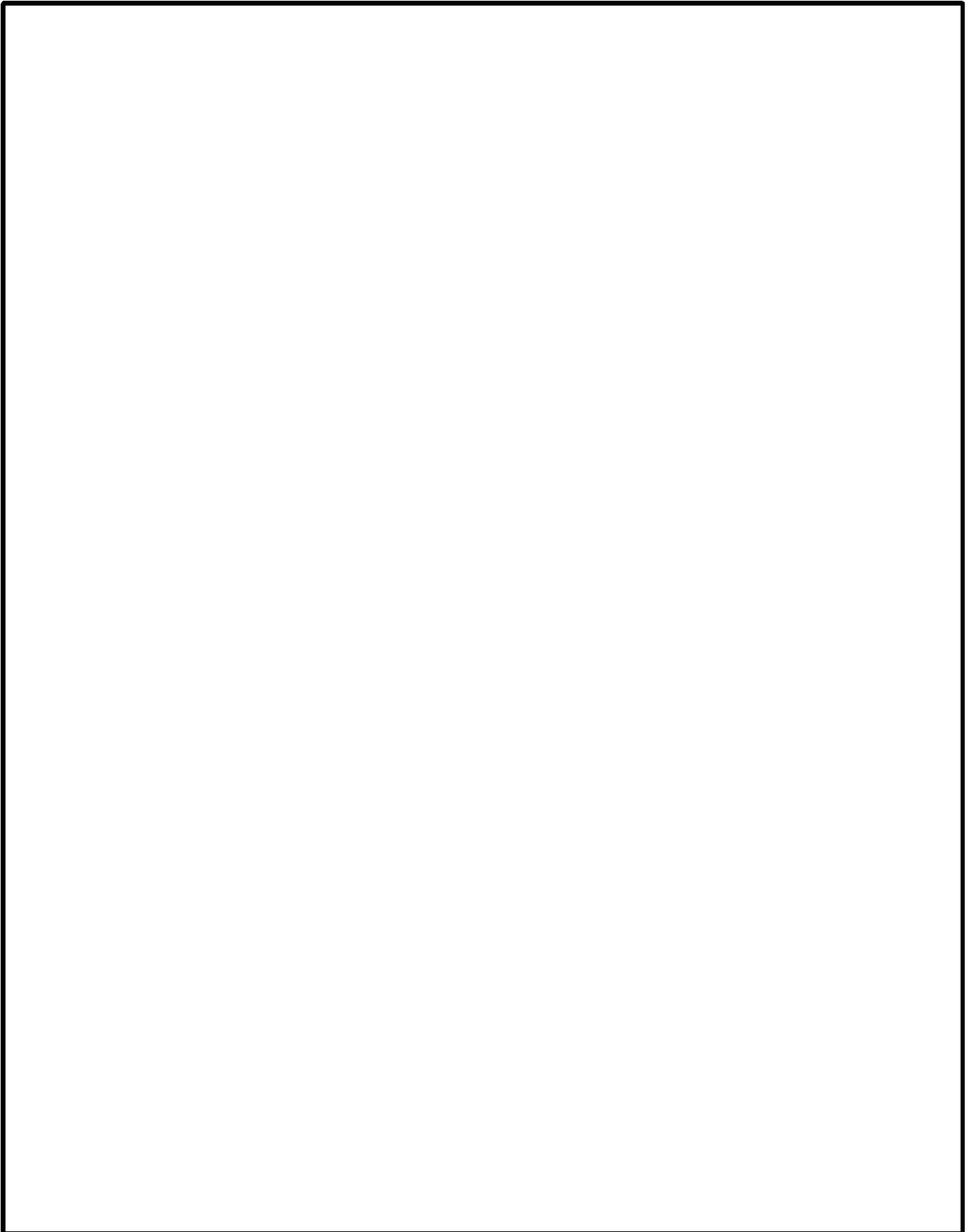


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(b)(5)

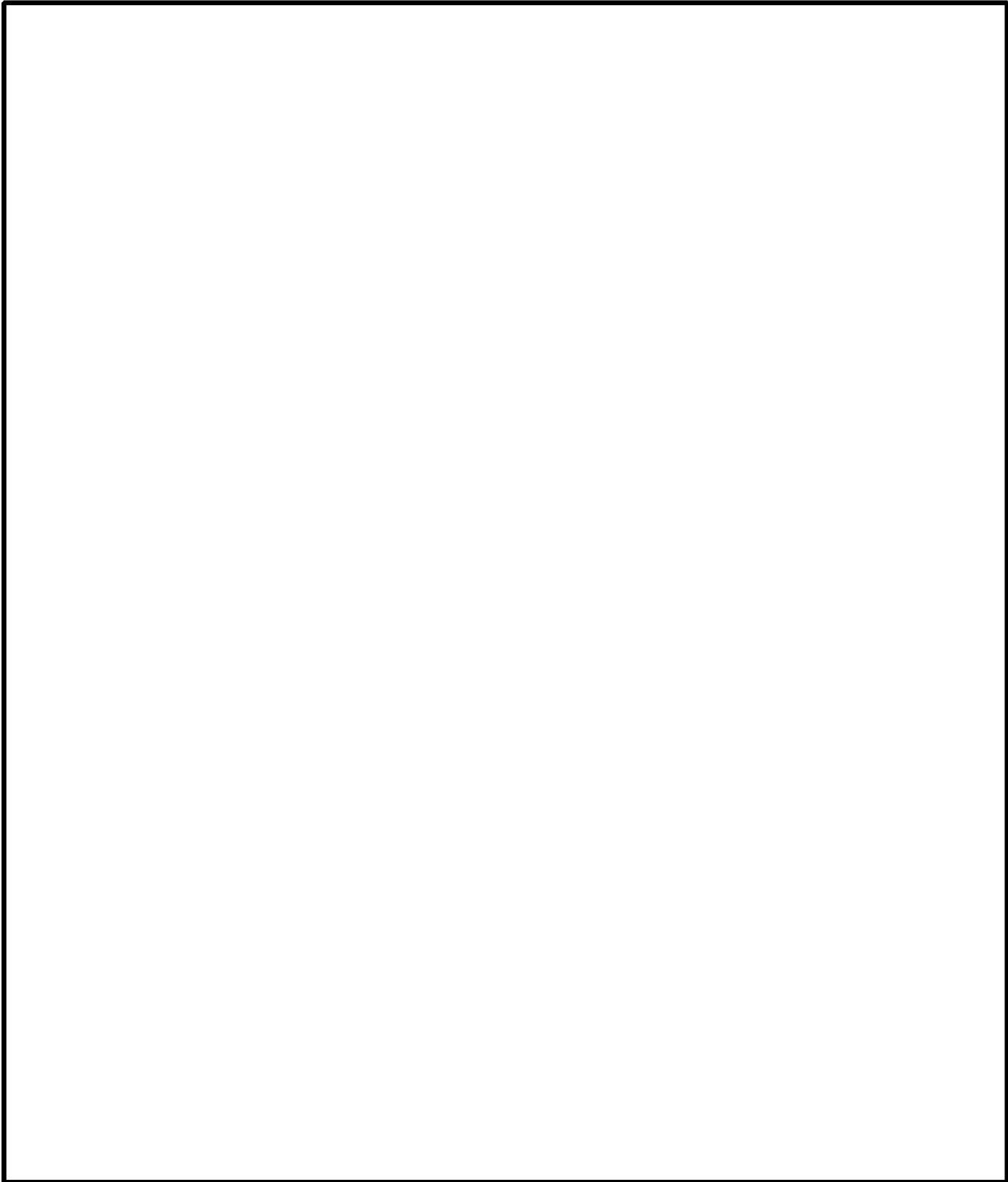






(b)(5)

Office of Communications



**From:** U.S. Citizenship and Immigration Services <uscis@public.govdelivery.com>  
**Sent:** Tuesday, February 06, 2018 2:29 PM  
**To:** Drake, Raymond A; Stewart, Leah M; Stivala, Patricia (CTR); Shaeffer, Jennifer S; Limoncelli, Donald J; Robinson, Rebecca; Carrie, Mark A; Duell, Kim M; Evelyn, Heather D; Luna, Alfredo; Bobbitt, Kevin W; Crist, Gregory M (Greg) (CTR); kristin.m.murnane@dhs.gov; Carnell, Nadine S; Rash, Carol A; Suarez, Limary; Levy, Jeffrey M (Jeffrey); Choe, Won J; Murillo, Gustavo; McKenzie, Patricia H (Trish); Winstead, Allison R; Remillard, Jessica L; Thomen, Graciela M; Vaughn, Amie L; Dacanay, Arthur J  
**Subject:** Courtesy Copy: Processing Change for Certain Form I-730 Petitions / USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States

**This is a courtesy copy of an email bulletin sent by Ray Drake.**

**This bulletin was sent to the following groups of people:**

Subscribers of Alerts, Asylum (ASY), DHS OLA (External Distro), FOD-Central Region (CRO), FOD-National Benefits Center (NBC), FOD-Northeast Region (NER), FOD-Southeast Region (SER), FOD-Western Region (WRO), HQ OLA - General Congressional (DC), HQ OLA Capitol Hill (Committee of Jurisdiction), SCOPS-California Service Center (CSC), SCOPS-Nebraska Service Center (NSC), SCOPS-Texas Service Center (TSC), SCOPS-Vermont Service Center (VSC), or Updates from the Public Engagement Division, (136393 recipients)

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Good Afternoon,

We recently published the following two alerts in the "News" section of our website:

- [Processing Change for Certain Form I-730 Petitions](#)
- [USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States](#)

For more information, please visit our [website](#).

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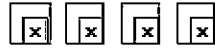
**Please do not reply to this message. See our [Contact Us](#) page for phone numbers and e-mail addresses.**

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**U.S. Citizenship and  
Immigration Services**

## Processing Change for Certain Form I-730 Petitions

[Versión en español](#)

On January 12, 2018, USCIS changed the processing location for certain Form I-730, Refugee/Asylee Relative Petition, filings. Previously the Service Center Operations Directorate processed these filings.

Now, the International Adjudications Support Branch (IASB) in the Refugee, Asylum, and International Operations Directorate will process the petitions filed by individuals who were admitted to the United States as refugees. Petitioners and/or accredited representatives who file refugee-based Form I-730 petitions will receive further instructions when IASB receives their filings.

Form I-730 petitions filed by persons granted asylum will not be affected by this change.

**The mailing instructions for Form I-730 remain the same.** Petitioners should continue to follow the Where to File directions on the Form I-730 page.

Last Reviewed/Updated: 01/29/2018



**U.S. Citizenship and  
Immigration Services**

## **USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States**

[Versión en español](#)

On Feb. 1, USCIS and the Department of State implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

A following-to-join refugee is the spouse or child of a principal refugee who lives abroad and wishes to join the principal refugee in the United States.

These measures resulted from the 120-day review mandated by [section 6\(a\) of Executive Order 13780 \(PDF\)](#), which specifically directed the Department of Homeland Security to determine what additional procedures should be implemented to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States.

New security measures that apply to following-to-join refugees processed overseas include:

- Ensuring that following-to-join refugees receive the full baseline interagency screening and vetting checks that other refugees receive.
- Requesting that the following-to-join refugee submit his or her Form I-590, Registration for Classification as Refugee, in support of the principal refugee's [Form I-730, Refugee/Asylee Relative Petition](#), earlier in the adjudication process. USCIS or the Department of State will contact petitioners directly to request this information.
- Vetting certain nationals or stateless persons against classified databases.

For more information on USCIS and its programs, please visit [uscis.gov](https://uscis.gov) or follow us on Twitter ([@uscis](#)), YouTube ([/uscis](#)), and Facebook ([/uscis](#)).

Last Reviewed/Updated: 02/06/2018

## Shirk, Georgette L

---

**From:** Benedict, Deborah L  
**Sent:** Monday, May 07, 2018 7:57 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Cc:** Nicholson, Maura J; Rosenberg, Ronald M (Ron); Kliska, Jennifer R  
**Subject:** FW: Form I-590 Electronic Access

FYI - good news!!!

---

**From:** Ruppel, Joanna  
**Sent:** Monday, May 07, 2018 5:39:50 PM  
**To:** Benedict, Deborah L; Chiorazzi, Anne  
**Cc:** Stone, Mary M; Nicholson, Maura J; Rosenberg, Ronald M (Ron)  
**Subject:** RE: Form I-590 Electronic Access

Thanks for taking the lead on the language. I think it fine for IASB to mail the electronic pdf.

Joanna

Joanna Ruppel  
Chief, Refugee Affairs Division  
USCIS Refugee, Asylum and International Operations Directorate  
Joanna.Ruppel@uscis.dhs.gov  
202-272-1625

---

**From:** Benedict, Deborah L  
**Sent:** Monday, May 07, 2018 4:38:58 PM  
**To:** Ruppel, Joanna; Chiorazzi, Anne  
**Cc:** Stone, Mary M; Nicholson, Maura J; Rosenberg, Ronald M (Ron)  
**Subject:** RE: Form I-590 Electronic Access

Thank you Joanna. Now that PRM stated on the call that they have no objection to us making the form I-590 available electronically, IO will draft some language for the I-730 landing page to circulate for your review and clearance.

In the meantime, can IASB start emailing a PDF copy of the form to attorneys/petitioners upon request in response to an I-730 FTJ Refugee request for evidence?

We appreciate your flexibility in considering this option – it will be of great assistance to IASB in I-730 pre-processing!

**From:** Ruppel, Joanna  
**Sent:** Thursday, April 26, 2018 7:24 PM  
**To:** Chiorazzi, Anne  
**Cc:** Stone, Mary M; Benedict, Deborah L; Nicholson, Maura J  
**Subject:** RE: Form I-590 Electronic Access

Thanks. Adding IO for awareness.

Joanna Ruppel  
Chief, Refugee Affairs Division  
USCIS Refugee, Asylum and International Operations Directorate  
Joanna.Ruppel@uscis.dhs.gov  
202-272-1625

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**From:** Chiorazzi, Anne  
**Sent:** Thursday, April 26, 2018 2:33:33 PM  
**To:** Ruppel, Joanna  
**Cc:** Stone, Mary M  
**Subject:** RE: Form I-590 Electronic Access

(b)(5)

Joanna,



We all agreed that IO's idea of having the link be embedded with the 730 materials and not straight in the FORMS section of uscis.gov was a good idea.

This is a long way of saying we think this would be okay, but it would probably be good to wait to hear back from PRM to see if they could think of any other potential downsides that we could mitigate.

Anne

---

**From:** Ruppel, Joanna  
**Sent:** Thursday, April 26, 2018 9:40 AM  
**To:** Chiorazzi, Anne  
**Cc:** Stone, Mary M  
**Subject:** FW: Form I-590 Electronic Access

Anne,

Any concerns with this approach?

Joanna

Joanna Ruppel  
Chief, Refugee Affairs Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Benedict, Deborah L  
**Sent:** Wednesday, April 18, 2018 4:56:46 PM  
**To:** Ruppel, Joanna  
**Subject:** RE: Form I-590 Electronic Access

Of course, next week would be fine. We're glad you are considering it.

---

**From:** Ruppel, Joanna  
**Sent:** Wednesday, April 18, 2018 4:21:53 PM  
**To:** Benedict, Deborah L; Stone, Mary M  
**Cc:** Nicholson, Maura J; Chiorazzi, Anne  
**Subject:** RE: Form I-590 Electronic Access

Thanks. That is helpful. I support publishing a link to the new I-590 from the I-730 guidance page and with appropriate language. We could also put a link in the RFE. I just want to be sure we have chatted with Anne Chiorazzi, and she is at training this week. So OK if we let you know next week?

Joanna

Joanna Ruppel  
Chief, Refugee Affairs Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** Benedict, Deborah L  
**Sent:** Wednesday, April 18, 2018 4:05:58 PM  
**To:** Ruppel, Joanna; Stone, Mary M  
**Cc:** Nicholson, Maura J  
**Subject:** FW: Form I-590 Electronic Access

Joanna and Mary Margaret,

I wanted to follow up on our discussion of public access to the I-590 electronically – which IO asked RAD to consider based on inquiries IASB is receiving from attorney/representatives during Form I-730 pre-processing due to the need to have the beneficiary complete the Form I-590 in response to RFE's.



As a preliminary step, IO reached out to OCC to see if there were any legal impediments in addition to the policy issues that RAD would want to consider. Phillip Elder and RALD didn't have any legal concerns with posting the I-590 electronically, or sharing it in pdf via email.

Of course we realize that this is only one of many considerations that will impact your answer to our request, but I did want to pass along OCC's input in the meantime.

Thanks,  
Debbie

---

**From:** Zengotitabengoa, Colleen R  
**Sent:** Tuesday, April 17, 2018 10:49:51 PM  
**To:** Elder, Phillip D; Benedict, Deborah L  
**Cc:** Nicholson, Maura J; Whitney, Ronald W; RALD; Smith, Alice J; Schwartz, Claudia R; Shumway, Michael C; Croizat, Jessica S; Tellawi, Heba K  
**Subject:** RE: Form I-590 Electronic Access

(b)(5)

Debbie

Thanks,  
Colleen

---

**From:** Elder, Phillip D  
**Sent:** Monday, April 16, 2018 10:59 PM  
**To:** Benedict, Deborah L  
**Cc:** Nicholson, Maura J; Zengotitabengoa, Colleen R; Whitney, Ronald W; RALD  
**Subject:** RE: Form I-590 Electronic Access

(b)(5)

Debbie,

Thanks,  
Phillip

---

**From:** Benedict, Deborah L  
**Sent:** Monday, April 16, 2018 2:26 PM  
**To:** Zengotitabengoa, Colleen R; Whitney, Ronald W; RALD  
**Cc:** Elder, Phillip D; Nicholson, Maura J  
**Subject:** Form I-590 Electronic Access

RALD and Phillip,

We'd appreciate your legal input on this question. We would also need to discuss with RAD and RAIO leadership, but before doing so, wanted to be sure we understood any legal issues first.

Thank you!

**Deborah L. Benedict**

Acting Deputy Chief, International Operations

USCIS Refugee, Asylum and International Operations Directorate

202-272-1639

[Deborah.L.Benedict@uscis.dhs.gov](mailto:Deborah.L.Benedict@uscis.dhs.gov)

## Shirk, Georgette L

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, February 21, 2018 6:58 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** FW: I-730 DP: AO Case Assignment Schedule  
**Attachments:** EFR Checklist (IASB).013118.pdf; EFR Checklist (Intl Offices with G-325C).pdf

All,

Between Friday and Monday, we received 18 cases from DOS that need to be entered in CAMINO for EFR. To even out the work, Anthony will assign these cases and future receipts to several officers daily, rather than focusing solely on the one officer scheduled for DOS cases each day. In addition to balancing IASB's workload, we hope that approach will help us balance the workload for FDNS, as well.

Officers, please remember the following:

- All data points in the attached must be entered in CAMINO in order for data to be complete. (For a checklist that specifies data on the G-325C, see the international office version attached.)
- Support staff will send you the link to the O: drive where your assigned case has been saved.
- Support staff will not print these cases. Because we receive these documents electronically, you are encouraged to rely on your dual monitors to complete data entry. Should you wish to print the documents, you may do so on your own.
- When you have completed data entry, inform supervisors so that we may review and initiate EFR.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, February 13, 2018 1:57 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 DP: AO Case Assignment Schedule

On more thing: The EFR checklist is here and attached. I highly recommend that you reference it when completing data entry for DOS Post cases.

Note: The checklist references the 12/15/17 version of the I-590. The cases we receive from DOS will have an older version of the I-590 AND a G-325C.

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, February 13, 2018 1:47 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 DP: AO Case Assignment Schedule

Officers,

If you have completed data entry for DOS Post cases (cases sent electronically by Post to IASB), please send a link to the case in CAMINO to your supervisor. Your supervisor will review and initiate EFR.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Monday, February 12, 2018 9:08 AM

**To:** RAIO - International Ops - IASB

**Subject:** I-730 DP: AO Case Assignment Schedule

Officers,

You've completed data entry for I-730 Domestic Processing cases for one category of cases: RFE/NOID (cases received from SCOPS with SCOPS-issued RFE/NOID and response received from petitioner)!

Please see attached updated [schedule](#). Officers previously assigned RFE/NOID cases on the schedule are now assigned to be Floaters. Support staff will assign you other categories of cases based on the greatest need. Just FYI, we received 122 cases from NVC last week that had already been processed by SCOPS and need to be entered in CAMINO.

Thank you,  
Deborah

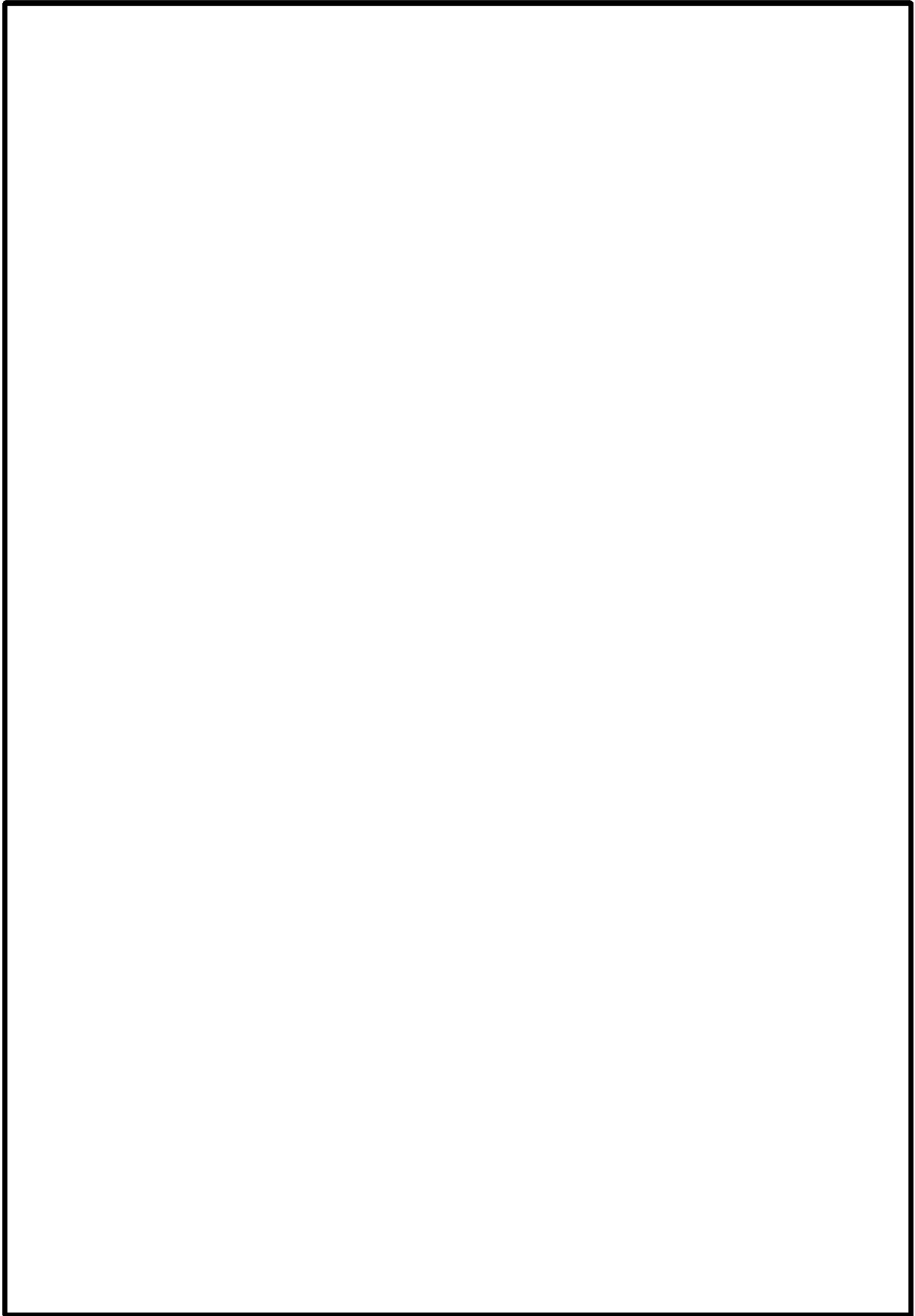
## Required Data for EFR Background Checks

The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730 and I-590 (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.

(b)(7)(e)

Done	Item	Where You May Find It		
		I-730	I-590	Other

## Required Data for EFR Background Checks



\*If beneficiary had previous travel to the U.S., passport information will be on the I-730, part 2, page 3.

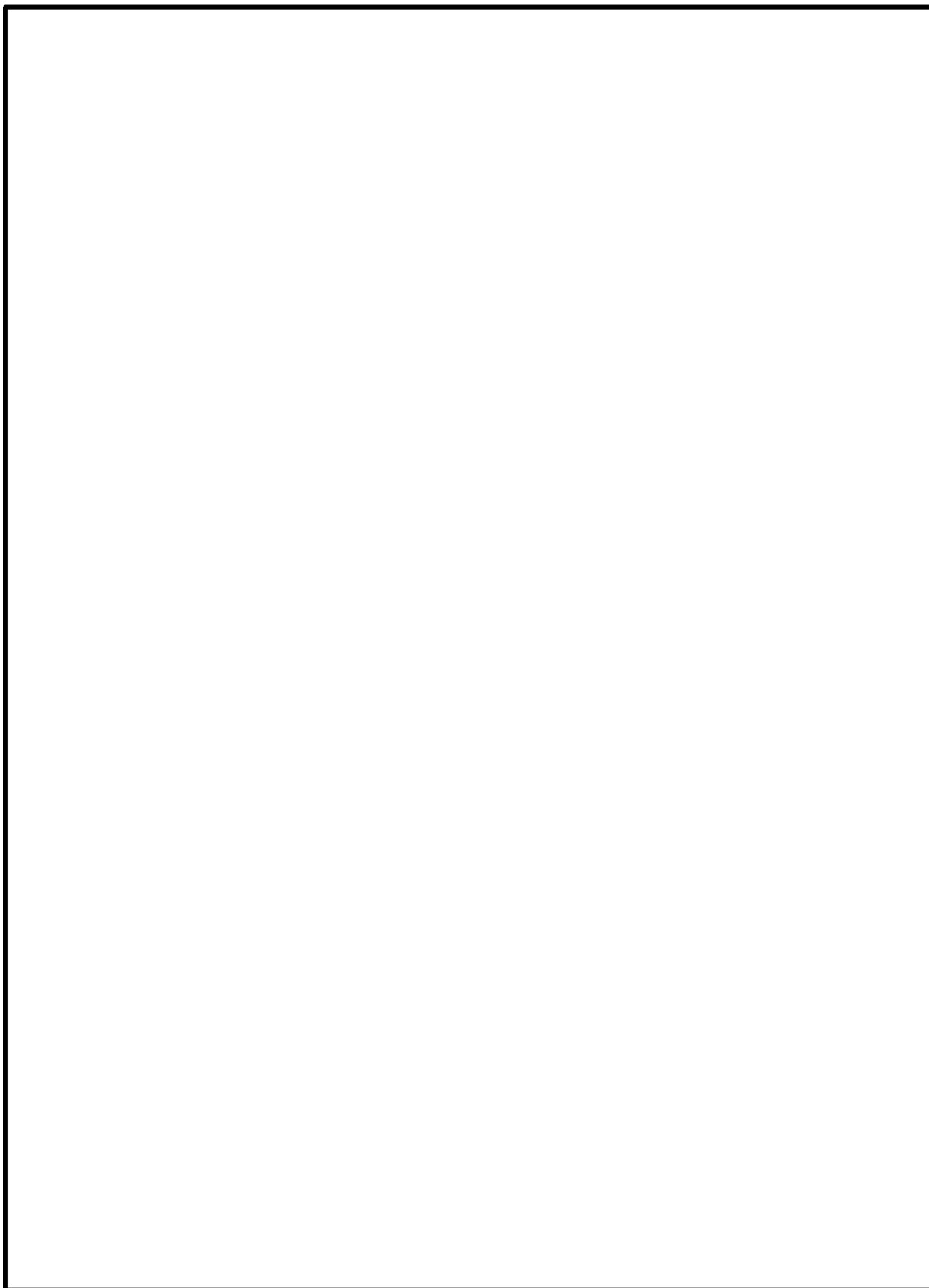
## Required Data for EFR Background Checks

The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730, I-590, and G-325C (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.

Done	Item	Where You May Find It			
		I-730	I-590	G-325C	Other

(b)(7)(e)





\*If beneficiary had previous travel to USA, passport information will be listed on the I-730 under Part 2 on page 3.





## Shirk, Georgette L

---

**From:** Goudge, Laurie A  
**Sent:** Monday, January 08, 2018 3:25 PM  
**To:** Swanson, Trina M; Ginzburg, Roman; Tomlyanovich, William J (Bill); Dougherty, Linda M; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Jacobs, Alexander L  
**Cc:** Rosenstock, Peter L  
**Subject:** FW: I-730 Follow to Join Refugee File Shipments to International Affairs Support Branch  
**Attachments:** I-730 FTJ Refugee IASB Relocation Sheet.pdf  
**Importance:** High

Good afternoon –

The below guidance was just sent to the Regions and which will initiate the file transfers from FOD to IASB.

Please let me know if you have any questions.

Laurie A. Goudge  
AO, Special Adjudications Branch  
Division 1 FOD  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
952-215-9131

**From:** Goudge, Laurie A  
**Sent:** Monday, January 08, 2018 3:23 PM  
**To:** Goodwin, Shelley M; Kern, Suzanne C; Gallagher, Kevin E; Reynolds, Patti J; Dyer, LaToya S; Woo, Ellen Y; Almond, Tina M; Bace, Philip R; Tilley, Wendy M  
**Cc:** Rosenstock, Peter L; Goudge, Laurie A  
**Subject:** I-730 Follow to Join Refugee File Shipments to International Affairs Support Branch  
**Importance:** High

Good afternoon –

As a follow up to today's discussion regarding the I-730 Follow to Join Refugee (FTJ-R) cases pending in field offices, below are the instructions for relocating the A files to the International Affairs Support Branch (IASB) for enhanced security checks. This only applies to FTJ-R cases and **does not** include Follow to Join Asylee (FTJ-A) cases.

Offices should identify any pending FTJ-R cases, inclusive of any A files that are riding with the beneficiary's A-Files.

The attached sheet should be completed for each beneficiary's file, listing any riding files, and placed on top of the non-record side of the beneficiary's A file.

Field offices should ship the cases in the following manner:

- Prepare a manifest listing all files (receipt files, T-files, A-files, etc.) to be sent to IASB
- NFTS all files in the shipment to IASB. IASB's FCO is **IOA**.

- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
 International Adjudications Support Branch  
 1585 S Manchester Avenue  
 Anaheim, CA 92802-2907  
 714-780-4457

- Notify IASB via email when the files are shipped:
  - Attach a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)
    - [fodspecialadjudications@uscis.dhs.gov](mailto:fodspecialadjudications@uscis.dhs.gov)
    - [Laurie.a.goudge@uscis.dhs.gov](mailto:Laurie.a.goudge@uscis.dhs.gov)

**IASB will receive files by taking the following action:**

- Reply to the sender that the shipment was received
- Update NFTS by batch transferring in all files
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

***The goal of FOD is to have these files identified, packaged, and shipped by the end of the week (January 12, 2018).***

For any questions, please contact Peter Rosenstock and Laurie Goudge with the Special Adjudications Branch.

Thank you,

Laurie A. Goudge  
 AO, Special Adjudications Branch  
 Division 1 FOD  
 U.S. Citizenship and Immigration Services  
 Department of Homeland Security  
 952-215-9131

**Pending I-730 Follow to Join Refugee**

A # \_\_\_\_\_

**Accompanying A Files:**

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**Security Checks (IASB Use Only)**

(b)(7)(e)

**Enhanced FDNS Review  
(IASB Use Only)**

**Return A files to:**

**Originating Field Office**

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**Notes:**

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**For Official Use Only**

**Shirk, Georgette L**

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**From:** Ginzburg, Roman  
**Sent:** Thursday, February 08, 2018 7:53 AM  
**To:** Swanson, Trina M; Jacobs, Alexander L; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Leigh, Jessica K  
**Cc:** Kliska, Jennifer R  
**Subject:** RE: IAC BioDiff Question and Potential Solution

(b)(7)(e)

**From:** Swanson, Trina M  
**Sent:** Thursday, February 08, 2018 8:51 AM  
**To:** Jacobs, Alexander L <Alexander.L.Jacobs@uscis.dhs.gov>; Peralta Mihalko, Maria P (Pilar) <Maria.P.PeraltaMihalko@uscis.dhs.gov>; Ginzburg, Roman <Roman.Ginzburg@uscis.dhs.gov>; Mancuso, Deborah T <Deborah.T.Mancuso@uscis.dhs.gov>; Leigh, Jessica K <Jessica.K.Leigh@uscis.dhs.gov>  
**Cc:** Kliska, Jennifer R <Jennifer.R.Kliska@uscis.dhs.gov>  
**Subject:** RE: IAC BioDiff Question and Potential Solution

(b)(7)(e)  
Trina

*Trina Swanson*  
Adjudications Officer, Programs & Integrity Branch  
International Operations/RAIO  
U.S. Citizenship & Immigration Services  
Department of Homeland Security  
202-272-9647

---

**From:** Jacobs, Alexander L  
**Sent:** Thursday, February 08, 2018 8:48 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Mancuso, Deborah T; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Kliska, Jennifer R  
**Subject:** RE: IAC BioDiff Question and Potential Solution

Pilar,

(b)(7)(e)

Please let me know if you have any questions. Thank you.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

[REDACTED] (b)(7)(c)

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, February 07, 2018 7:13 PM  
**To:** Jacobs, Alexander L; Ginzburg, Roman; Mancuso, Deborah T; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Kliska, Jennifer R  
**Subject:** RE: IAC BioDiff Question and Potential Solution

Agree, Alex.

[REDACTED] (b)(7)(e)

Have a good evening,

Pilar

**From:** Jacobs, Alexander L  
**Sent:** Wednesday, February 07, 2018 1:14 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Mancuso, Deborah T; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Kliska, Jennifer R  
**Subject:** IAC BioDiff Question and Potential Solution

Hi all,

As discussed over the phone:

[REDACTED] (b)(7)(e)

Please let me know if you have any questions. Thank you.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

[REDACTED] (b)(7)(c)

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## Shirk, Georgette L

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, November 21, 2017 11:54 AM  
**To:** Ginzburg, Roman  
**Cc:** Mancuso, Deborah T; Swanson, Trina M; Jacobs, Alexander L; Leigh, Jessica K  
**Subject:** RE: IASB's address

SCOPS will continue to follow the process they've followed when they receive an I-730R case: they will enter it in CLAIMS and generate a receipt number.

SCOPS will then transfer the case.

SCOPS wants to stop entering the cases in CLAIMS but that's for discussion later not now as I understood from a meeting that Joanna wants the receipt number issued.

Pilar

---

**From:** Ginzburg, Roman  
**Sent:** Tuesday, November 21, 2017 9:29 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Mancuso, Deborah T; Swanson, Trina M; Jacobs, Alexander L; Leigh, Jessica K  
**Subject:** RE: IASB's address

Thanks Pilar!

Just to confirm, this is not the only steps SCs will need to follow, right? We still need to agree on guidance regarding SCs creating a receipt number and transferring the case in C3 to the new FCO code for IASB?

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, November 21, 2017 12:17 PM  
**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>  
**Cc:** Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>  
**Subject:** RE: IASB's address

No, this is not the correct address, Roman.

The cases need to be sent to our physical address as per our Shipping/Receiving I-730R procedures which were sent earlier in October but I've now removed from draft status.

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907

Pilar

---

**From:** Ginzburg, Roman  
**Sent:** Tuesday, November 21, 2017 8:22 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Mancuso, Deborah T; Swanson, Trina M; Jacobs, Alexander L; Leigh, Jessica K  
**Subject:** IASB's address

Hi Pilar,

Is the address below the correct mailing address for NVC to send cases they are holding to IASB? This would only be cases that need EFR checks that have not been sent abroad. Based on the attached stats, you are looking at 90 cases.

**International Affairs Support Branch (IASB), P.O. Box 65015, Anaheim, CA 92815-8515**

Thanks,  
-Roman



## Shirk, Georgette L

---

**From:** Jacobs, Alexander L  
**Sent:** Wednesday, February 14, 2018 10:40 AM  
**To:** Mancuso, Deborah T  
**Subject:** RE: Initial EFR Rate

As far as I know, yes. I'm not aware of any requirements for other background checks being completed first prior to EFR. FDNS wouldn't set that requirement.

The only value I see delaying EFR is that if there's a hit in other databases, then it wouldn't need EFR since it might result in a denial for the case. So it'll save time all around.

But I don't believe we've set that requirement. Given that FDNS wants the cases to develop EFR workload expectations, I would say for the interim, submit the cases for EFT.

We could revisit the issue once we submit multiple cases on a regular basis and we are finding derogatory information from other systems outside of EFR.

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, February 14, 2018 4:30:32 PM  
**To:** Jacobs, Alexander L  
**Subject:** FW: Initial EFR Rate

Alex  can we still submit for EFR?  
(b)(7)(e)

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, February 14, 2018 8:29 AM  
**To:** Jacobs, Alexander L  
**Cc:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Subject:** RE: Initial EFR Rate

Alex, yes, that's the plan.

While our staff is still getting up to speed on the EFR process, IASB staff will alert their supervisor when they believe they are done with EFR data entry. The supervisor will review data entry in CAMINO and add Ready for EFR dates.

Thank you,  
Deborah

---

**From:** Jacobs, Alexander L  
**Sent:** Wednesday, February 14, 2018 5:07 AM  
**To:** Mancuso, Deborah T  
**Subject:** RE: Initial EFR Rate

Hi Deborah,

Thank you! Just to clarify, 2 cases will be submitted for EFR by next Tuesday?

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, February 13, 2018 6:24 PM  
**To:** Ginzburg, Roman; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Teferra, Leikun  
**Subject:** RE: Initial EFR Rate

369 cases in CAMINO now. EFR rate = 28%

We've received 2 cases by email from DOS consular posts. I anticipate they will be ready for next Tuesday's EFR scrape.

**From:** Ginzburg, Roman  
**Sent:** Thursday, February 01, 2018 12:06 PM  
**To:** Mancuso, Deborah T; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Teferra, Leikun  
**Subject:** RE: Initial EFR Rate = 30%

Thanks for sharing Deborah. Will help us be consistent in our projections/estimates.

**From:** Mancuso, Deborah T  
**Sent:** Thursday, February 01, 2018 1:56 PM  
**To:** Kliska, Jennifer R <Jennifer.R.Kliska@uscis.dhs.gov>; Peralta Mihalko, Maria P (Pilar) <Maria.P.PeraltaMihalko@uscis.dhs.gov>; Ginzburg, Roman <Roman.Ginzburg@uscis.dhs.gov>; Jacobs, Alexander L <Alexander.L.Jacobs@uscis.dhs.gov>; Leigh, Jessica K <Jessica.K.Leigh@uscis.dhs.gov>; Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>  
**Cc:** Teferra, Leikun <Leikun.Teferra@uscis.dhs.gov>  
**Subject:** Initial EFR Rate = 30%

All,

Looking at IASB's first 162 cases in CAMINO and accounting for beneficiaries' ages, 30% of our cases will need EFR. Only 3 are in the 12-14 year old range that would need EFR-SMD only. Obviously, it's a small sampling and might not be representative of the entire caseload.

Thanks,  
Deborah

## Shirk, Georgette L

---

**From:** Nicholson, Maura J  
**Sent:** Wednesday, February 28, 2018 11:32 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Benedict, Deborah L  
**Cc:** Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: Language for IASB to use when responding to status inquiries on I-730Rs

Thanks for the update, Pilar.

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, February 28, 2018 12:28 PM  
**To:** Nicholson, Maura J; Benedict, Deborah L  
**Cc:** Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: Language for IASB to use when responding to status inquiries on I-730Rs

Maura and Debbie, please see that we have OCC clearance for the general language to be used by the IASB to respond to I-730R status inquiries.

Pilar

---

**From:** Schwartz, Claudia R  
**Sent:** Wednesday, February 28, 2018 9:06 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Katz, Jonathan E; Whitney, Ronald W; Smith, Alice J; Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: Language for IASB to use when responding to status inquiries on I-730Rs

Hi Pilar, we have one small suggested edit:

This email confirms that the International Adjudications Support Branch (IASB) has received this case. We will review the I-730 petition and will contact you, the petitioner, and any authorized representative when the IASB review is completed or if the IASB requires any additional information.

Thanks again,  
Claudia

Claudia Schwartz, Associate Counsel  
Office of the Chief Counsel, Refugee and Asylum Law Division  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office: (202) 272-1437  
Mobile: [REDACTED] (b)(6)  
E-mail: [Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)

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---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, February 27, 2018 11:45 AM

**To:** Schwartz, Claudia R

**Cc:** Katz, Jonathan E; Whitney, Ronald W; Smith, Alice J; Mancuso, Deborah T; Teferra, Leikun

**Subject:** FW: Language for IASB to use when responding to status inquiries on I-730Rs

Hi Claudia,

- I-730s filed on behalf of beneficiaries already in the United States will continue to be filed with SCOPS.
  - The cases will be transferred to the IASB after filing. SCOPS is only data entering the cases in CLAIMS and sending a notice of receipt and transfer.
  - IASB will notify the PET when we've received the case from SCOPS.
- IASB will adjudicate and deny any cases that are clearly deniable.
- As most cases will be approvable, the IASB will issue an RFE to include a request for submission of a completed I-590 for the beneficiary. Upon receipt of the I-590 and any other evidence requested:
  - If after response the case is deniable the IASB will deny.
  - if the case continues to appear approvable, for a beneficiary who is not an SAO country national the petition will be transferred to an USCIS international field office or to Field Operations Directorate for interview and adjudication. For beneficiaries in countries with no USCIS presence the petitions will be adjudicated and approved by the IASB and then transferred to DOS for interview and travel document issuance.
  - If after the response the case continues to appear approvable and beneficiary is an SAO country national the IASB will request Enhanced FDNS Review (EFR). Once again, the petition will be transferred to an USCIS international field office or to Field Operations Directorate for interview and adjudication. For beneficiaries in countries with no USCIS presence the petition will be adjudicated and approved by the IASB and then transferred to DOS for interview and travel document issuance.(Note: the transfer to an USCIS FO or DOS Consular Affairs will still be through the National Visa Center.)
- With regards to your second question the kinds of documentation that can be sent after review are:
  - i. Notice of transfer for continuing processing - for cases transferred to USCIS international field office or to FOD (domestic) for interview and adjudication.
  - ii. Notice of approval and transfer to DOS consular posts with no USCIS presence– for cases that are approved by the IASB.

Pilar

---

**From:** Schwartz, Claudia R

**Sent:** Tuesday, February 27, 2018 7:16 AM

**To:** Peralta Mihalko, Maria P (Pilar)

**Cc:** Katz, Jonathan E; Whitney, Ronald W; Smith, Alice J

**Subject:** RE: Language for IASB to use when responding to status inquiries on I-730Rs

Hi Pilar –

(b)(5)

Thanks so much for sending this to RALD to look at.

Thanks again,  
Claudia

Claudia Schwartz, Associate Counsel  
Office of the Chief Counsel, Refugee and Asylum Law Division  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office: (202) 272-1437  
Mobile: [REDACTED] (b)(6)  
E-mail: [Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)

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---

From: Peralta Mihalko, Maria P (Pilar)  
Sent: Thursday, February 22, 2018 1:47 PM  
To: RALD  
Cc: Zengotitabengoa, Colleen R; Benedict, Deborah L; Kliska, Jennifer R; Mancuso, Deborah T; Teferra, Leikun  
Subject: Language for IASB to use when responding to status inquiries on I-730Rs

Greetings RALD Colleagues,

Debbie Benedict let me know that I should reach out to you regarding the language the IASB wants to use to respond to general status inquiries from I-730R petitioners (and representatives). Here it is in the form to be used when responding to the petitioner:

(b)(5)

Please let us know if this language can/should be used. We gladly welcome edits and suggestions. Thank you in advance,

Pilar  
Pilar Peralta Mihalko  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

(b)(7)(e)

**Shirk, Georgette L**

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 17, 2018 10:52 AM  
**To:** Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Kliska, Jennifer R; Jacobs, Alexander L; Baker Finley, Kierra R (CTR); Mojueh, Mariam M  
**Subject:** RE: [REDACTED] I-730 Domestic Processing

Hi Jessy,

That's correct. I-730 Domestic Processing cases should be pulled for the weekly [REDACTED] check. We confirmed with Joanna in person today that beneficiaries should be included in the batch. However, petitioners should not.

Mariam, I didn't specify this when I asked [REDACTED] to be added to the I-730 DP case type. Can you make this change in CAMINO, please?

Thank you,  
Deborah

---

**From:** Leigh, Jessica K  
**Sent:** Tuesday, January 16, 2018 10:21 AM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Kliska, Jennifer R; Jacobs, Alexander L; Baker Finley, Kierra R (CTR)  
**Subject:** [REDACTED] I-730 Domestic Processing

Hi Deb and Pilar,

When Kierra was pulling the [REDACTED] I-730 batch from CAMINO today, she noticed that the I-730 Domestic Processing case type has been added. I realize that there are no cases for this case type yet, but just wanted to double check that these cases should be pulled for the weekly [REDACTED] check. Please let me know if this is correct so we can add it to our [REDACTED] guidance. Thanks!

(b)(7)(e)

Jessy

Jessica Sribnick Leigh  
Adjudications Officer  
Programs & Integrity Branch  
International Operations, RAIO  
[jessica.k.leigh@uscis.dhs.gov](mailto:jessica.k.leigh@uscis.dhs.gov)  
Desk: 202-272-8116  
Cell [REDACTED] (b)(6)

## Shirk, Georgette L

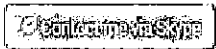
---

**From:** Kohlhapp, Paula K  
**Sent:** Monday, January 22, 2018 1:27 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Notice sent to PET when case being forwarded to NVC for OVS processing

These notices are not in ECHO. They are generated based on the updates made in Claims 3.

### Paula K. Kohlhapp, SISO

Form I-730 of the Refugee/Asylee/DACA Division (RAD)  
DHS/USCIS/NSC – Highland Bldg.  
Ph: (402) 219-6023  
Room SW233A / EX 0736



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---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, January 22, 2018 1:24 PM  
**To:** Kohlhapp, Paula K; Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Notice sent to PET when case being forwarded to NVC for OVS processing

Thanks, Paula.

Where can we actually get to see the I-797 language? We do not use ECHO to create notices. Are there samples of the notices we can view?

---

**From:** Kohlhapp, Paula K  
**Sent:** Monday, January 22, 2018 11:00 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Notice sent to PET when case being forwarded to NVC for OVS processing

See Below.

### Paula K. Kohlhapp, SISO

Form I-730 of the Refugee/Asylee/DACA Division (RAD)  
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---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, January 22, 2018 12:52 PM

**To:** Kohlhapp, Paula K; Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** Notice sent to PET when case being forwarded to NVC for OVS processing

Hello Colleagues,

Can you share with us the language of I-730 notices sent to petitioners in the following instances:

- (1) approvals processed by consular offices? We have an expedited case (post Djibouti) for which we need to issue a notice to the petitioner within the next few days. If it is approved, they would receive the 797 approval notice. If it is a Phase IIB case, then the petitioner receives the 797 notice for Phase IIB cases.
- (2) cases that appear approvable that are forwarded to the international field offices to adjudicate under the China model? Did you tell these petitioners that the case was approved or did you tell them that the case was getting transferred to the OVS office? See above. The petitioner receives the Phase IIB 797 notice indicating that the petition is being forwarded overseas.
- (3) What about cases to be adjudicated by FOD, what notice language did you send to petitioners? If a case is transferred to the Field/District office, the petitioner receives a 797 notice indicating that the petition has been transferred to the Field/District office and they will be receiving further communication from them.

Thanks for your input.

Pilar

**Pilar Peralta Mihalko**

Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAIO | International Operations Division

Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)



## Shirk, Georgette L

---

**From:** Kohlhapp, Paula K  
**Sent:** Monday, January 22, 2018 1:29 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Notice sent to PET when case being forwarded to NVC for OVS processing  
**Attachments:** I730 Transfer Notice.pdf

Here is an example of have of the Phase IIB 797 transfer notice. As stated in my previous email, the 797 notices are generated based upon the updates made in Claims 3.

Thanks,

### Paula K. Kohlhapp, SISO

Form I-730 of the Refugee/Asylee/DACA Division (RAD)  
DHS/USCIS/NSC – Highland Bldg.  
Ph: (402) 219-6023  
Room SW233A / EX 0736



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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, January 22, 2018 1:24 PM  
**To:** Kohlhapp, Paula K; Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Notice sent to PET when case being forwarded to NVC for OVS processing

Thanks, Paula.

Where can we actually get to see the I-797 language? We do not use ECHO to create notices. Are there samples of the notices we can view?

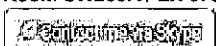
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**From:** Kohlhapp, Paula K  
**Sent:** Monday, January 22, 2018 11:00 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Notice sent to PET when case being forwarded to NVC for OVS processing

See Below.

### Paula K. Kohlhapp, SISO

Form I-730 of the Refugee/Asylee/DACA Division (RAD)  
DHS/USCIS/NSC – Highland Bldg.  
Ph: (402) 219-6023  
Room SW233A / EX 0736



**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, January 22, 2018 12:52 PM  
**To:** Kohlhapp, Paula K; Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M; Teferra, Leikun; Mancuso, Deborah T  
**Subject:** Notice sent to PET when case being forwarded to NVC for OVS processing

Hello Colleagues,

Can you share with us the language of I-730 notices sent to petitioners in the following instances:

- (1) approvals processed by consular offices? We have an expedited case (post Djibouti) for which we need to issue a notice to the petitioner within the next few days. If it is approved, they would receive the 797 approval notice. If it is a Phase IIB case, then the petitioner receives the 797 notice for Phase IIB cases.
- (2) cases that appear approvable that are forwarded to the international field offices to adjudicate under the China model? Did you tell these petitioners that the case was approved or did you tell them that the case was getting transferred to the OVS office? See above. The petitioner receives the Phase IIB 797 notice indicating that the petition is being forwarded overseas.
- (3) What about cases to be adjudicated by FOD, what notice language did you send to petitioners? If a case is transferred to the Field/District office, the petitioner receives a 797 notice indicating that the petition has been transferred to the Field/District office and they will be receiving further communication from them.

Thanks for your input.

Pilar  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: (202) 230-7870

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<b>RECEIPT NUMBER</b> [REDACTED]		<b>CASE TYPE</b> I730 REFUGEE ASYLEE RELATIVE PETITION	
<b>RECEIPT DATE</b> September 1, 2015	<b>PRIORITY DATE</b>	<b>PETITIONER</b> [REDACTED]	
<b>NOTICE DATE</b> March 29, 2016	<b>PAGE</b> 1 of 1	<b>BENEFICIARY</b> [REDACTED]	
[REDACTED] 39 E BROADWAY STE 403 NEW YORK NY 10002		<b>Notice Type:</b> Transfer Notice	

We have completed a preliminary review of the above petition. As part of standard processing, we are transferring the petition to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country in which your beneficiary lives. Once that office receives the petition, either the USCIS international field office or the National Visa Center (NVC) will give you instructions for the beneficiary's interview.

Please allow eight weeks for the petition to reach the USCIS international field office or DOS consulate office. If you have any questions about the petition, contact:

USDHS / USCIS, Unit 7300 Box 0624, DPO, AP 96521-0624

If your beneficiary's contact information changes, give the new contact information to the office listed above. If the beneficiary moves to a different country, contact the USCIS international office or the DOS consulate office in the new country to transfer the petition. If you move, go to [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) to update your mailing address.

**Family Members:**

Name	DOB	COB	Class	OCC A-Number
[REDACTED]				

Please see the additional information on the back. You will be notified separately about any other cases you filed.  
USCIS

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MESQUITE TX 75185-1488

Customer Service Telephone: (800) 375-5283



**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**

RECEIPT NUMBER [REDACTED]		CASE TYPE I730 REFUGEE ASYLEE RELATIVE PETITION											
RECEIPT DATE December 22, 2015	PRIORITY DATE	PETITIONER [REDACTED]											
NOTICE DATE March 29, 2016	PAGE 1 of 1	BENEFICIARY [REDACTED]											
[REDACTED] 3609 MAIN ST STE 10A FLUSHING NY 11354		Notice Type: Transfer Notice											
<p>We have completed a preliminary review of the above petition. As part of standard processing, we are transferring the petition to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country in which your beneficiary lives. Once that office receives the petition, either the USCIS international field office or the National Visa Center (NVC) will give you instructions for the beneficiary's interview.</p> <p>Please allow eight weeks for the petition to reach the USCIS international field office or DOS consulate office. If you have any questions about the petition, contact:</p> <p>USCIS / USCG, 43 Hua Jiu Road, Zhujiang New Town, Guangzhou,</p> <p>If your beneficiary's contact information changes, give the new contact information to the office listed above. If the beneficiary moves to a different country, contact the USCIS international office or the DOS consulate office in the new country to transfer the petition. If you move, go to <a href="http://www.uscis.gov/addresschange">www.uscis.gov/addresschange</a> to update your mailing address.</p> <p>Family Members:</p> <table border="1"><thead><tr><th>Name</th><th>DOB</th><th>COB</th><th>Class</th><th>OCC A-Number</th></tr></thead><tbody><tr><td colspan="5">[REDACTED]</td></tr></tbody></table>				Name	DOB	COB	Class	OCC A-Number	[REDACTED]				
Name	DOB	COB	Class	OCC A-Number									
[REDACTED]													

Please see the additional information on the back. You will be notified separately about any other cases you filed.  
USCIS

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P O BOX 851488 - DEPT A

MESQUITE TX 75185-1488 -

Customer Service Telephone: (800) 375-5283



**Shirk, Georgette L**

---

**From:** Jacobs, Alexander L  
**Sent:** Tuesday, December 05, 2017 1:31 PM  
**To:** Ginzburg, Roman  
**Cc:** Swanson, Trina M; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Roman,

(b)(7)(e)

Thank you. I'm happy to discuss further at the meeting and look forward to it. To make it easier to follow my logic, I'll outline it here beforehand and then we can discuss.

That's how the batches are identified for submission and updated with the submit date. Now, in the EFR context, we aren't going to rely on a background check rule to automatically add the EFR check since that's dependent on the SAO country, stateless, I-730 Refugee type and possibly an age criteria (12 years old +). There's too many variables in play so that means IASB has to manually add the check.

As you previously noted, there has to be some kind of trigger for EFR. There's two possible triggers we could have. 1. Adding the EFR check itself is a trigger. Or 2. Enter the date for the "Ready for EFR"

Given that we already have the "Ready for EFR" proposed in a user story, I went with that.

So the EFR rule would be: **Ready for EFR date + No EFR-ID/EFR-SMD submit date entered** which would mean all cases with this would be pulled for EFR submission. But since IASB is likely entering the Ready for EFR date on a daily basis, it wouldn't mean it's actually been submitted for EFR. Since we've settled on an once a week submission every Tuesday,

Thanks for reading my rather long e-mail. I want to be comprehensive and cover all the bases as much as possible. (b)(7)(e)

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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**From:** Ginzburg, Roman  
**Sent:** Tuesday, December 05, 2017 11:38 AM  
**To:** Jacobs, Alexander L  
**Cc:** Swanson, Trina M; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Alex,

Thanks for drafting the EFR flow. Will be helpful during tomorrow's meeting if you could walk us through it. Bit confused about the "date of submission entered by PIB" date. Also, want to talk through how resubmits would work with the Ready for EFR trigger, just so I understand.

Best,  
-Roman

**From:** Jacobs, Alexander L  
**Sent:** Tuesday, December 05, 2017 8:23 AM  
**To:** Mancuso, Deborah T <Deborah.T.Mancuso@uscis.dhs.gov>; Ginzburg, Roman <Roman.Ginzburg@uscis.dhs.gov>  
**Cc:** Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Deborah,

Thank you for the feedback. Very helpful!

Roman/Trina, please let me know if you have any other feedback.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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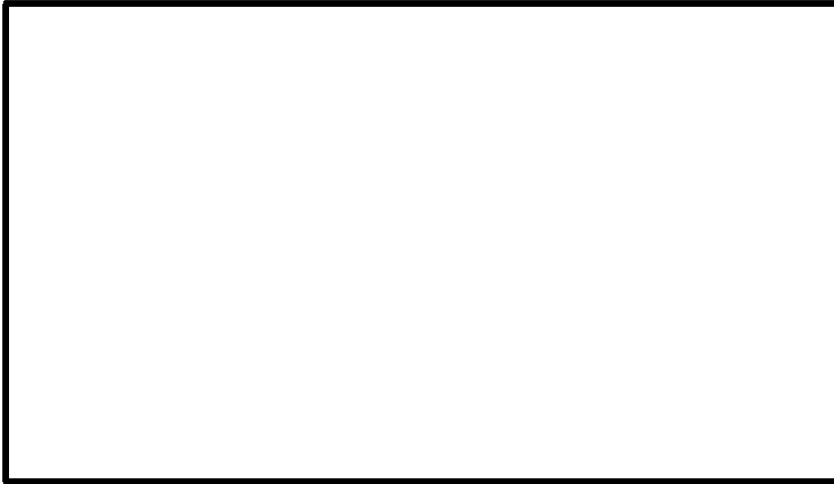
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**From:** Mancuso, Deborah T  
**Sent:** Monday, December 04, 2017 7:12 PM

**To:** Jacobs, Alexander L; Ginzburg, Roman  
**Cc:** Swanson, Trina M  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Alex,

My only suggested change is to remove the reference to the pre-processing module at this step, because I think it's already addressed completely in the first step:



(b)(7)(e)

Thank you,  
Deborah

---

**From:** Jacobs, Alexander L  
**Sent:** Monday, December 04, 2017 8:29 AM  
**To:** Ginzburg, Roman  
**Cc:** Swanson, Trina M; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Good morning,

I've updated the user stories where I could. The petitioner's question on the Person user story is now resolved. I recommend we re-review and organize the user stories. There appears to be a few that are duplicates of each other, which caused confusion for me on which needed review. Deborah's user stories are detailed and easy to follow. Can we use hers as an example to follow?

(b)(7)(e)

I've tried to break it down by relevant user stories. The upper flow chart refers specifically to the submission process and what appears to be the relevant user story. [REDACTED]

[REDACTED] The bottom part is the results flow chart. I did not associate steps with pending user stories as I recommend we're on the same page first with the user stories as it relates to the submission workflow in CAMINO. I can correct easily as needed.

Please let me know if you have any questions. Thank you.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

(b)(7)(c)

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**From:** Jacobs, Alexander L  
**Sent:** Monday, December 04, 2017 10:08 AM  
**To:** Ginzburg, Roman  
**Cc:** Swanson, Trina M; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Roman,



Thank you for the reminder. I'm in correspondence with FDNS ID and Deborah. I will make updates to the OneNote today.

In reviewing the user stories, is there any reason why Export Person Data – EFR Report user story and Batch EFR-SM and ID background checks submissions cannot be conflated? The objective appears to be the same in those user stories.

If no one has any objection, I like to conflate the two and instead change the Batch EFR user story to show when it is ready for submission which I believe is the intention of this user story. I won't make any changes until I hear from you all.

I'll follow up when my updates are complete. Thank you.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: [Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)

(b)(7)(c)

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**From:** Ginzburg, Roman  
**Sent:** Monday, December 04, 2017 9:25 AM  
**To:** Jacobs, Alexander L  
**Cc:** Swanson, Trina M; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Hi Alex,

Hope you had a good weekend.

Just wanted to add that the EFR background check user story was just a placeholder. It still needs a lot of work from you.

We needed to have a list of absolutely necessary CAMINO development: additional person profile data fields, EFR background checks, and a data submission and upload mechanism.

Please go ahead and develop the ID & SMD background check user stories further and we will discuss Wednesday.

Best,  
-Roman

**From:** Swanson, Trina M  
**Sent:** Friday, December 01, 2017 1:21 PM  
**To:** Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Yes, we can try. We are just trying to do the best we can to prepare things before the meeting and get guidance/concurrence so we can move as quickly as possible to turn the program back on.

Trina Swanson  
Adjudications Officer, Programs & Integrity Branch  
International Operations/RAIO  
U.S. Citizenship & Immigration Services  
Department of Homeland Security  
202-272-9647


---

**From:** Jacobs, Alexander L  
**Sent:** Friday, December 01, 2017 1:04 PM  
**To:** Swanson, Trina M; Ginzburg, Roman; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Thanks, Trina. Would it be possible to avoid last minute tweaks where the rest of the WG are not looped in, prior to the leadership meeting? I understand that those may be unavoidable at times, but it reduces the effectiveness of having a meeting prior to the leadership meeting.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclss: Alexander.L.Jacobs@uscis.dhs.gov

 (b)(7)(c)

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**From:** Swanson, Trina M  
**Sent:** Friday, December 01, 2017 12:57 PM  
**To:** Jacobs, Alexander L; Ginzburg, Roman; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Yes, I think we tweaked that quickly before we had the meeting. And then Deb brought up that we needed to separate language out from another user story about adding the two security checks.

Trina Swanson  
Adjudications Officer, Programs & Integrity Branch  
International Operations/RAIO  
U.S. Citizenship & Immigration Services  
Department of Homeland Security  
202-272-9647

---

**From:** Jacobs, Alexander L  
**Sent:** Friday, December 01, 2017 12:55 PM  
**To:** Swanson, Trina M; Ginzburg, Roman; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Trina,

Thank you for reminding me of OneNote. I also updated the EFR section and entered to do boxes with some of your updates.

The only question I had was this:

- Deborah and Alex - Draft separate user story for initiating submission of EFR

I may have missed something. So this is to draft a user story to trigger the EFR, correct? It appears that you and Roman already drafted the user story for this: (b)(7)(e)

[Redacted]

As a CAMINO user, I would like to be able to export Family Member data (to be developed) in a report format to share with other USCIS entities. (User story 485)"

I do have some questions regarding that user story which we can discuss next Wednesday.

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@uscis.dhs.gov

[Redacted]

(b)(7)(c)

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**From:** Swanson, Trina M  
**Sent:** Friday, December 01, 2017 12:40 PM  
**To:** Jacobs, Alexander L; Ginzburg, Roman; Mancuso, Deborah T  
**Subject:** RE: Outstanding Action Items from last EFR-FDNS Mtg

Looks good. Roman and I updated OneNote to reflect the leadership meeting yesterday. Please let me know if those action items makes sense. I am going to schedule a meeting for us to meet on Wednesday, if that works.

*Trina Swanson*  
Adjudications Officer, Programs & Integrity Branch  
International Operations/RAIO  
U.S. Citizenship & Immigration Services  
Department of Homeland Security  
202-272-9647

---

**From:** Jacobs, Alexander L  
**Sent:** Friday, December 01, 2017 12:38 PM  
**To:** Ginzburg, Roman; Mancuso, Deborah T; Swanson, Trina M  
**Subject:** Outstanding Action Items from last EFR-FDNS Mtg

Hi,

I wanted to be sure we're on the same page with regard to action items. Please let me know if I missed anything. With Deborah's help, we will be looking for samples on how the submission and profile **may** look like before the next meeting with FDNS.

Action Items	
Subject	Action Items
1. I-730 FTJ Flow Chart	<p><b>Action:</b> International Operations (IO) will work with SMD and ID (and ASY FDNS and SVPI, as needed) to determine how best to package their products for consumption by interviewing officers abroad (either USCIS or State).</p> <p>Alex has obtained samples from SVPI and will distribute in advance of the next meeting. Feedback would be welcome at the next meeting.</p>
2. Timing of Enhanced FDNS Review Checks for I-730 FTJ-R	<p><b>Action:</b> IO will determine options for communicating cases to SMD (and ID that are ready for vetting).</p> <p>IO is looking into a trigger option to submit a batch submission to SMD/ID.</p> <p><b>Action:</b> IO will work with FDNS HQ to develop a long-term sustainable model for entering pending cases into FDNS-DS.</p> <p>IO leadership will follow up with FDNS HQ on this. (Need to confirm with Maura)</p> <p><b>Action:</b> IO will provide statistics on estimated expected volume to FDNS ID and SMD, including possible expedites.</p> <p>We have statistics but not finalized yet. We can share by next meeting. <u>As for possible expedites, can we have a percentage we can expect to be expedites? Do we need to show how we prioritize the cases for EFR in CAMINO?</u> – Those questions are for Roman and Trina.</p> <p><b>Action:</b> IO will work with SMD to establish process for requesting expedited cases.</p> <p>To be discussed at next meeting.</p>
3. The reporting mechanism for SMD's SMA	<p><b>Action:</b> SMD will send operational guidance they have employed on what they identify in their checks to IO and IO will review the terminology used.</p> <p><b>Action:</b> IO will identify the IO "gatekeeper" for SMD and ID.</p> <div></div>

(b)(7)(e)

Action Items	
4. Other	<p><b>Action:</b> IO to set up a follow up meeting with SMD and ID.</p> <p>Completed. Tentatively set for Tuesday, 11 to 12.</p>

V/r,

Alexander Jacobs  
FDNS IO  
RAIO - International Operations  
Unclass: Alexander.L.Jacobs@dhs.gov

(b)(7)(c)

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## Shirk, Georgette L

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Monday, October 23, 2017 1:50 PM  
**To:** Ginzburg, Roman  
**Cc:** Peralta Mihalko, Maria P (Pilar); Swanson, Trina M; Dougherty, Linda M; Mancuso, Deborah T; Leigh, Jessica K  
**Subject:** RE: Processing I-730 FTJ-R Cases  
**Attachments:** DRAFT FOD I-730 Workload Transition 2017Oct23.docx

Roman,

Attached is the agreement SCOPS has been using in connection with US-based I-730s that being interviewed at field offices (since Oct 1).

These cases are sent to FOD un-adjudicated. SCOPS is not doing any RFEs for these cases; they do not have to meet the "clearly approvable" standard used for Phase I and II cases.

Bill

---

**From:** Ginzburg, Roman  
**Sent:** Monday, October 23, 2017 1:13 PM  
**To:** Tomlyanovich, William J (Bill)  
**Cc:** Peralta Mihalko, Maria P (Pilar); Swanson, Trina M; Dougherty, Linda M; Mancuso, Deborah T; Leigh, Jessica K  
**Subject:** RE: Processing I-730 FTJ-R Cases  
**Importance:** High

Thanks Bill,

Could we also trouble you for any docs you have memorializing the TSC/NSC "modified" triage process for FOD pilot cases? We thought this may be a model we can utilize for transferring all I-730 Refugee petitions to IASB on short notice.

Much thanks,  
-Roman

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Monday, October 23, 2017 12:57 PM  
**To:** Mancuso, Deborah T  
**Cc:** Peralta Mihalko, Maria P (Pilar); Swanson, Trina M; Ginzburg, Roman; Dougherty, Linda M  
**Subject:** RE: Processing I-730 FTJ-R Cases

Hi Deborah,

Yes, I heard about that big changes were coming to FTJ-Rs last week. The SCOPS SOP for handling 730s is currently with OCC. Attached is the draft. This is a good place to start!

Bill

---

**From:** Mancuso, Deborah T  
**Sent:** Monday, October 23, 2017 12:53 PM  
**To:** Tomlyanovich, William J (Bill)  
**Cc:** Peralta Mihalko, Maria P (Pilar); Swanson, Trina M; Ginzburg, Roman  
**Subject:** Processing I-730 FTJ-R Cases

Hi Bill!

I understand you're the SCOPS POC for I-730 FTJ-R cases. I'm looking forward to working with you again. Can you please share with me SCOPS' guidance on adjudicating these cases? We're taking some preliminary steps to prepare for these cases here, at IASB.

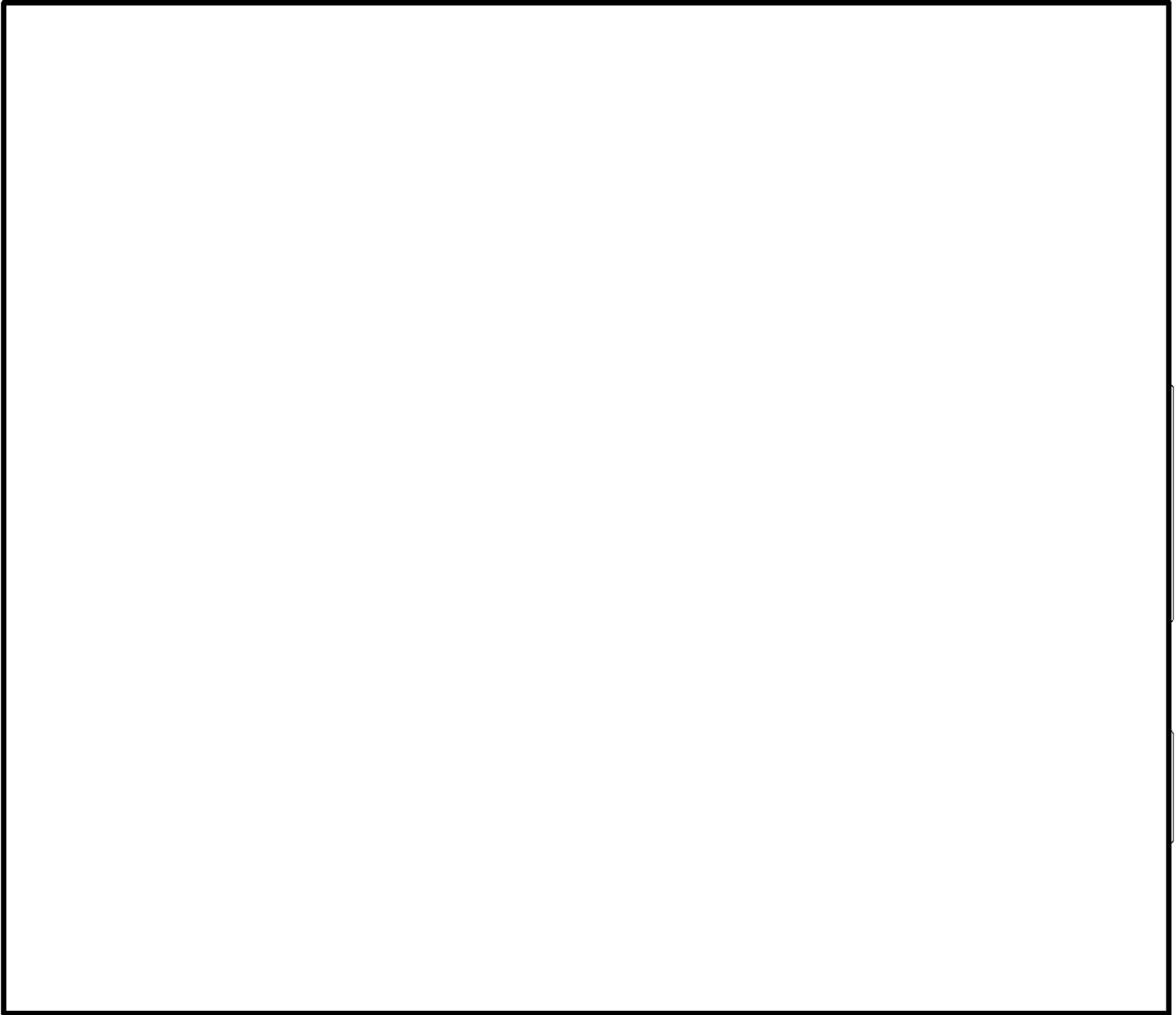
Many thanks,  
Deborah

Deborah T. Mancuso  
Supervisory Adjudications Officer  
International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Anaheim, CA  
(714) 780-4457

**DRAFT**

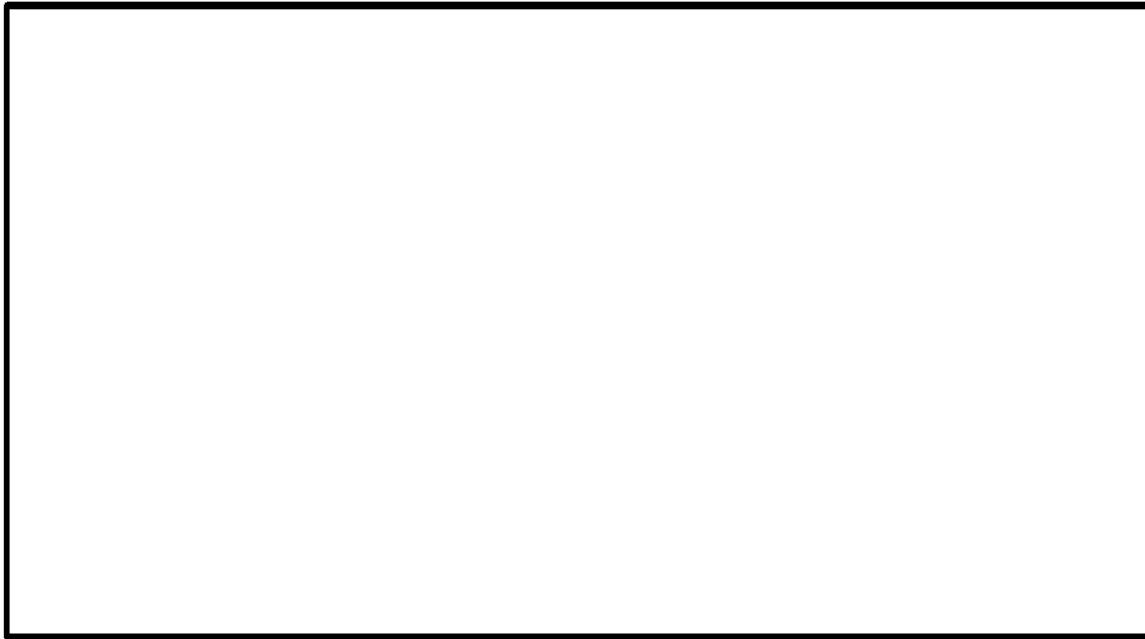
**I-730 Domestic Beneficiary Workload Transition  
October 1, 2017 Phased Implementation**

(b)(5)





(b)(5)



## Shirk, Georgette L

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**From:** Mancuso, Deborah T  
**Sent:** Tuesday, May 08, 2018 6:03 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: Processing NVC cases after RFE response is received  
**Attachments:** I-730 Domestic Processing - NVC Cases.pdf

Officers,

A few things to remember as we're getting deeper into NVC cases:

- If you've inherited a case from an IASB colleague and it's unclear from the record that your colleague looked at the substance of the case, then you are responsible for doing so.
- If you have reviewed the substance of a case and have found the SCOPS decision to be sound (free of egregious substantive error), be sure to indicate that in remarks so your colleagues can see what action you have already taken and avoid duplicating your efforts.
- Avoid combining documents you have found in receipt files in the NVC file jacket into A-files. We won't be sending A-files to NVC, so support staff is having to deconstruct the files after you've combined the documents. Let's save our support staff some effort, please.

A few refinements to the guidance attached and on the O: drive.

Thank you, in advance,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, May 08, 2018 1:55 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** FW: Processing NVC cases after RFE response is received

All,

Attached is guidance for processing NVC cases for officers, supervisors, and support staff. This is a work in progress, so please expect that there will be revisions and refinements made to this guidance as we go along.

Saved here: <O:\I-730 Domestic Processing\Procedures\IASB Procedures\I-730 Domestic Processing - NVC Cases.pdf>

Thank you,  
Deborah

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, April 02, 2018 3:58 PM  
**To:** Burdine, Tonya L; Chang, Ninie T; Coker, Oluwole A (Wole); Hernandez-Wolas, Lorena; Lowe, William A; Medina, Jorge E; Shindler, Jessica H; Mancuso, Deborah T; Teferra, Leikun  
**Subject:** Processing NVC cases after RFE response is received

Adjudications Officers and SAOs,

The IASB's started to receive responses to RFEs issued on the cases "returned" to USCIS by the NVC to (1) request I-590s and (2) for EFR if the BENE's from an SAO nation. You'll remember that the NVC sent us these cases after they were approved by SCOPS and before transferring them to a USCIS international field offices or consular post.

Our support staff will return the cases to the AO who issued the RFE unless the AO is on rotation. The AO will review the I-590(s):

1. If the BENE is not from an SAO country:
  - Except for changes to biographical information (including aliases) and current address, no I-590 data entry will be done in CAMINO.
  - The AO will review the new information received and compare it to the information available in the file to determine whether there are concerns/issues that can be gleaned from the review – this will be to assist the OVS office or consular post when they continue the processing.
    - If there are concerns/issues the AO will document them in a notice/memo to be included in the NVC packet. (Note: the notice/memo is under development.)
    - If no concerns/issues then the AO will document the same in the notice.
  - In CAMINO these cases will be transferred to the NVC without a decision entered. There is no approval involved for those cases that are going to consular posts since SCOPS already approved them.
  - In addition to the aforementioned NVC notice/memo, the AO will generate a notice to the PET to let him/her know that the case has been returned to the NVC for continued processing. (Notice under development.)
2. If the BENE is from an SAO country:
  - The I-590 information and all other information required for EFR needs to be data-entered in CAMINO.
    - The SAO will review the data entry and will process through to request the EFR.
  - As with the non-SAO cases, the AO will review the new information received and compare it to the information available in the file to determine whether there are concerns/issues that can be gleaned from the review and document them in the memo/notice to the NVC after the EFR is completed. The notice will inform the NVC that EFR was completed and results of the EFR.
  - If there's no hit the notice to the NVC will inform that there's no hit. If there's a hit, FDNS will provide to IASB information to be included in the packet for OVS or post to consider when interviewing the beneficiary and processing the case to conclusion.
- (b)(7)(e) ○ IASB will return cases to the NVC and petitioners will be informed of the same.
  -
3. Do not stop the process for lack of the Petitioner's file. Review the information available for the PET in WRAPS and PCQS as that information should be sufficient to move forward even for cases that will require EFR.

Please go forward and start the review of the I-590s and necessary data entry. We're hoping to soon have the templates ready that will be needed to continue processing this discreet group of cases.

Have a good evening,

Pilar

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, April 02, 2018 3:06 PM  
**To:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** Email for AOs on NVC cases - review

Please review Deborah and Leikun

All,

The IASB's started to receive responses to RFEs issued on the cases "returned" to USCIS by the NVC to (1) request I-590s and (2) for EFR if the BENE's from an SAO nation. You'll remember that these cases were either being transferred to USCIS international field offices or to consular posts via the NVC. The cases going to consular posts were already approved by USCIS/SCOPS.

Our support staff will return the cases to the AO who issued the RFE unless the AO is on rotation. The AO will review the I-590(s):

1. If the BENE is not from an SAO country:
  - No I-590 data entry will be done in CAMINO.
  - The AO will review the new information received and compare it to the information available in the file to determine whether there are concerns/issues that can be gleaned from the review – this will be to assist the OVS office or consular post when they continue the processing.
    - If there are concerns/issues the AO will document them in a notice/memo to be included in the NVC packet. (Note: the notice/memo is under development.)
    - If no concerns/issues then the AO will document the same in the notice.
  - In CAMINO these cases will be transferred to the NVC. There is no approval involved for those cases that are going to consular posts since SCOPS already approved them.
  - In addition to the aforementioned NVC notice/memo, the AO will generate a notice to the PET to let him/her know that the case has been returned to the NVC for continued processing. (Notice under development.)
2. If the BENE is from an SAO country:
  - The I-590 information needs to be data-entered in CAMINO.
    - The SAO will review the data entry and will process through to request the EFR.
  - As with the non-SAO cases, the AO will review the new information received and compare it to the information available in the file to determine whether there are concerns/issues that can be gleaned from the review and document them in the memo/notice to the NVC after the EFR is completed. The notice will inform the NVC that EFR was completed and results of the EFR. (b)(7)(e)
  - [REDACTED]
  - Cases will be returned to the NVC and petitioners will be informed of the same.
  - If there's a "hit" in the EFR that would result in denial the IASB will move to reopen any approved cases and issue a NOID. The case may be denied if the response to the NOID does not overcome the basis for denial.
3. Do not stop the process for lack of the Petitioner's file. Review the information available for the PET in WRAPS and PCQS as that information should be sufficient to move forward even for cases that will require EFR.

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

# I-730 Domestic Processing: Processing Cases Received from the National Visa Center (NVC) (5/8/2018)

**BACKGROUND:** Beneficiary is outside the United States. USCIS Service Center Operations Directorate (SCOPS) adjudicated the I-730 and forwarded it to the Department of State National Visa Center (NVC) to forward to Post (USCIS international office or DOS only post) for interview. As I-730 processing changes were implemented in light of recent Executive Orders, NVC forwarded the files to IASB for additional required processing (requesting Form I-590 and initiating enhanced FDNS review (EFR)<sup>1</sup>, if appropriate).

## **Officer Action**

1. Background checks – Ensure background checks are updated and current.
2. Security checklist – Generate, complete, and print a security checklist.
3. Decision – Do NOT enter a decision in CAMINO. SCOPS has already adjudicated the case. Unless you identify an egregious substantive error, defer to our SCOPS colleagues' prior approval.
4. Notices
  - a. Generate "Notice of Transfer to NVC (transition cases only)" in CAMINO and print copies for the petitioner, file, and representative (if appropriate). Affix the file copy to the record side of the file and under the G-28, if included.
    - Do NOT print multiple address cover sheets. Address cover sheets are used for mail out only. It is unnecessary and wasteful to print file copies and extra copies of address cover sheets.
  - b. Generate "Memo Returning Case to NVC (transition cases only)," print one copy for the file, and affix it to the top of the non-record side of the file.
5. Packet – A packet should have already been created by SCOPS and should have been included in the file from NVC. If there is no packet, then create one and leave it in the file fastened with a binder clip or two-prong fastener.
6. Update remarks.
7. Give the file to your supervisor for review or to support staff to hold for supervisory review, as appropriate.

## **Supervisor Action**

1. Ensure background checks are updated and current.
2. Review the case to ensure there are no egregious substantive errors.
3. Do NOT add a Supervisor Concurrence step date.
4. Update remarks.
5. Sign the notices of transfer and the memo.
6. Give the file to support staff for processing.

---

<sup>1</sup> EFR background checks are required for beneficiaries who are nationals of SAO countries (currently Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, and Yemen) and for beneficiaries who are stateless and currently reside in or have spent more than five cumulative years in an SAO country. "Nationals" may be individuals who were born in or who hold citizenship from these countries. See a supervisor if you have any doubt or question regarding whether EFR checks are required.

## I-730 Domestic Processing: Processing Cases Received from the National Visa Center (NVC)

(5/8/2018)

### Support Staff Action

1. In CAMINO, double check that the receipt number and consular case number have been entered correctly.
2. Date stamp the notices of transfer and the memo.
3. Open the existing Pre-Processing module by clicking on the magnifying glass.
4. In the Pre-Processing module, enter the Transfer Notice Sent date (should match the date stamp), ensure that the Interviewing Office is correct, and save changes.

The screenshot shows the CAMINO software interface for the 'View/Update Pre-Processing' module. The form contains several input fields and checkboxes. The 'Transfer Notice Sent' field is highlighted with a red circle. The 'Interviewing Office' dropdown menu is set to 'DOS'. The form also includes a 'CLOSE' button in the top right corner and 'Save Changes', 'Delete Record', and 'Cancel' buttons at the bottom.

5. Update remarks.
6. Mail the notice of transfer to the petitioner and to the representative, if appropriate.
7. If applicable, separate A-file contents (photocopy of the approved I-730) from NVC file contents (original I-730, supporting documents, RFE, I-590, etc.).
8. Prepare the petitioner packet, if it's not already done.
  - a. Remove the binder clip from the petitioner packet, seal the packet in an envelope, and label/stamp it "TO BE OPENED BY A U.S. GOVERNMENT OFFICIAL ONLY".
  - b. Ensure the beneficiary's receipt number is on the sealed envelope, using SCOPS' receipt label or handwriting it on the envelope.
    - If the petitioner's packet gets separated from the beneficiary's NVC file, having the beneficiary's receipt number on the envelope will help NVC easily identify how to match them back up again.
  - c. Include the petitioner packet in the NVC file.
9. When ready to return the NVC file to NVC, open the case in CAMINO and transfer the pending case to "NVC (Non-IO)".
10. Ship the NVC file to NVC per NVC's instructions. See O:\I-730 Domestic Processing\Procedures\NVC case transfer process\DRAFT Instructions to Ship to NVC.docx
11. Ship the A-file to NRC.

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 25, 2018 8:59 AM  
**To:** Tomlyanovich, William J (Bill); Mancuso, Deborah T; Kohlhapp, Paula K  
**Cc:** Teferra, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J; Ginzburg, Roman; Kwan, Stephanie M  
**Subject:** RE: Question

Bill, good morning,

IO does not have congressional liaisons. All CONG for IO are answered by HQ OLA. We're going to need to discuss with OLA and will get back to you soonest with proposed language.

Pilar

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Thursday, January 25, 2018 5:51 AM  
**To:** Mancuso, Deborah T; Kohlhapp, Paula K  
**Cc:** Teferra, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman  
**Subject:** RE: Question

Hi Deborah and Pilar,

I just wanted to follow up on this inquiry. NSC reports that they are receiving congressionals and they would like to draft a standard response with an IASB POC for cases transferred to IASB.

Bill

---

**From:** Mancuso, Deborah T  
**Sent:** Thursday, January 18, 2018 10:45 AM  
**To:** Tomlyanovich, William J (Bill); Kohlhapp, Paula K  
**Cc:** Teferra, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: Question

Deferring to Pilar. Whomever Pilar determines the POC to be, our shared email – [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov) – should be copied.

Thank you,  
Deborah

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Thursday, January 18, 2018 5:57 AM  
**To:** Kohlhapp, Paula K  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J  
**Subject:** RE: Question

Adding Deborah and Leikun from IASB, as well as TSC staff.

Deborah and Leikun,

Who will be IASB's POC for congressional inquiries related to the FTJ-R caseload? Service Centers expect ongoing inquiries even after the workload has been transitioned to IASB.

Bill

**From:** Kohlhapp, Paula K  
**Sent:** Thursday, January 18, 2018 8:47 AM  
**To:** Tomlyanovich, William J (Bill)  
**Subject:** Question

Who is going to be the point of contact at IASB regarding questions about the Refugees? I need to let our Congressional/CCS people know who to refer those questions to when they come in.

**PKK**



## Shirk, Georgette L

---

**From:** Ruppel, Joanna  
**Sent:** Tuesday, November 21, 2017 4:06 PM  
**To:** Shorter, Tiffany N; Peralta Mihalko, Maria P (Pilar); Schaming, Joan R (Renee)  
**Cc:** Sohn, Eunice J; Johnson, Paul M; Dobrev, Evgeni Y (Ev); Broussard, Biaffra D; Broderick, Brian J; Nicholson, Maura J; Noel, Poïette G; Glover, Lakisha M; Mancuso, Deborah T; Teferra, Leikun; Martinez, Joseph M; Walsh, Christopher A; Edwards, Marlene B; Roessler, John E; Purvis, Robert E  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Thanks very much for the support!

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Shorter, Tiffany N  
**Sent:** Tuesday, November 21, 2017 5:05 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Schaming, Joan R (Renee)  
**Cc:** Sohn, Eunice J; Johnson, Paul M; Dobrev, Evgeni Y (Ev); Broussard, Biaffra D; Broderick, Brian J; Ruppel, Joanna; Nicholson, Maura J; Noel, Poïette G; Glover, Lakisha M; Mancuso, Deborah T; Teferra, Leikun; Martinez, Joseph M; Walsh, Christopher A; Edwards, Marlene B; Roessler, John E; Purvis, Robert E  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch  
**Importance:** High

Good Afternoon Pilar-

The IOA office has been added to NFTS. See below for additional information needed from you to ensure your office can run specific reports. Please let me know if you need anything else

### RAU indicator and RAPS office indicator

Thanks

*Tiffany N. Shorter*

Management and Program Analyst  
U.S. Department of Homeland Security | USCIS  
Immigration Records and Identity Services | RISB  
Office: (202) 587-9741 | Cell: [REDACTED] (b)(6)



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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, November 21, 2017 3:29 PM  
**To:** Schaming, Joan R (Renee)  
**Cc:** Sohn, Eunice J; Johnson, Paul M; Dobrev, Evgeni Y (Ev); Broussard, Biaffra D; Shorter, Tiffany N; Broderick, Brian J;

Ruppel, Joanna; Nicholson, Maura J; Noel, Poiette G; Glover, Lakisha M; Mancuso, Deborah T; Teferra, Leikun; Martinez, Joseph M; Walsh, Christopher A; Edwards, Marlene B; Roessler, John E; Purvis, Robert E

**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Awesome. Thank you, Renee.

Pilar

---

**From:** Schaming, Joan R (Renee)

**Sent:** Tuesday, November 21, 2017 12:21 PM

**To:** Peralta Mihalko, Maria P (Pilar)

**Cc:** Sohn, Eunice J; Johnson, Paul M; Dobrev, Evgeni Y (Ev); Broussard, Biaffra D; Shorter, Tiffany N; Broderick, Brian J; Ruppel, Joanna; Nicholson, Maura J; Noel, Poiette G; Glover, Lakisha M; Mancuso, Deborah T; Teferra, Leikun; Martinez, Joseph M; Walsh, Christopher A; Edwards, Marlene B; Roessler, John E; Purvis, Robert E

**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Good afternoon Pilar—

FCO status has been approved for the International Operations Division's International Adjudications Support Branch (IASB). The approved FCO code is IOA. The new code has been added to the LOCY, FCOO and FCOX IDMS Standard Tables, which makes it available in the Central Index System (CIS). The NFTS dev team is currently adding IOA to NFTS and making it active. Tiffany Shorter, the NFTS PO, will send out an email shortly as soon as she receives confirmation that IOA is active in NFTS.

Let me know if you have any questions or need anything else.

Thanks,  
Renee

*Renee Schaming*

Records Information Systems Branch (RISB)

Records Division

Immigration Records and Identity Services Directorate (IRIS)

U.S. Citizenship and Immigration Services (USCIS)

1200 First Street, NE, MS 2200

Washington, DC 20529

202-587-9735 (Desk)

  Cell) (b)(6)

[renee.schaming@uscis.dhs.gov](mailto:renee.schaming@uscis.dhs.gov)



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Telework: Every Wednesday, 1<sup>st</sup> Friday, and 2<sup>nd</sup> Monday of Pay Period

AWS Day Off: 2<sup>nd</sup> Friday of Pay Period

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**From:** Peralta Mihalko, Maria P (Pilar)

**Sent:** Friday, November 17, 2017 1:49 PM

**To:** Martinez, Joseph M; Walsh, Christopher A; Edwards, Marlene B

**Cc:** Sohn, Eunice J; Johnson, Paul M; Dobrev, Evgeni Y (Ev); Broussard, Biaffra D; Schaming, Joan R (Renee); Shorter, Tiffany N; Broderick, Brian J; Ruppel, Joanna; Nicholson, Maura J; Noel, Poiette G; Glover, Lakisha M; Mancuso, Deborah T; Teferra, Leikun

**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch  
**Importance:** High

Greetings Joe, Chris and Marlene,


Thank you so much for your support on our efforts to establish and FCO. I appreciated Marlene's participation in our RAIO meeting this week.

This message is to let you know that the FCO request was electronically submitted. I attach here for easy access the supporting documentation provide with the electronic request.

Please know that I'll be out of the office on Monday. At the IASB you can contact SAO Deborah Mancuso (copied). Thank you in advance for considering this request we hope it will meet with your approval.

Have a great weekend,

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

Steward Review: <a href="#">Steward Review</a>   <a href="#">Records Review</a>   <a href="#">Discontinued Codes</a>   <a href="#">Listen Summary</a>   <a href="#">Patch Forms</a>										
<input type="checkbox"/> Type	Name	Code Value	Code Type	Part 2 OCR Requestor	Part 1 Request Date	Interface Indicator	Modified	Modified By	Batch ID	
<input checked="" type="checkbox"/>	Request Type - Location Code - 2017-11-17- Maria Pilar (Pilar) Peralta Mihalko - 2017-11-17T12:43:41Z	ISB	Location Code	Maria Pilar (Pilar) Peralta Mihalko	11/17/2017	Ready For Steward Review	11/17/2017 1:24 PM	 Pilar Peralta Mihalko, Maria P (Pilar)		

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**From:** Martinez, Joseph M  
**Sent:** Wednesday, November 08, 2017 1:23 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Walsh, Christopher A  
**Cc:** Mancuso, Deborah T; Teferri, Leikun; Sohn, Eunice J; Johnson, Paul M; Dobrev, Evgeni Y (Ev); Edwards, Marlene B; Broussard, Biaffra D; Schaming, Joan R (Renee); Shorter, Tiffany N; Broderick, Brian J  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Good Afternoon,

The team here has discussed your request and they are not any concerns regarding your request to establish an FCO for your office.

The Establishing an FCO link will initiate the request to establish an FCO. Additional information and requirements are available in chapter I-16 of the Records Policy Manual (RPM)  
<http://connect.uscis.dhs.gov/org/ESD/RD/RPM/Documents/Establishing%20File%20Control%20Offices%20FCO.pdf>.

Please let the team here know if you have any questions.

Thanks  
Joe

Joseph M. Martinez  
USCIS Records Officer & Section Chief

IRIS / Records Division  
202-587-9770 (O) [REDACTED] (C) (b)(6)

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, November 08, 2017 2:40 PM  
**To:** Martinez, Joseph M; Walsh, Christopher A  
**Cc:** Mancuso, Deborah T; Teffer, Leikun; Sohn, Eunice J  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Joe, hi again, is it possible for us to receive a response to this FCO question today? There's urgency in us knowing whether getting an FCO is/isn't doable.

If it's doable then we can try to get to the approval steps we need to take by NLT tomorrow hoping so, hopefully, we can start transferring cases using the new FCO by early next week after the holiday.  
If it's not doable we can move and transfer the cases from SCOPS under ZLA FCO immediately and try to figure out ways to avoid making a mess of it. Bottom line is that we need to get a least a portion of the cases moving soonest.

Thank you,

Pilar Peralta Mihalko,  
Branch Chief, International Adjudications Support Branch (IASB)  
Office: (714) 780-4458 / Mobile [REDACTED] (b)(6)

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, November 08, 2017 10:58 AM  
**To:** Martinez, Joseph M; Walsh, Christopher A  
**Cc:** Mancuso, Deborah T; Teffer, Leikun  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Joe, we are requesting and FCO not an RPC.

Pilar

---

**From:** Martinez, Joseph M  
**Sent:** Wednesday, November 08, 2017 10:51 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Walsh, Christopher A  
**Cc:** Mancuso, Deborah T; Teffer, Leikun  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Good Afternoon,

I wanted to verify that IO is requesting a new File Control Office (FCO) and not a Responsible Party Code (RPC). Is IO requesting a new FCO?

<http://connect.uscis.dhs.gov/org/ESD/RD/RPM/Documents/Establishing%20File%20Control%20Offices%20FCO.pdf>

Please let me know if you have any questions.

Thanks  
Joe

Joseph M. Martinez  
USCIS Records Officer & Section Chief  
IRIS / Records Division  
202-587-9770 (O) [REDACTED] (C)

(b)(6)

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, November 07, 2017 9:44 AM  
**To:** Martinez, Joseph M; Walsh, Christopher A  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch  
**Importance:** High

Joe and Christopher, good morning,

I'm writing to ask whether Records has considered our request for a separate FCO and the likelihood that that may be approved. A decision was made at SCOPS and IO leadership level that SCOPS should send us this caseload soonest/ASAP and so there's urgency in getting the FCO created as soon as possible as well. If possible we'd like to start receiving the cases to a separate FCO so as to get off on the right foot if we can. If it appears that an FCO could be approved we can submit the request to your office immediately and also get started on requesting that CLAIMS be updated.

Looking forward to your response,

Pilar  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: (b)(6)

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, November 01, 2017 12:15 PM  
**To:** Martinez, Joseph M; Walsh, Christopher A  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Hello Joe and Chris,

IASB SAO Deborah Mancuso and I just spoke with Joe and gave him information providing a bit more detail. To summarize and add a bit more context:

- On 10/24/2017 D1 directed the expedient transfer of jurisdiction of Form I-730 applications filed by principal refugees from SCOPS to RAIO. RAIO's International Operations Division at the International Adjudications Support Branch will work the cases. This transfer will happen in the next 3 – 4 weeks.
- The IASB is co-located with ZLA in Anaheim, CA.
- SCOPS will need to transfer out the cases in CLAIMS. A notice will generate to customers letting them know which office their petitions have been transferred to. If the ZLA code is used for the transfer customers will be misinformed regarding which office the cases have been transferred to since ZLA will not be working the petitions. The cases will be worked by IO/ the IASB. We want to avoid misinforming the customers. Also, we want to avoid problems for our ZLA colleagues who will receive inquiries and other communications that they should not be fielding.
- We have a separate records room that has served as the IASB's record room for a couple of years. IASB staff manages the IASB's records. At audit time ZLA has had the lead and we've worked with ZLA to ensure accurate auditing.

Joe, I truly appreciated your call. We look forward to hearing from y' all.

Pilar  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: (b)(6)

---

**From:** Sohn, Eunice J  
**Sent:** Wednesday, November 01, 2017 11:39 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; Roessler, John E; Johnson, Paul M; Martinez, Joseph M; Walsh, Christopher A;

Gilmore, Kathryn K (Kelly)

**Subject:** RE: Questions re a new FCO for a ZLA co-located RAIO/IO branch

Good Afternoon Ms. Peralta Mihalko,

Thank you for reaching out. Mr. Joe Martinez and Ms. Chris Walsh on the CC line should be able to assist. I have also added other leaders for situational awareness. Please let us know if you need anything else.

V/R

Eunice Sohn

Deputy Chief, Records Division

Immigration Records and Identity Services Directorate

USCIS, Department of Homeland Security

Office: 202-587-9780

---

**From:** Peralta Mihalko, Maria P (Pilar)

**Sent:** Wednesday, November 01, 2017 2:20 PM

**To:** Roessler, John E; Sohn, Eunice J

**Cc:** Mancuso, Deborah T; Tefera, Leikun

**Subject:** Questions re a new FCO for a ZLA co-located RAIO/IO branch

Hello Mr. Roessler and Ms. Sohn,

I wonder whether you can direct me to the right person to pose some questions about obtaining an FCO for a branch of RAIO's International Operations Division that is co-located with the Los Angeles Asylum Office (ZLA).

I've read the Records Policy Manual's guidance on Establishing File Control Offices so I'm familiar with how to go about requesting an FCO. Background: currently, since 2009, we've used ZLA's FCO for our records but a new case load may necessitate that we request a separate FCO.

Your assistance with this will be much appreciated.

**Pilar**

Pilar Peralta Mihalko

Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAIO | International Operations Division

Office: (714) 780-4458 / Mobile [REDACTED] (b)(6)

**Shirk, Georgette L**

---

**From:** Schwartz, Claudia R  
**Sent:** Wednesday, January 17, 2018 1:59 PM  
**To:** Mancuso, Deborah T  
**Subject:** RE: remote approval - I-730s

Thank you!

Claudia Schwartz, Associate Counsel  
Office of the Chief Counsel, Refugee and Asylum Law Division  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office: (202) 272-1437  
Mobile: [REDACTED] (b)(6)  
E-mail: [Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)

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**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 17, 2018 2:58 PM  
**To:** Schwartz, Claudia R; Ginzburg, Roman  
**Cc:** Smith, Alice J; Whitney, Ronald W; Elder, Phillip D; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: remote approval - I-730s

This means we will RFE for an I-590 only, not an I-590 + G-325C. We will not request the G-325C, because it has been incorporated into the I-590. We will RFE for I-590s for both domestic and overseas cases.

Thank you,  
Deborah

**From:** Schwartz, Claudia R  
**Sent:** Wednesday, January 17, 2018 11:54 AM  
**To:** Mancuso, Deborah T; Ginzburg, Roman  
**Cc:** Smith, Alice J; Whitney, Ronald W; Elder, Phillip D; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: remote approval - I-730s

Thanks! Does this mean you will not need to include a request to complete the I-590 on the RFEs for both domestic and overseas cases?

Claudia Schwartz, Associate Counsel  
Office of the Chief Counsel, Refugee and Asylum Law Division  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office: (202) 272-1437  
Mobile: [REDACTED] (b)(6)  
E-mail: [Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)

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**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 17, 2018 2:45 PM  
**To:** Ginzburg, Roman; Schwartz, Claudia R  
**Cc:** Smith, Alice J; Whitney, Ronald W; Elder, Phillip D; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: remote approval - I-730s

That's correct, Roman. The new I-590 incorporates information from the G-325. We received new I-590s last week and will not need to include the G-325 on the RFE.

Thank you,  
Deborah

Deborah T. Mancuso  
Supervisory Adjudications Officer  
International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Anaheim, CA  
(714) 780-4457

---

**From:** Ginzburg, Roman  
**Sent:** Wednesday, January 17, 2018 11:16 AM  
**To:** Schwartz, Claudia R  
**Cc:** Smith, Alice J; Whitney, Ronald W; Elder, Phillip D; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** RE: remote approval - I-730s

Hi Claudia,

I believe this issue has been resolved as IASB received a new version of the I-590 (that Phillip mentioned) from ODP. Since it incorporates the G-325C, moving forward, IASB will be using this new version of the I-590, so the G-325C will not be required.

Including my IASB colleagues in case I missed something.

Best,  
-Roman

**From:** Schwartz, Claudia R  
**Sent:** Wednesday, January 17, 2018 12:57 PM  
**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>  
**Cc:** Smith, Alice J <[Alice.J.Smith@uscis.dhs.gov](mailto:Alice.J.Smith@uscis.dhs.gov)>; Whitney, Ronald W <[Ronald.W.Whitney@uscis.dhs.gov](mailto:Ronald.W.Whitney@uscis.dhs.gov)>; Elder, Phillip D <[Phillip.D.Elder@uscis.dhs.gov](mailto:Phillip.D.Elder@uscis.dhs.gov)>  
**Subject:** RE: remote approval - I-730s

Hi Roman –

We received some RFEs from Pilar to review for I-730s, which had been reviewed by Alice Chen in plain language.

One question that came up from Alice was whether the reference to the 325C document should be deleted. After investigation, Phillip reminded me of the exchange below.



Before approving the revisions to the I-730 RFEs, we need to figure out what to do about the lack of the 325C. Has IO worked through this?

Claudia Schwartz, Associate Counsel  
Office of the Chief Counsel, Refugee and Asylum Law Division  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office: (202) 272-1437  
Mobile: [REDACTED] (b)(6)  
E-mail: [Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)

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**From:** Elder, Phillip D  
**Sent:** Monday, November 20, 2017 1:30 PM  
**To:** Ginzburg, Roman  
**Cc:** Abiose, Adijatu C; Vargas-Padilla, Nelson A; Zengotitabengoa, Colleen R; Schwartz, Claudia R; Smith, Alice J; Whitney, Ronald W; Allen, Mark A; Swanson, Trina M; Leigh, Jessica K; Ruppel, Joanna; Nicholson, Maura J  
**Subject:** RE: remote approval - I-730s

Roman,

The new I-590 with the G-325C data elements is at OMB for approval and should be approved soon. It has been there a while, so I am assuming that it was in use and the G-325C decommissioning was complete.

Thanks,  
Phillip

---

**From:** Ginzburg, Roman  
**Sent:** Monday, November 20, 2017 11:10 AM  
**To:** Elder, Phillip D  
**Cc:** Abiose, Adijatu C; Vargas-Padilla, Nelson A; Zengotitabengoa, Colleen R; Schwartz, Claudia R; Smith, Alice J; Whitney, Ronald W; Allen, Mark A; Swanson, Trina M; Leigh, Jessica K; Ruppel, Joanna; Nicholson, Maura J  
**Subject:** RE: remote approval - I-730s

Thanks Phillip, will follow-up with a DOS contact.

I am surprised to learn the G-325(C) was deconditioned for refugee applicants. When was this decision made? I know that the I-590 was being revised to eliminate the need for the G-325(c) but have not heard that this new version of the I-590 was actually approved.

Our current I-730 SOP requires the use of the G-325(c) for all I-730 beneficiaries 14 years old and older. It contains critical biographic data that we don't get otherwise in the I-730 context. For I-730 Asylees, where we can't use the I-590, the G-325(c) is especially important. But even with I-730 Refugees where we do get the I-590, the G-325(c) is used to capture bene's 5-year address history.

Best,  
-Roman

---

**From:** Elder, Phillip D  
**Sent:** Monday, November 20, 2017 11:58 AM

**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>

**Cc:** Abiose, Adijatu C <[Adijatu.C.Abiose@uscis.dhs.gov](mailto:Adijatu.C.Abiose@uscis.dhs.gov)>; Vargas-Padilla, Nelson A <[Nelson.A.Vargas-Padilla2@uscis.dhs.gov](mailto:Nelson.A.Vargas-Padilla2@uscis.dhs.gov)>; Zengotitabengoa, Colleen R <[Colleen.R.Zengotitabengoa@uscis.dhs.gov](mailto:Colleen.R.Zengotitabengoa@uscis.dhs.gov)>; Schwartz, Claudia R <[Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)>; Smith, Alice J <[Alice.J.Smith@uscis.dhs.gov](mailto:Alice.J.Smith@uscis.dhs.gov)>; Whitney, Ronald W <[Ronald.W.Whitney@uscis.dhs.gov](mailto:Ronald.W.Whitney@uscis.dhs.gov)>; Allen, Mark A <[Mark.A.Allen@uscis.dhs.gov](mailto:Mark.A.Allen@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>

**Subject:** RE: remote approval - I-730s

Roman,

[Redacted]

Thanks,

Phillip

(b)(5)

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**From:** Ginzburg, Roman

**Sent:** Monday, November 20, 2017 10:46 AM

**To:** Elder, Phillip D

**Cc:** Abiose, Adijatu C; Vargas-Padilla, Nelson A; Zengotitabengoa, Colleen R; Schwartz, Claudia R; Smith, Alice J; Whitney, Ronald W; Allen, Mark A; Swanson, Trina M; Leigh, Jessica K; Ruppel, Joanna; Nicholson, Maura J

**Subject:** RE: remote approval - I-730s

Hi Phillip,

Thanks so much for getting back to me! After much discussion, we decided to place the "remote approval" proposal on hold, while we focus on implementing the additional vetting requirements for I-730 refugees from the S1 memo.

[Redacted]

Best,

-Roman

(b)(5)

**From:** Elder, Phillip D

**Sent:** Monday, November 20, 2017 11:27 AM

**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>

**Cc:** Abiose, Adijatu C <[Adijatu.C.Abiose@uscis.dhs.gov](mailto:Adijatu.C.Abiose@uscis.dhs.gov)>; Vargas-Padilla, Nelson A <[Nelson.A.Vargas-Padilla2@uscis.dhs.gov](mailto:Nelson.A.Vargas-Padilla2@uscis.dhs.gov)>; Zengotitabengoa, Colleen R <[Colleen.R.Zengotitabengoa@uscis.dhs.gov](mailto:Colleen.R.Zengotitabengoa@uscis.dhs.gov)>; Schwartz, Claudia R <[Claudia.R.Schwartz@uscis.dhs.gov](mailto:Claudia.R.Schwartz@uscis.dhs.gov)>; Smith, Alice J <[Alice.J.Smith@uscis.dhs.gov](mailto:Alice.J.Smith@uscis.dhs.gov)>; Whitney, Ronald W <[Ronald.W.Whitney@uscis.dhs.gov](mailto:Ronald.W.Whitney@uscis.dhs.gov)>; Allen, Mark A <[Mark.A.Allen@uscis.dhs.gov](mailto:Mark.A.Allen@uscis.dhs.gov)>

**Subject:** RE: Digital stamping - I-730s

(b)(5)

Roman,

[Redacted]

In the meantime, we will further research the issue of not requiring an officer to sign the form to indicate approval.

Thanks,  
Phillip

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**From:** Ginzburg, Roman  
**Sent:** Monday, November 13, 2017 3:38 PM  
**To:** RALD  
**Cc:** Smith, Alice J; Schwartz, Claudia R; Swanson, Trina M  
**Subject:** Digital stamping - I-730s

Dear RALD,

IO is considering a process for approving I-730 Refugee Petitions after consular interviews. Alice, this was actually your idea some years back ☺ (b)(5)



Would very much appreciate your thoughts on whether this idea is a nonstarter because I-590s are somehow different than I-730s.

Kind regards,  
-Roman

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, March 08, 2018 1:38 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: RFE issuance - I-730 DP cases

Folks,

Update – the NVC cases, as you know, can't be tracked in NFTS. We are tracking them on a spreadsheet. To ensure tracking of these cases, the right, bottom shelf of the filing cabinet will be designated for NVC cases. Cases for both SAOs can be placed in that shelf. Anthony Miranda will update the spreadsheet to transfer the cases to the SAO and once he's finished he will move them to each SAO's assigned shelf.

SAOs – return the files to Anthony or the ISA assigned to that duty when you finish your review and the files are ready to be returned to the records room.

Pilar

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, March 08, 2018 7:13 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RFE issuance - I-730 DP cases

All, good morning,

As discussed yesterday, the RFE for I-730 Domestic Processing is now available in CAMINO and we will move on to reviewing files and preparing RFEs.

- Officers who have experience data-entering the I-730 DP cases will be assigned to review cases and issue RFEs. Jessica's not data entered and first be assign you data entry.
  - Be mindful in reviewing the cases of any that may be deniable without RFE issuance (e.g. PET is not a refugee, etc.). Bring such cases to the SAO's attention. We're not yet ready to adjudicate them but will turn to them in the near future.
  - The RFE, at a minimum, must request the I-590 for each beneficiary. We have thousands of printed I-590s on site – new version approved in late Dec. 2017 – there is no need to provide the I-590 to the SAOs when submitting the RFE for review.
- IASB supervisors will conduct 100% review of all RFEs and will complete the RFE module when the RFE is ready to mail out.
  - When the files are ready for SAOs review AOs will place them in the filing cabinet next to Anthony Miranda, in the SAO designated shelves.
  - Make sure the files are NFTS'd (Mancuso's shelf is 0029 and Teferra is 0041).
- Upon review and signature the SAOs will complete the RFE module in CAMINO and will add a blank I-590 for each beneficiary when mailing the RFE We have envelopes appropriate to these RFEs as well.

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, October 24, 2017 11:00 AM  
**To:** Mancuso, Deborah T; Swanson, Trina M; Ginzburg, Roman  
**Cc:** Teferra, Leikun  
**Subject:** RE: Shipping/Receiving I-730 FTJ-R Files  
**Attachments:** IASB Admin Procedures I-730 FTJ-R.DOCX

Adding Leikun Teferra for awareness.

**Trina** and **Roman**, hello, I'm scheduled to leave at 2 PM today but may need to go home earlier. Let me know if you need to speak.

I agree with Deborah's recommendation in the attached admin procedures. We've pretty much followed this process in the past for transfers of thousands of I-601 files from multiple offices, HAB case transfers, etc., and it works. I understand a few things came up yesterday as well:

1. There's no need for SCOPS to create or order A-files. For so long as the I-730s continue to be filed by Petitioners directly with SCOPS, the most expeditious way to get files to the IASB will be for SCOPS to: (a) create a "Receipt" file, (b) enter the case in CLAIMS, (c) enter the Receipt file in in NFTS, and (d) ship the receipt file to the IASB.
2. Since the receipt files will be tracked in NFTS – standard NFTS case transfer process will be followed.
3. The IASB will order A-files for R/Petitioners as well as any A-files that may exist for Beneficiaries.
4. Adjudication – CLAIMS v. CAMINO – a decision needs to be made soonest on what system will be used.
  - If CLAIMS will be used for the processing of these petitions there will be a delay before the IASB is ready to adjudicate. Except for basic CLAIMS checks, we're not CLAIMS trained including on any associated programs such as the Enterprise Correspondence Handling On-Line (ECHO) or Graphical User Interface (GUI) used for creation of notices. Our CLAIMS access will need to be upgraded to allow us to enter data. These things are doable but may take a bit of time and would delay issuance of RFEs. Someone from SCOPS will likely need to train us.
  - Creating and using a new case type (I-730 FTJ Eligibility?) in CAMINO, modeled on the current I-730 Adjudication case type, may be the fastest way for IO/the IASB to process these cases.

Pilar

---

**From:** Mancuso, Deborah T  
**Sent:** Monday, October 23, 2017 9:25 AM  
**To:** Swanson, Trina M; Ginzburg, Roman  
**Cc:** Peralta Mihalko, Maria P (Pilar)  
**Subject:** Shipping/Receiving I-730 FTJ-R Files

Trina and Roman,

Proposing the attached admin procedures for shipping/receiving I-730 FTJ-R files. Let me know if you have questions or concerns.

Thank you,  
Deborah

## **International Adjudications Support Branch (IASB) Administrative Processing Procedures for I-730 Following-to-Join Refugee Cases**

**Service Center staff will send receipt files and any associated files to IASB by taking the following action:**

- Prepare a manifest listing all files (receipt files, T-files, A-files, etc.) to be sent to IASB
- NFTS all files in the shipment to IASB (FCO = ZLA). (**Note:** IASB uses the same NFTS code as the Los Angeles Asylum Office (ZLA), but the cases are being transferred to the IASB not to the asylum office.)
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907  
714-780-4457

- Notify IASB via email IASB when the files are shipped:
  - Include a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)

**IASB will receive files by taking the following action:**

- Reply to the sender that the shipment was received
- Update NFTS by batch transferring in all files
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 16, 2018 11:21 AM  
**To:** Goudge, Laurie A; McNeer, Laura K; IASB, USCIS  
**Cc:** Mancuso, Deborah T; Teffer, Leikun; FOD Special Adjudications; Rosenstock, Peter L  
**Subject:** RE: SLC to IOA - I-730 files

That's very helpful information, Laurie. We sort of came to that realization this morning; it's great to have it confirmed.

As of this morning we've received no cases. We expect SLC's cases to get here today.

Pilar

---

**From:** Goudge, Laurie A  
**Sent:** Tuesday, January 16, 2018 9:05 AM  
**To:** Peralta Mihalko, Maria P (Pilar); McNeer, Laura K; IASB, USCIS  
**Cc:** Mancuso, Deborah T; Teffer, Leikun; FOD Special Adjudications; Rosenstock, Peter L; Goudge, Laurie A  
**Subject:** RE: SLC to IOA - I-730 files

Good morning Pilar –

I just wanted to follow up for clarification on what files you will be receiving.

Although there are only 4 field offices (Miami, Minneapolis, Newark, and San Francisco) interviewing **all** I-730s for domestic beneficiaries residing within the jurisdiction of the 4 field offices, there are numerous instances where SCOPS has referred cases to field offices that are not included in the 4 offices.

Therefore you will be seeing files from numerous offices with the largest numbers coming from the NY offices. The top referral reason is usually that SCOPS is unable to verify the relationship and would like an in person interview. We also see CARRP referrals, criminal, ineligible, etc.

Please let me know if you have any additional questions/concerns regarding the files being shipped to IASB.

Thank you,

Laurie A. Goudge  
AO, Special Adjudications Branch  
Division 1 FOD  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
952-215-9131

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 11, 2018 10:44 AM  
**To:** McNeer, Laura K; IASB, USCIS

**Cc:** CORADN Reports; Mancuso, Deborah T; Teferra, Leikun; FOD Special Adjudications; Goudge, Laurie A  
**Subject:** RE: SLC to IOA - I-730 files

Hi, Laura,

Thank you so much for the clarification. This is perfectly fine. We'll get in touch if anything else is needed.

Alas, though, we were totally taken by surprised to get the message that SLC was sending us cases since we though only 4 FOD Field Offices are interviewing and Salt Lake was not on the list of interviewing offices we'd received.

Pilar  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIIO | International Operations Division  
Office: (714) 780-4458 / Mobil [REDACTED] (b)(6)

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**From:** McNeer, Laura K  
**Sent:** Thursday, January 11, 2018 8:40 AM  
**To:** IASB, USCIS  
**Cc:** CORADN Reports; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun; FOD Special Adjudications; Goudge, Laurie A  
**Subject:** SLC to IOA - I-730 files

Good Morning,

We sent three I-730s plus the petitioner's file. Please let me know if you need anything else.

Thanks,

**Laura McNeer | Field Office Director** | DHS|USCIS|Salt Lake City Field Office| ☎: 801.320.6971| ✉: [laura.k.mcneer@uscis.dhs.gov](mailto:laura.k.mcneer@uscis.dhs.gov) **WARNING:** This message is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552) This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval from the originator.

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**From:** Shinney, Michael P  
**Sent:** Thursday, January 11, 2018 8:58 AM  
**To:** McNeer, Laura K  
**Subject:** IOA files

Laura,  
The number is FedEx 9622001900008797945600418620068350  
It will be going out today.

**Michael Shinney**  
Immigration Services Assistant  
Salt Lake City Field Office  
660 S 200 E Ste 400  
Salt Lake City Utah 84111  
Phone 801-320-6957



**Shirk, Georgette L**

Referred to U.S. Department of State

Official  
UNCLASSIFIED

**From:** Peralta Mihalko, Maria P (Pilar) [mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov]

**Sent:** Tuesday, January 09, 2018 5:41 PM

**To:** Nantais, Joel D; Scarlatelli, Adam W; Austin, Rebecca M

**Cc:** Mancuso, Deborah T; Teferra, Leikun; Nicholson, Maura J; Kliska, Jennifer R; Leigh, Jessica K; Jacobs, Alexander L

**Subject:** RE: Transfer to RAIO/ International Operations of I-730 refugee follow-to-join cases

Re-sending to make sure that it is NVC Becky Austin not USCIS Janna Austin who gets this message. Sorry for the re-send.

Pilar

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 09, 2018 2:32 PM  
**To:** Nantais, Joel D; Scarlatelli, Adam W ([ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov)); Austin, Janna C  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; Nicholson, Maura J; Kliska, Jennifer R; Leigh, Jessica K; Jacobs, Alexander L  
**Subject:** RE: Transfer to RAIO/ International Operations of I-730 refugee follow-to-join cases

Hello, Becky,

I've added also Joel Nantais and Adam Scarlatelli for awareness,

USCIS continues to transition I-730 Refugee cases from Service Center Operations Directorate (SCOPS) to IASB for processing. IASB will start receiving I-730 Refugee cases from SCOPS shortly maybe event this week. We expect to start sending cases to NVC in mid- to late-February, depending on how quickly petitioners respond to our requests for additional evidence, and will follow the instructions you provided below. It is likely that we will send cases to you weekly, rather than daily.

I understand that the NVC is holding approximately 300 cases that need USCIS action. Please return the cases to USCIS send them to the IASB following the below instructions to be used for consular returns. You can return these cases in small batches or all at one time.

For I-730 Refugee cases NVC receives from posts as consular returns, please start sending them to IASB directly, rather than routing them through SCOPS. We request that NVC take the following action when sending us consular returns:

- Prepare a manifest listing all files
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907  
714-780-4457

- Notify IASB via email when the files are shipped:
  - Attach a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)

IASB will receive files by taking the following action:

- Reply to the sender that the shipment was received
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

Feel free to reach out via email or by phone if you've any questions. Have a good evening,

Pilar  
Pilar Peralta Mihalko,  
Branch Chief, International Adjudications Support Branch (IASB)  
Office: (714) 780-4458 / Mobile [REDACTED]

(b)(6)

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, December 14, 2017 7:29 AM  
**To:** Austin, Rebecca M; Mancuso, Deborah T  
**Cc:** Teferri, Leikun; IASB, USCIS; Scariatelli, Adam W  
**Subject:** RE: Transfer to RAIO/ International Operations of I-730 refugee follow-to-join cases

Good morning, Becky,

- All the steps you recommend are doable. Your delineated process is the one we'll follow when transferring I-730 refugee petitions to the NVC.
- NOTE: we will be emailing manifests and package tracking numbers via our shared email address (copied above): IASB, USCIS ([uscis.iasb@uscis.dhs.gov](mailto:uscis.iasb@uscis.dhs.gov)).
- As to your question, for now RAIO's only taking over the I-730 refugee petitions. So, we will only be transferring to the NVC I-730R cases.
- Update: we have not started receiving transferred cases from the NBC and TSC yet and so we do not expect you'll get any case transfers from us till sometime in late January or February.

Thank you so much for the input. Have a very good day,

**Pilar**

Pilar Peralta Mihalko,  
Branch Chief, International Adjudications Support Branch (IASB)  
Office: (714) 780-4458 / Mobile [REDACTED] (b)(6)

Referred to U.S. Department of State

Referred to U.S. Department of State

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**From:** Mancuso, Deborah T [<mailto:Deborah.T.Mancuso@uscis.dhs.gov>]  
**Sent:** Monday, November 27, 2017 3:37 PM  
**To:** Austin, Rebecca M; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Teferra, Leikun; IASB, USCIS  
**Subject:** RE: Transfer to RAIO/ International Operations of I-730 refugee follow-to-join cases

Hi Becky,

With the caveat that we're still very much in the planning phase of this process, I don't expect us to start sending you approved cases until January/February 2018. We've only just begun the initial steps to transfer pending cases from Service Center Operations to us, in RAIO International Operations. I expect it will be several weeks before we complete our adjudicative action, which will include sending requests for evidence to a majority of petitioners, and then forward approved cases to NVC.

If we can get the information Pilar requests by mid-December, we'll incorporate it into our draft written guidance.

Please let us know should you have additional questions.

Thank you,  
Deborah

Deborah T. Mancuso  
Supervisory Adjudications Officer  
International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Anaheim, CA  
(714) 780-4457

Referred to U.S. Department of State

Referred to U.S. Department of State

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**From:** Peralta Mihalko, Maria P (Pilar) [<mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov>]  
**Sent:** Wednesday, November 22, 2017 10:44 AM  
**To:** Austin, Rebecca M  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; IASB, USCIS  
**Subject:** Transfer to RAIO/ International Operations of I-730 refugee follow-to-join cases

Good morning, Rebecca,

As you know, USCIS will be transferring the I-730 refugee follow-to-join cases from Service Center Operations Directorate to the Refugee, Asylum and International Operations Division Directorate (RAIO) for adjudicative processes before the cases are sent overseas. It will be the International Operations (IO) that will handle the cases, specifically IO's International Adjudications Support Branch (IASB). Adam Scarlatelli let me know that you'll be the IASB's DOS point-of-contact at the NVC.

I'm writing to e-introduce myself and my team at the IASB. I'm the IASB's Branch Chief, you can always contact me. You can also contact Supervisory Adjudications Officers Deborah Mancuso or Leikun Teferra for any matters regarding the I-730R cases. In addition to our respective emails you can always reach any of us via the IASB's shared email address: IASB, USCIS ([uscis.iasb@uscis.dhs.gov](mailto:uscis.iasb@uscis.dhs.gov)). This email address is regularly monitored by multiple IASB staff members and will be particularly useful to copy at all times once we start working cases. **FYI**, I'll be out of the office beginning with the holiday and through December 5<sup>th</sup>. In my absence Deborah has the lead as we try to set up our process for handling this new caseload.

It would be helpful if you could provide us with information regarding transferring cases to the NVC: address, how should the packages be addressed, are there others we should know include when communicating with the NVC about case

transfers, is there a shared email designated for communications regarding this caseload. Please also share any other information we should know.

The following is the address to use IASB when sending cases/packages:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907

We look forward to working with you and the NVC team. Have a great Thanksgiving.

**Pilar**

Pilar Peralta Mihalko  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile [REDACTED]

(b)(6)

## Shirk, Georgette L

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Wednesday, December 13, 2017 12:12 PM  
**To:** Mancuso, Deborah T; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Paulette, Robert N  
**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L  
**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Heather and Robert,  
I also wanted to confirm that C3 now recognizes the new FCO code (IOA). Bill

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Wednesday, December 13, 2017 1:08 PM  
**To:** Mancuso, Deborah T; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Paulette, Robert N  
**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L  
**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Heather and Robert,  
Can these agreed changes to the language for the BN action code be made? Bill

We have completed a preliminary review of your petition listed above. As part of standard processing we are transferring your case.

Asylee-based Form I-730 Petitions are transferred to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country where your beneficiary lives. Once that office receives your case, either the USCIS international field office or the National Visa Center (NVC) will send you instructions for your beneficiary's interview. If your beneficiary moves to a different country, contact the USCIS office or the DOS consulate office in the new country to transfer the petition.

Refugee-based Form I-730 Petitions are transferred to the USCIS International Adjudications Support Branch for further processing. Once that office receives your case, it will send you instructions.

Please allow eight (8) weeks for your case to reach the USCIS office or DOS consulate office. If you have any questions about your case, contact:

[OFFICE ADDRESS]

If your beneficiary's contact information changes, update the new contact information with the office processing your petition.

If your physical address or mailing address changes while your case is pending, please notify USCIS using the Online Change of Address option at [www.uscis.gov](http://www.uscis.gov) or by calling the National Customer Service Center (NCSC) at 1-800-375-5283 to ensure you receive updated notices about this petition.

**From:** Mancuso, Deborah T

**Sent:** Wednesday, December 06, 2017 10:47 AM

**To:** Tomlyanovich, William J (Bill); Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Bill,

We're fine with your suggested change. Final language would be:

We have completed a preliminary review of your petition listed above. As part of standard processing we are transferring your case.

Asylee-based Form I-730 Petitions are transferred to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country where your beneficiary lives. Once that office receives your case, either the USCIS international field office or the National Visa Center (NVC) will send you instructions for your beneficiary's interview. If your beneficiary moves to a different country, contact the USCIS office or the DOS consulate office in the new country to transfer the petition.

Refugee-based Form I-730 Petitions are transferred to the USCIS International Adjudications Support Branch for further processing. Once that office receives your case, it will send you instructions.

Please allow eight (8) weeks for your case to reach the USCIS office or DOS consulate office. If you have any questions about your case, contact:

[OFFICE ADDRESS]

If your beneficiary's contact information changes, update the new contact information with the office processing your petition.

If your physical address or mailing address changes while your case is pending, please notify USCIS using the Online Change of Address option at [www.uscis.gov](http://www.uscis.gov) or by calling the National Customer Service Center (NCSC) at 1-800-375-5283 to ensure you receive updated notices about this petition.

Thank you, all, for your collaboration,  
Deborah

---

**From:** Tomlyanovich, William J (Bill)

**Sent:** Wednesday, December 06, 2017 7:01 AM

**To:** Mancuso, Deborah T; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Deborah,

My only remaining issue is with this line. "Office listed above" may be confusing to a petitioner. Perhaps we can say, "(u)pdate the new contact information with the office processing your petition."



If your beneficiary's contact information changes, update the new contact information with the office listed above.

Bill

---

**From:** Mancuso, Deborah T

**Sent:** Tuesday, December 05, 2017 6:04 PM

**To:** Tomlyanovich, William J (Bill); Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

SCOPS colleagues,

Many thanks for your insightful feedback. We'd like to use this language for the I-797C Transfer Notice of Action with many of your edits and suggestions incorporated and a few more added (highlighted):

We have completed a preliminary review of your petition listed above. As part of standard processing we are transferring your case.

Asylee-based Form I-730 Petitions are transferred to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country where your beneficiary lives. Once that office receives your case, either the USCIS international field office or the National Visa Center (NVC) will send you instructions for the your beneficiary's interview. If the your beneficiary moves to a different country, contact the USCIS office or the DOS consulate office in the new country to transfer the petition.

Refugee-based Form I-730 Petitions are transferred to the USCIS International Adjudications Support Branch for further processing. Once that office receives your case, it will send you instructions.

Please allow eight (8) weeks for your case to reach the USCIS office or DOS consulate office. If you have any questions about your case, contact:

[OFFICE ADDRESS]

If your beneficiary's contact information changes, update the new contact information with the office listed above.

If your physical address or mailing address changes while your case is pending, please ~~update them with~~ notify USCIS using the Online Change of Address option at [www.uscis.gov](http://www.uscis.gov) or by calling the National Customer Service Center (NCSC) at 1-800-375-5283 to ensure you receive updated notices about this petition.

A clean version is attached.

Best,  
Deborah

---

**From:** Tomlyanovich, William J (Bill)

**Sent:** Tuesday, December 05, 2017 10:56 AM

**To:** Pollnow, Steven J; Kohlhapp, Paula K; Mancuso, Deborah T; Hysmith, Tenner L; Holick, Heather D; Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff,

Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Thanks, Paula/Steve/Charles!

Deborah and IASB team. I've done my best to summarize the SCOPS suggestions below. Bill

We have completed a preliminary review ~~of the application~~ of your petition (~~"your case"~~) listed above. As part of standard processing we are transferring your case.

Form I-730 Asylee Petitions [see Charles' suggestion] are transferred to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country where your beneficiary lives. Once that office receives your case, either the USCIS international field office or the National Visa Center (NVC) will send you instructions for the beneficiary's interview. If the beneficiary moves to a different country, contact the USCIS office or the DOS consulate office in the new country to transfer the petition.

Form I-730 Refugee Petitions [see Charles' suggestion] are transferred to the USCIS International Adjudications Support Branch for further processing. Once that office receives your case, it will send you instructions.

Please allow eight (8) weeks for your case to reach the USCIS office or DOS consulate office. If you have any questions about your case, contact:

[OFFICE ADDRESS]

If your beneficiary's contact information changes, update ~~give~~ the new contact information with ~~to~~ the office listed above.

~~If your physical address or changes—If your mailing address changes while your case is pending, please update them your address with USCIS us using the Online Change of Address option at [www.uscis.gov](http://www.uscis.gov) or by calling the National Customer Service Center (NCSC) at 1-800-375-5283 to ensure you receive updated notices about this petition. Otherwise, you might not receive notices about this case.~~

**From:** Pollnow, Steven J

**Sent:** Tuesday, December 05, 2017 12:32 PM

**To:** Kohlhapp, Paula K; Mancuso, Deborah T; Hysmith, Tenner L; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Good Morning,

A couple of additional observations:

1. In the first sentence, I think we can delete "of the application", highlighted in green. The 730 is a petition, I think it is more concise and cleaner to simply state "... we have completed a preliminary review of your petition ..."
2. If the petitioner can complete all contact/address updates through the online system or NCSC number, could we simply provide that as the single option ( highlighted in green), and delete the two yellow highlighted sentences? Also, I added "physical" to the first address to clearly distinguish it from the mailing address that follows. It could also say something like "address where the beneficiary resides" or something similar.

Mi dos centavos.

Steven J. Pollnow | Section Chief | RAD ( Refugee/Asylum/DACA/N565) Division:  
DHS/USCIS/Nebraska Service Center | (402)-219-6337| cell: [REDACTED] (b)(6)

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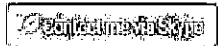
**From:** Kohlhapp, Paula K  
**Sent:** Tuesday, December 05, 2017 8:18 AM  
**To:** Mancuso, Deborah T; Hysmith, Tenner L; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N  
**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Lin, Charles S; Saathoff, Lorie L  
**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

I agree with Bill. The highlighted below could be confusing. The petitioner is not going to readily know what office or consulate in the "new" country to contact as the first highlighted sentence suggests.

The second highlighted indicates what office they are to contact for any contact information changes which should include if the beneficiary has moved.

Thanks,

**Paula K. Kohlhapp, SISO**  
Form I-730 of the Refugee/Asylee/DACA Division (RAD)  
DHS/USCIS/NSC – Highland Bldg.  
Ph: (402) 219-6023  
Room SW233A / EX 0736



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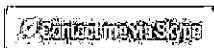
**From:** Kohlhapp, Paula K  
**Sent:** Tuesday, December 05, 2017 8:11 AM  
**To:** Mancuso, Deborah T; Hysmith, Tenner L; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N  
**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Lin, Charles S; Saathoff, Lorie L  
**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Hi Deborah,

I made a few suggestions below.

Thanks,

**Paula K. Kohlhapp, SISO**  
Form I-730 of the Refugee/Asylee/DACA Division (RAD)  
DHS/USCIS/NSC – Highland Bldg.  
Ph: (402) 219-6023  
Room SW233A / EX 0736



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**From:** Mancuso, Deborah T

**Sent:** Monday, December 04, 2017 5:41 PM

**To:** Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Lin, Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

SCOPS colleagues,

For the I-797C Transfer Notice of Action, we'd like to take an approach similar to the online case status language changes and distinguish according to petition type (see redlined version attached, if it's helpful):

We have completed a preliminary review of the application of your petition ("your case") listed above. As part of standard processing we are transferring your case.

Form I-730 Asylee Petitions are transferred to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country where your beneficiary lives. Once that office receives your case, either the USCIS international field office or the National Visa Center (NVC) will send you instructions for the beneficiary's interview. If the beneficiary moves to a different country, contact the USCIS office or the DOS consulate office in the new country to transfer the petition.

Form I-730 Refugee Petitions are transferred to the USCIS International Adjudications Support Branch for further processing. Once that office receives your case, it will send you instructions.

Please allow eight (8) weeks for your case to reach the USCIS office or DOS consulate office. If you have any questions about your case, contact:

[OFFICE ADDRESS]

If your beneficiary's contact information changes, update ~~give~~ the new contact information with ~~to~~ the office listed above.

If your physical address or changes — If your mailing address changes while your case is pending, please update them your address with USCIS us using the Online Change of Address option at [www.uscis.gov](http://www.uscis.gov) or by calling the NCSC at 1-800-375-5283 to ensure you receive updated notices about this petition. Otherwise, you might not receive notices about this case.

Please let us know if you have concerns or objections.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T

**Sent:** Friday, December 01, 2017 9:57 AM

**To:** Kohlhapp, Paula K; Hysmith, Tenner L; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Lin,

Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Thank you for the good feedback, Tenner and Paula. We agree with leaving it as "you" in general and have struck out both "beneficiary" and "petitioner":

"On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, as part of standard processing.

Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, ~~the beneficiary~~ petitioner should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."

Form I-730 Refugee Petitions are transferred to USCIS International Adjudications Support Branch for further processing. That USCIS Office will provide you with further instructions upon receipt of your case.

If you move, go to <a href="<https://egov.uscis.gov/coa/displayCOAForm.do>" target="\_blank">[www.uscis.gov/addresschange](https://egov.uscis.gov/coa/displayCOAForm.do)</a> to give us your new mailing address. "

Thank you,  
Deborah

**From:** Kohlhapp, Paula K

**Sent:** Friday, December 01, 2017 9:40 AM

**To:** Hysmith, Tenner L; Mancuso, Deborah T; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Lin, Charles S; Saathoff, Lorie L

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Good Morning,

NSC concurs with TSC. The petitioner owns the I-730 and therefore the petitioner should be making the contact, not the beneficiary.

"On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, as part of standard processing.

Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, the ~~beneficiary~~ petitioner should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."

Form I-730 Refugee Petitions are transferred to USCIS International Adjudications Support Branch for further processing. That USCIS Office will provide you with further instructions upon receipt of your case.

If you move, go to <a href="<https://egov.uscis.gov/coa/displayCOAForm.do>" target="\_blank">[www.uscis.gov/addresschange](https://egov.uscis.gov/coa/displayCOAForm.do)</a> to give us your new mailing address. "

Thank you.

**Paula K. Kohlhapp, SISO**

Form I-730 of the Refugee/Asylee/DACA Division (RAD)

DHS/USCIS/NSC – Highland Bldg.

Ph: (402) 219-6023

Room SW233A / EX 0736



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**From:** Hysmith, Tenner L

**Sent:** Friday, December 01, 2017 11:18 AM

**To:** Mancuso, Deborah T; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Kohlhapp, Paula K; Lin, Charles S

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Hello,

After another review:

The I-730 is "owned" by the petitioner, not the beneficiary. The verbiage in effect asks the petitioner to ask the beneficiary to notify us of the address change. Consider omitting who is to notify USCIS of any relocation changes or just stick to "you" meaning the petitioner.

Suggested Changes:

1. Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."
2. Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, you should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."



**Tenner Hysmith – Section Chief**

☎: (214) 962-1590 | Mobile:  

Email | [TSC Connect Page](#) |

(b)(6)

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**From:** Hysmith, Tenner L

**Sent:** Thursday, November 30, 2017 7:22 PM

**To:** Mancuso, Deborah T; Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Kohlhapp, Paula K; Lin, Charles S

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

All,

TSC is in board.

T. Hysmith

Sent via mobile, please excuse typos.

---

**From:** Mancuso, Deborah T

**Sent:** Thursday, November 30, 2017 6:49:20 PM

**To:** Holick, Heather D; Tomlyanovich, William J (Bill); Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Heather, thank you for the clarification. We're working on edits to the language in the I-797C Transfer Notice of Action using the sample (attached) that Rob very helpfully provided us.

Regarding the online case status text below, once we have concurrence, we'd very much appreciate your help in submitting the change request to OIT. Thanks!

Best,  
Deborah

---

**From:** Holick, Heather D

**Sent:** Thursday, November 30, 2017 1:53 PM

**To:** Tomlyanovich, William J (Bill); Mancuso, Deborah T; Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

All,

I want to clarify that the red text below is the message that is displayed by Case Status Online when the History Action Code (BN CASE TRANSFERRED TO RAIO) is applied to a case and not what is included on the I-797C Transfer Notice of Action. If everyone approves of the red text below, I will submit a change request to OIT tomorrow and request expedite processing. They will have to get the text translated to Spanish, code, test and then deploy the change. OIT will confirm the implementation date once I submit the request.

"On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, as part of standard processing.

Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, the beneficiary petitioner should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."

Form I-730 Refugee Petitions are transferred to USCIS International Adjudications Support Branch for further processing. That USCIS Office will provide you with further instructions upon receipt of your case.

If you move, go to <a href="https://egov.uscis.gov/coa/displayCOAForm.do" target="\_blank">www.uscis.gov/addresschange</a> to give us your new mailing address. "

Thank you,

**Heather Holick**

CLAIMS 3 Product Owner, Service Center Operations

Acting Chief, Benefits Delivery Systems Branch (BDS)

Cell [REDACTED] (b)(6)

**From:** Tomlyanovich, William J (Bill)

**Sent:** Thursday, November 30, 2017 4:41 PM

**To:** Mancuso, Deborah T; Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Holick, Heather D; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

Deborah,

I think your suggested language looks great. I'll defer to Robert and Heather on the technical issues related to changing the message on the transfer notices. I've added Service Center staff to see if they are also on board with the suggested language (red text below). Bill

"On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, as part of standard processing.

Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, the beneficiary should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."

Form I-730 Refugee Petitions are transferred to USCIS International Adjudications Support Branch for further processing. That USCIS Office will provide you with further instructions upon receipt of your case.

If you move, go to <a href="https://egov.uscis.gov/coa/displayCOAForm.do" target="\_blank">www.uscis.gov/addresschange</a> to give us your new mailing address. "

Wm. Tomlyanovich

Service Center Operations (ANTZ Branch)

202-272-1384 (Wed-Fri)

[REDACTED] (telework Mon-Tue)

(b)(6)

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**From:** Mancuso, Deborah T

**Sent:** Thursday, November 30, 2017 4:03 PM

**To:** Paulette, Robert N

**Cc:** Swanson, Trina M; Ginzburg, Roman; Tomlyanovich, William J (Bill); Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Holick, Heather D

**Subject:** RE: Updating CLAIMS with new FCO - how long will it take?

SCOPS colleagues,

Rather than trying to tweak the existing language to make it fit these changing circumstances, is it feasible to change the notice language wholesale to the following? We believe this language would work for transfer notices for both I-730 asylee and refugee cases:

"On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, as part of standard processing.



Form I-730 Asylee Petitions are transferred to USCIS International Office or DOS Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview. If the beneficiary relocates to a different country, the beneficiary should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT."

Form I-730 Refugee Petitions are transferred to USCIS International Adjudications Support Branch for further processing. That USCIS Office will provide you with further instructions upon receipt of your case.

If you move, go to <a href="https://egov.uscis.gov/coa/displayCOAForm.do" target="\_blank">[www.uscis.gov/addresschange](https://egov.uscis.gov/coa/displayCOAForm.do)</a> to give us your new mailing address. "

Thank you,  
Deborah

-----Original Message-----

From: Paulette, Robert N

Sent: Friday, November 24, 2017 5:11 AM

To: Mancuso, Deborah T

Cc: Swanson, Trina M; Ginzburg, Roman; Tomlyanovich, William J (Bill); Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Holick, Heather D

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Deborah,

Good morning! Transfer notices by nature are generic, so there is no specific coding with regard to filing type. All types, A through D receive the same transfer notice.

Please let me know if you have any questions.

Thank you,  
Rob

Robert Paulette

CLAIMS 3 Project Manager, Service Center Operations

Cell: [REDACTED] (b)(6)

-----Original Message-----

From: Mancuso, Deborah T

Sent: Wednesday, November 22, 2017 4:42 PM

To: Tomlyanovich, William J (Bill); Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Paulette, Robert N; Holick, Heather D

Cc: Swanson, Trina M; Ginzburg, Roman

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Is a notice generated from a BN HAC always the same, regardless of case type? In other words, a notice generated from a Type A (petitioner is refugee) or Type B (LPR petitioner is refugee) case includes the same language as a notice generated from a Type C (petitioner is asylee) or Type D (LPR petitioner is asylee) case?

-----Original Message-----

From: Tomlyanovich, William J (Bill)

Sent: Wednesday, November 22, 2017 1:29 PM

To: Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Dougherty, Linda M; Paulette, Robert N; Holick, Heather D  
Cc: Swanson, Trina M; Ginzburg, Roman  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

BN code is also used for FTJ-A cases, which won't go to IASB.

---

From: Peralta Mihalko, Maria P (Pilar)  
Sent: Wednesday, November 22, 2017 4:26:59 PM  
To: Mancuso, Deborah T; Tomlyanovich, William J (Bill); Dougherty, Linda M; Paulette, Robert N; Holick, Heather D  
Cc: Swanson, Trina M; Ginzburg, Roman  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Adding Roman and Trina for awareness.

From: Mancuso, Deborah T  
Sent: Wednesday, November 22, 2017 1:25 PM  
To: Tomlyanovich, William J (Bill); Dougherty, Linda M; Paulette, Robert N; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Thank you, Bill. I appreciate the suggestions. Because the cases will all come through IASB domestically, we can remove the references to DOS, as well. Suggesting the following for refugee cases only:

On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, to the USCIS International Operations Division, International Adjudications Support Branch USCIS International Office or Department of State (DOS) Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview, which is part of standard processing for Form #FN, #FT. If you move, go to <a href="https://egov.uscis.gov/coa/displayCOAForm.do" target="\_blank">www.uscis.gov/addresschange</a><http://www.uscis.gov/addresschange%3c/a>> to give us your new mailing address. If the beneficiary relocates to a different country, the beneficiary you should contact the USCIS International Operations Division, International Adjudications Support BranchOffice or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT.

Clean version:

On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, to the USCIS International Operations Division, International Adjudications Support Branch. That office will provide you with instructions. If you move, go to <a href="https://egov.uscis.gov/coa/displayCOAForm.do" target="\_blank">www.uscis.gov/addresschange</a><http://www.uscis.gov/addresschange%3c/a>> to give us your new mailing address. If the beneficiary relocates to a different country, you should contact the USCIS International Operations Division, International Adjudications Support Branch.

Thank you,  
Deborah

From: Tomlyanovich, William J (Bill)  
Sent: Wednesday, November 22, 2017 12:12 PM  
To: Mancuso, Deborah T; Dougherty, Linda M; Paulette, Robert N; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Could we tweak the BN message to make it more generalized? Here's a suggestion. Bill

We have completed a preliminary review of the above petition. As part of standard processing, we are transferring the petition to the USCIS Refugee, Asylum and International Operations (RAIO) Directorate to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country in which your beneficiary lives. Once that office receives the petition, either a the USCIS international field office or the National Visa Center (NVC) will give you instructions for the beneficiary's interview.~~Please allow eight weeks for the petition to reach the USCIS international field office or DOS consulate office. If you have any questions about the petition, contact:%6%13 ~If your beneficiary's contact information changes, give the new contact information to the office listed above. If the beneficiary moves to a different country, contact the USCIS international office or the DOS consulate office in the new country to transfer the petition. If you move, go to %N%[www.uscis.gov/addresschange](http://www.uscis.gov/addresschange)%N to update your mailing address.%N~~Additional contact information for the international field office can be found at %N%<https://www.uscis.gov/about-us/find-uscis-office/international-immigration-offices>%N.

From: Mancuso, Deborah T  
Sent: Wednesday, November 22, 2017 11:55 AM  
To: Dougherty, Linda M; Paulette, Robert N; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Cc: Tomlyanovich, William J (Bill)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Ah. Got it. Thanks, Linda.

From: Dougherty, Linda M  
Sent: Wednesday, November 22, 2017 8:40 AM  
To: Mancuso, Deborah T; Paulette, Robert N; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Cc: Tomlyanovich, William J (Bill)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

You are correct. That wasn't the point I was addressing. At the end of your response you indicated, "Until the I-730 instructions can be changed to instruct petitioners to file directly with RAIO, we're trying to maneuver in the existing process." I responded, "The filing address only appears on a web page which can be updated in a day." Linda

From: Mancuso, Deborah T  
Sent: Wednesday, November 22, 2017 11:02 AM  
To: Dougherty, Linda M; Paulette, Robert N; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Cc: Tomlyanovich, William J (Bill)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Linda,

I had understood that the transfer notice generated with the BN HAC is the attached. It appears to list the USCIS office address overseas. Did I misunderstand?

Thank you,  
Deborah

From: Dougherty, Linda M  
Sent: Tuesday, November 21, 2017 2:33 PM  
To: Mancuso, Deborah T; Paulette, Robert N; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Cc: Tomlyanovich, William J (Bill)

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

The filing address only appears on a web page which can be updated in a day.

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From: Mancuso, Deborah T

Sent: Tuesday, November 21, 2017 2:15:12 PM

To: Paulette, Robert N; Dougherty, Linda M; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)

Cc: Tomlyanovich, William J (Bill)

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Rob,

Understood – the options aren't optimal. What is SCOPS' preference? Is it better to go with one of these options or to wait 2 more weeks to transfer cases until the notice can be updated in C3 LAN?

I agree that it's odd to receipt something in a system that then isn't used to adjudicate. Until the I-730 instructions can be changed to instruct petitioners to file directly with RAIO, we're trying to maneuver in the existing process.

Thank you,  
Deborah

From: Paulette, Robert N

Sent: Tuesday, November 21, 2017 2:09 PM

To: Mancuso, Deborah T; Dougherty, Linda M; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)

Cc: Tomlyanovich, William J (Bill)

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Deborah,

There are two options I can think of, neither are optimal.

1. We can have the notices pulled from the central printing queue, each time a case is updated with the BN HAC, which is manpower intensive and runs the risk that a notice could get out if someone forgets to request the notice be pulled.
2. We can have the BN HAC turned off, so that it does not generate a notice. This is my least favorite as it requires the C3 Development team to perform two actions within the code; one to turn it off, and one to turn it back on once the notices have been updated to what you need. Question – Is there any other form type or circumstance when SCOPS or FOD would use this HAC to send cases to RAIO? If so, this will negatively impact those cases as well.

Question – Just out of curiosity, why receipt these cases in C3 LAN, if RAIO is not going to adjudicate them in C3 LAN? It just seems like we are modifying notices, changing code, etc., to end up with a case that is never completed in the system it was captured in. Could these be receipted in CAMINO?

Thank you,  
Rob

Robert Paulette

CLAIMS 3 Project Manager, Service Center Operations

Cell [REDACTED] (b)(6)

From: Mancuso, Deborah T

Sent: Tuesday, November 21, 2017 5:02 PM

To: Paulette, Robert N; Dougherty, Linda M; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Cc: Tomlyanovich, William J (Bill)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Robert,

Of course, apologies, I see the notice you sent doesn't reference ZLA. Thank you for sending it to us. It still provides incorrect information, however, which we'd like to avoid.

Yes, we would like to start transferring cases as soon as possible, even before the IOA code can be added, IF the notice doesn't provide incorrect information. If the notice can be suppressed, I think we can get around the issue and start accepting cases immediately.

Thoughts?

Thank you,  
Deborah

From: Paulette, Robert N  
Sent: Tuesday, November 21, 2017 1:56 PM  
To: Mancuso, Deborah T; Dougherty, Linda M; Holick, Heather D; Peralta Mihalko, Maria P (Pilar)  
Cc: Tomlyanovich, William J (Bill)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Deborah,

I do not believe the notice or the CSOL update references the LA office. Are you planning to start transferring these cases before we can have the IOA code added in C3 LAN? Once that code is added, the notice will contain your address.

Thank you,  
Rob

Robert Paulette  
CLAIMS 3 Project Manager, Service Center Operations  
Cell [REDACTED] (b)(6)

From: Mancuso, Deborah T  
Sent: Tuesday, November 21, 2017 4:53 PM  
To: Dougherty, Linda M; Holick, Heather D; Peralta Mihalko, Maria P (Pilar); Paulette, Robert N  
Cc: Tomlyanovich, William J (Bill)  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Linda and team,

Is there any way to suppress the notice in CLAIMS until the notice can be modified? That would permit us to start accepting cases from SCOPS immediately without causing confusion for petitioners and burdening our ZLA colleagues with customer inquiries about cases they don't have.

Thank you,  
Deborah

Deborah T. Mancuso

Supervisory Adjudications Officer

International Adjudications Support Branch (IASB) USCIS | RAIO | International Operations Division Anaheim, CA  
(714) 780-4457

From: Dougherty, Linda M

Sent: Tuesday, November 21, 2017 1:03 PM

To: Holick, Heather D; Peralta Mihalko, Maria P (Pilar); Paulette, Robert N; Mancuso, Deborah T

Cc: Tomlyanovich, William J (Bill)

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Heather, we will still need language like this for the Follow-to-Join Asylees, in addition to the new language Pilar wants for the Follow-to-Join Refugees now that their petitions will all be sent to IASB. Linda

From: Holick, Heather D

Sent: Tuesday, November 21, 2017 4:01 PM

To: Peralta Mihalko, Maria P (Pilar); Paulette, Robert N; Mancuso, Deborah T

Cc: Dougherty, Linda M

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Yes, BN causes the system to generate the following Notice of Action:

We have completed a preliminary review of the above petition. As part of standard processing, we are transferring the petition to a U.S. Citizenship and Immigration Services (USCIS) international field office or to the Department of State (DOS) consulate office in the country in which your beneficiary lives. Once that office receives the petition, either the USCIS international field office or the National Visa Center (NVC) will give you instructions for the beneficiary's interview.~~Please allow eight weeks for the petition to reach the USCIS international field office or DOS consulate office. If you have any questions about the petition, contact:~If your beneficiary's contact information changes, give the new contact information to the office listed above. If the beneficiary moves to a different country, contact the USCIS international office or the DOS consulate office in the new country to transfer the petition. If you move, go to %N%[www.uscis.gov/addresschange](http://www.uscis.gov/addresschange)%N to update your mailing address.%N~~Additional contact information for the international field office can be found at %N%<https://www.uscis.gov/about-us/find-uscis-office/international-immigration-offices>%N.

Thank you,

Heather Holick

CLAIMS 3 Product Owner, Service Center Operations Acting Chief, Benefits Delivery Systems Branch (BDS)

Cell: [REDACTED] (b)(6)

From: Peralta Mihalko, Maria P (Pilar)

Sent: Tuesday, November 21, 2017 3:55 PM

To: Paulette, Robert N; Mancuso, Deborah T

Cc: Holick, Heather D; Dougherty, Linda M

Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Rob and Heather, hi,

Wondering here whether either of you has information re "I am still verifying if the BN HAC actually triggers a C3 LAN system generated notice."

Any chance we could hear on this today?

Pilar

From: Paulette, Robert N  
Sent: Tuesday, November 21, 2017 9:10 AM  
To: Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
Cc: Holick, Heather D; Dougherty, Linda M  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Pilar/Deborah,

Here is the narrative voiced to Case Status Online when the History Action Code "BN – Transferred to RAIO" is used:

On #DT1, we transferred your Form #FN, #FT, Receipt Number #RN, to an USCIS International Office or Department of State (DOS) Consulate Office in the country of your beneficiary's physical residence. That USCIS office or the National Visa Center will provide you with instructions regarding the beneficiary's interview, which is part of standard processing for Form #FN, #FT. If you move, go to <a href="https://egov.uscis.gov/coa/displayCOAForm.do" target="\_blank">www.uscis.gov/addresschange</a><a href="http://www.uscis.gov/addresschange%3c/a>> to give us your new mailing address. If the beneficiary relocates to a different country, the beneficiary should contact the USCIS International Office or the DOS Consulate Office in the new country to request to transfer Form #FN, #FT.

This language can be modified to better fit your operational needs. Although Case Status Online (CSOL) is an IRIS application, we can help get this passed to them. Please let us know what the new language should contain. I do not know how long it would take to update this in their system, but I do not believe this would be a hard or long process.

As we discussed, use of the BN HAC takes the case out of a "pending" status for SCOPS, so there should be no issues after the case is transferred out. Under these circumstances, I do not believe you need access to C3 LAN, especially since you will not be conducting any further processing of the case in that system.

To add the new office code (ISB) option in C3LAN (CLAIMS), this is a simple table update. Under normal conditions, this takes approximately 2 weeks. Given the holiday week, I believe this could be accomplished by Sunday, December 3rd.

I am still verifying if the BN HAC actually triggers a C3 LAN system generated notice. If it does not, as you articulated, this is an even better situation. If it does, I will provide a copy for your review.

Thank you again for your time. Please let me know if you have any questions.

Have a nice Thanksgiving,  
Rob

Robert Paulette  
CLAIMS 3 Project Manager, Service Center Operations  
Cell: [REDACTED] (b)(6)

From: Peralta Mihalko, Maria P (Pilar)  
Sent: Tuesday, November 21, 2017 11:15 AM  
To: Paulette, Robert N  
Cc: Holick, Heather D  
Subject: RE: Updating CLAIMS with new FCO - how long will it take?

Yes, Rob. I do have the time.

Do you want to video skype or call – 714 780-4458?

Pilar

From: Paulette, Robert N  
Sent: Tuesday, November 21, 2017 8:11 AM  
To: Peralta Mihalko, Maria P (Pilar)  
Cc: Holick, Heather D  
Subject: FW: Updating CLAIMS with new FCO - how long will it take?  
Importance: High

Pilar,  
Good morning. I am the C3 LAN (CLAIMS) Technical Lead at SCOPS. Do you have a few minutes to discuss your request?

Thank you,  
Rob

Robert Paulette  
CLAIMS 3 Project Manager, Service Center Operations  
Cell [REDACTED] (b)(6)

From: Peralta Mihalko, Maria P (Pilar)  
Sent: Thursday, November 09, 2017 12:07 PM  
To: Zwiener, Sandra J; Holick, Heather D  
Cc: Dougherty, Linda M; Mancuso, Deborah T; Teferra, Leikun; McAllum, Jessica L  
Subject: Updating CLAIMS with new FCO - how long will it take?  
Importance: High

Sandra and Heather, good day,

Q: How long would it take to update CLAIMS to add a new FCO and to reflect the name of that FCO (International Operations Division – IASB)?

Background: jurisdiction of SCOPS' I-730 refugee follow-to-join workload has been transferred to RAIO, esp. to International Operations Division (IO). The cases will be worked by IO's branch office, the International Adjudications Support Branch (IASB), which is co-located with the LA Asylum Office (FCO = ZLA). The IASB has not had a separate FCO to work the cases we've worked since 2009 because all transferred work has not been RAIO work products and not worked in CLAIMS and it has not been an issue to use ZLA's FCO. However, with the transfer of the I-730R caseload it's clear that we need a separate FCO for a many reasons one of which is that we want the I-797C, Notice of Action, to accurately reflect that cases were transferred to the International Operations Division – IASB not to the LA Asylum Office. This will also be beneficial because ZLA will not be inundated with questions from petitioners and other parties regarding this caseload. transfer notices to petitioners to accurately reflect that the and we are moving that request forward today.

Joanna Ruppel spoke to Records' Director and the FCO approval is expected to be handled expeditiously; we are formally submitting the request today and hope for approval early next week. It is urgent that we get cases moving from SCOPS to the IASB correctly if possible and so the CLAIMS update is needed as soon as possible as well. Fingers crossed you will give us good news that this can happen quickly.

I'm available today until 3 PM Pacific Time. Feel free to call/Skype/ email. Best,

Pilar Peralta Mihalko



Branch Chief, International Adjudications Support Branch (IASB) USCIS | RAI0 | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED]

(b)(6)

## Shirk, Georgette L

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**From:** Schwartz, Claudia R  
**Sent:** Wednesday, November 01, 2017 3:57 PM  
**To:** Ginzburg, Roman  
**Cc:** Whitney, Ronald W; Smith, Alice J  
**Subject:** RE: Leadership Guidance #136-17

(b)(5)

Hi Roman –

Let us know if you want to discuss further.

Thanks!

Claudia

Claudia Schwartz, Associate Counsel  
Office of the Chief Counsel, Refugee and Asylum Law Division  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office: (202) 272-1437  
Mobile: [REDACTED] (b)(6)  
E-mail: Claudia.R.Schwartz@uscis.dhs.gov

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**From:** INTERNAL COMMUNICATIONS, USCIS  
**Sent:** Tuesday, October 24, 2017 9:00 PM  
**Subject:** Leadership Guidance #136-17



**U.S. Citizenship  
and Immigration  
Services**

# Leadership Guidance

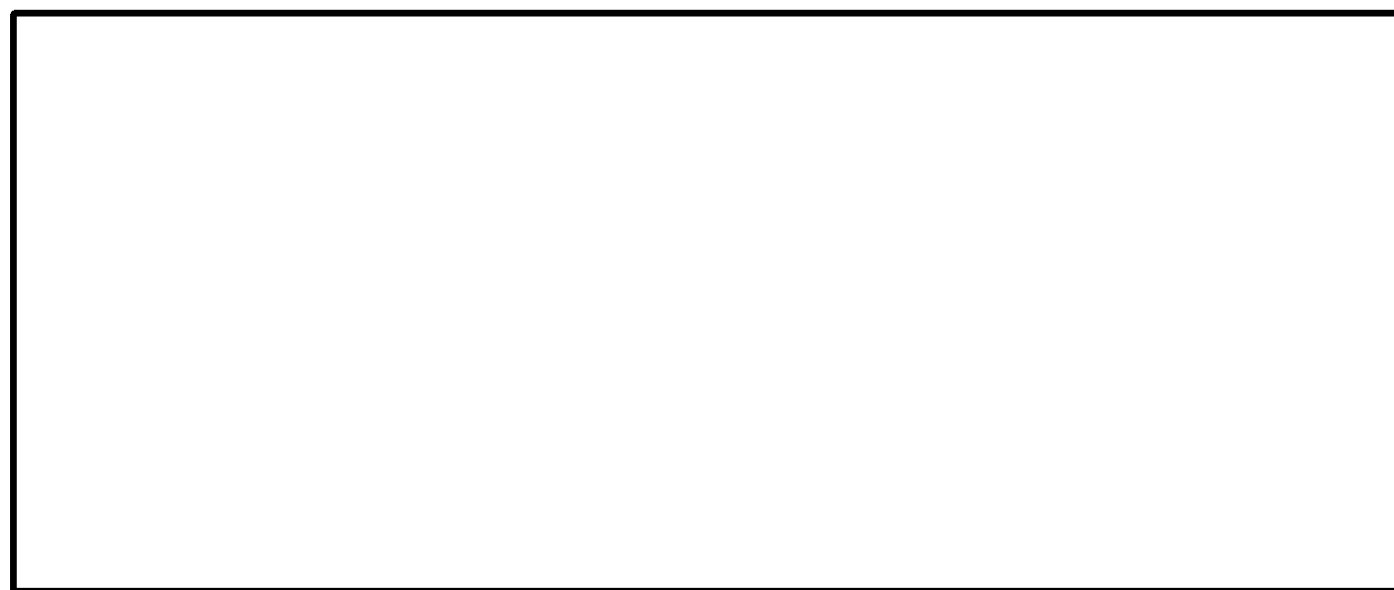
October 24, 2017

#136-17

## New Security Measures Regarding Refugee Applicants

On March 6, 2017, President Trump signed Executive Order (EO) 13780, *Protecting the Nation From Foreign Terrorist Entry Into the United States*. EO 13780 required a review of the U.S. Refugee Admissions Program (USRAP) application and adjudication process to determine what additional procedures should be used to ensure that all individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States. Based on this interagency review, USCIS Director Cissna has issued a memorandum to implement new security measures and procedures. Those new security measures include:

(b)(7)(e)



To facilitate implementation of vetting measures that more closely align the vetting of refugee family members coming to the United States based on approved Forms I-730 Refugee/Asylee Relative Petitions (following-to-join refugees) with the vetting of principal refugees, RAIO and the Service Center Operations Directorate (SCOPS) will expeditiously transfer from SCOPS to RAIO jurisdiction for processing I-730 petitions filed by principal refugees.

Field Operations Directorate (FOD) will continue to phase in interviews of domestic I-730 beneficiaries in support of EO 13780. Additional measures, as outlined in the addendum to the October 23, 2017 memorandum to the President on Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities, must be implemented before travel documents are issued to following-to-join refugees residing abroad.

## Related Information

You can learn more by reading additional materials posted by the Department of Homeland Security.

*The USCIS Leadership Guidance is a product of the USCIS Office of Communications.*

[Archive](#) | [Leadership in Focus](#) | [Contact Us](#)

## Shirk, Georgette L

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**From:** Ginzburg, Roman  
**Sent:** Friday, December 22, 2017 7:04 AM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Cc:** Swanson, Trina M; Leigh, Jessica K  
**Subject:** RFE for I-590

Hi Deborah and Pilar,

Sorry, I just thought that we may want to specify in the RFE template which I-590 fields do not need to be completed by an I-730 beneficiary. Basically, WFF, PP, and firm resettlement questions. Just flagging this issue for now.

Best,  
-Roman

## Shirk, Georgette L

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**From:** Nicholson, Maura J  
**Sent:** Tuesday, March 20, 2018 5:15 PM  
**To:** RAIO - International Ops - ALL  
**Subject:** SAO Request Guide for Refugee Follow-to-Join Cases  
**Attachments:** Guide\_SAO Request Document\_V1.0.pdf

**Importance:** High

IO Colleagues:

I am pleased to share a written guide to accompany the new CAMINO SAO template feature described below. This guide will assist you in generating and completing the template that you will use to submit SAO requests to consular staff for I-730 Following-to-Join *Refugee* cases, as required by the memo issued on February 1, "[Implementation of Enhanced Vetting Guidance for I-730 Refugee Cases Abroad](#)." As noted in that guidance, SAO Merlin checks are required for *all* following-to-join refugee beneficiaries ages 14 through 79 regardless of gender or nationality when processed in locations *without* Resettlement Support Center (RSC) assistance. The SAO is the mechanism through which a full IAC check for these cases can be conducted. After completing a refugee follow-to-join beneficiary's interview, international field office staff must submit an SAO request electronically to the immigrant visa (IV) section using the SAO Request Document. This new feature does NOT apply to Following-to-Join *Asylee* cases.

The CAMINO SAO template feature is available in the upper right-hand corner of the CAMINO case screen, under Case Actions.

<p>CASE CLOCK IS RUNNING (0)</p> <p>ADD NEW HOLD PERIOD</p> <p>Enter all dates as mm/dd/yyyy</p>	<p>Case and Travel Document Issues date is provided.</p> <p>Case Actions ...</p> <ul style="list-style-type: none"><li>Change Applicant / Beneficiary</li><li>View Case Change Log</li><li>View Case Summary</li><li>Generate SAO request document</li><li>Delete Case</li><li>Jump To This Case's ...</li><li>Petitioner</li></ul>
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We are issuing this guide in draft form so that you can begin testing it. It will be incorporated into the I-730 SOPs in the future. Please contact Roman Ginzburg if you have any questions or feedback regarding this guide.

A special thanks to Ashley Rush for her tremendous effort in crafting this guide!

Thank you,

Maura

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**From:** Nicholson, Maura J  
**Sent:** Monday, March 19, 2018 5:32 AM  
**To:** RAIO - International Ops - ALL  
**Subject:** FW: CAMINO Release 10.8 Deployment. Friday, March 16, 2018

All,

I wanted to call your attention to a couple of features that were deployed on Friday in CAMINO:

IO-516 - Auto-populate the SAO request document. On I-730 cases (adjudication and travel eligibility) there is now the ability to generate an SAO request document from the data that is contained in CAMINO. This functionality will save significant time and minimize data integrity issues caused by need to manually complete an SAO request document for follow-to-join cases. Given that CAMINO data will now prepopulate the SAO request document, users will need to do far less data entry to complete the document before submitting it to CONS to launch an SAO request.

CT180308-1 - Update update\_person\_background\_check\_table trigger. When an automated TECS check result is returned, the expiration date is now being automatically added. You will no longer need to manually add this expiration date for automated TECS check results.

As always, our thanks to the CAMINO team for making our work a bit easier and more efficient!

Maura

**From:** Wood, James M

**Sent:** Friday, March 16, 2018 4:49 PM

**To:** RAIO - International Ops - ALL; Stone, Mary M; Strong, Stacy K; Dhabalia, Dimple D; Gulati, Sonia; Lenkowsky, Matthew; Kang, Jennifer Y

**Cc:** Dosberg, Matthew W; Geary, Michael E; Gill, Lori R; Everett, Albert C (AI); Smith, Brandon L (CTR); Wick, Nathan L (CTR); Vigliotti, Christopher A (CTR); Gardner, Todd E

**Subject:** CAMINO Release 10.8 Deployment. Friday, March 16, 2018

Good afternoon

Today, March 16, 2018, 5 user stories were deployed to CAMINO in Release 10.8. CAMINO is now available for your use. Below is a summary description of the changes that were deployed.

IO-503 - Change record in CAMINO when position is reassigned. The case search page, now has the ability to search by staff member (when an office is selected) and reassign cases to a different staff member.

IO-514 - Display Primary Name in Family Module. In the family members module of the person profile page, only the primary name is being displayed and not any aliases.

IO-516 - Auto-populate the SAO request document. On I-730 cases (adjudication and travel eligibility) there is now the ability to generate an SAO request document from the data that is contained in CAMINO.

CT180223-2 - REST API - add authorization. The REST API that is used by other applications to garner data from CAMINO has been updated so that any requests require a username and password.

CT180308-1 - Update update\_person\_background\_check\_table trigger. When an automated TECS check result is returned, the expiration date is now being automatically added.

A big thank you for all of the testers who participated in this round of user stories. Please let me know if you have any concerns or questions. Have a great weekend.

Thanks

James

**James Wood**

RAIO - PMP - POP

U.S. Citizenship and Immigration Services

Office: **202-272-8723** | Mobile:

(b)(6)

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 09, 2018 5:06 PM  
**To:** Dougherty, Linda M; Tomlyanovich, William J (Bill); Pollnow, Steven J; Hysmith, Tenner L; Kohlhapp, Paula K  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Subject:** Sending I-730 Refugee cases to the IASB  
**Attachments:** SCOPS IASB Admin Procedures I-730 FTJ-R.DOCX

SCOPS Colleagues, thank you for the call this morning. It's so great that we can finally go forward with sending cases to the IASB – relief.

Immediately below is the slightly tweaked case prioritization list. We plead that cases in the different categories be shipped separately if possible or distinctly marked by category (approvable after RFE/NOID, no action, consular return, etc.) if the shipment will be mixed; that will help us immensely.

I also attach a copy of the administrative procedures to send us cases. Let us (me, Deborah and Leikun) if you've any concerns about the procedures.

Transfer Prioritization Based on Case Status
1. Cases with RFE/NOID responses received and case is approvable
2. Cases that are Untouched (No adjudicative action taken by SCOPS)
3. Cases with Consular Return Memos and SCOPS reaffirmed their decision
4. Cases on TRIG Hold
5. Cases on CARRP Hold
6. Cases pending FDNS or Background Check Unit (BCU) action

Have a good evening,

Pilar

**Pilar Peralta Mihalko**

Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAO | International Operations Division

Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)



## **SCOPS/International Adjudications Support Branch (IASB) Administrative Processing Procedures for I-730 Following-to-Join Refugee Cases**

**After entering the cases in CLAIMS 3 Service Center staff will send receipt files and any associated files to IASB by taking the following action:**

- Prepare a manifest listing all files (receipt files, T-files, A-files, etc.) to be sent to IASB
- NFTS all files in the shipment to IASB. IASB's FCO is **IOA**.
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907  
714-780-4457

- Notify IASB via email when the files are shipped:
  - Attach a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)

**IASB will receive files by taking the following action:**

- Reply to the sender that the shipment was received
- Update NFTS by batch transferring in all files
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

## Shirk, Georgette L

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**From:** Burdine, Tonya L  
**Sent:** Thursday, January 11, 2018 4:36 PM  
**To:** Mancuso, Deborah T  
**Cc:** Peralta Mihalko, Maria P (Pilar)  
**Subject:** short form RFE - revised  
**Attachments:** I-730 DP Notice of Receipt & RFE for I-590 Only.pdf

As per discussion. If this looks good I will replace the one that's already in CAMINO.

Street Address:



U.S. Citizenship  
and Immigration  
Services

## NOTICE OF RECEIPT and REQUEST FOR EVIDENCE

Form: I-730, Refugee/Asylee Relative Petition

Petitioner:

Beneficiary:

Beneficiary A-Number:

Receipt Number:

We have received the Form I-730, *Refugee/Asylee Relative Petition*, that you filed for the beneficiary listed above. We need additional information from you in order to continue processing your petition.

### What We Need

### When We Need It

You must submit the requested evidence by <<due date>> to the address listed in the upper left corner of this notice. You must submit all of the evidence together in one envelope. Include a copy of this letter with your response. If you submit only some of the requested information, we will make a decision based on what you submit.

Once we receive the requested information, we will resume processing for your petition. If you do not respond to this request, we may deny your petition for abandonment under section 103.2(b)(13)(i) of Title 8 of the Code of Federal Regulations (8 CFR).

After we have completed a review of your request, a USCIS officer may interview the beneficiary in person to determine his or her eligibility to immigrate to the United States. During the interview, the beneficiary will be asked to provide evidence of his or her identity and relationship to you. You may also be required to appear for an interview in the United States.

After we have completed our review of your request, a U.S. government officer may interview the beneficiary in person to determine his or her eligibility to immigrate to the United States.

Thank you for your immediate attention to this matter.

Sincerely,

Enclosure: Form I-590, *Registration for Classification as Refugee*

## Shirk, Georgette L

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**From:** Nicholson, Maura J  
**Sent:** Friday, April 27, 2018 4:55 PM  
**To:** RAIO - International Ops - ALL  
**Subject:** Summary of enhancements to the USRAP after EO 120- and 90-day reviews

IO colleagues,

Today, Jennifer Higgins issued a new memo entitled, *New Procedures and Revised Guidelines for Refugee Adjudications Implemented as a Result of the 120-Day Review and 90-Day Review pursuant to Executive Orders 13780 and 13815*. It provides a comprehensive summary of the status of the security and procedural enhancements resulting from the 120- and 90-day reviews. The enhancements outlined in the memo are the result of detailed interagency reviews and are designed to further strengthen the integrity of the U.S. Refugee Admissions Program.

If you have any questions regarding this information, please contact the RAD Policy Branch at [Refugeeaffairs-PAS@uscis.dhs.gov](mailto:Refugeeaffairs-PAS@uscis.dhs.gov).

Thanks,

Maura

\*\*\*\*\*

**Maura J. Nicholson**  
Acting Chief, International Operations Division  
USCIS/Refugee, Asylum & International Operations  
202-272-1892  
[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)

**Response: DOS Case Received**

We have received the Forms I-730, I-590, G-325C and identity documents listed below for this V93 case. We will begin processing this case immediately. When we complete the USCIS Enhanced FDNS Review (EFR) process, we will notify you by email.

It may take several weeks to complete this process. Should you have questions or concerns, please feel free to contact us and include the V93 case number.

**Response: Multiple Cases Received from the Same Post:**

We have received the Forms I-730, I-590, G-325C and identity documents for the following V93 cases:

**Case #**

**Case #**

**Etc.**

We will begin processing these cases immediately. When we complete the USCIS Enhanced FDNS Review (EFR) process, we will notify you by email.

It may take several weeks to complete this process. Should you have questions or concerns, please feel free to contact us and include the V93 case numbers.

**Response: Non-EFR Case Received from DOS, USCIS will not take further action**

As outlined in 18 STATE 9136, USCIS Enhanced FDNS Review (EFR) is required for certain V93 cases in which the beneficiary was born in or is a national of certain SAO nations and stateless Palestinians (as described currently in 9 FAM 701.6 and soon to be migrated to 9FAM 304.2-6 (C)). Because the beneficiary was not born in or is not a national of one of these countries, IASB will not take further action on this case. Please let us know if you have any questions or concerns regarding this determination.

**Response: EFR Not Necessary, Child is too young**

USCIS Enhanced FDNS Review (EFR) is required for certain V92 cases in which the beneficiary is 12 years old or older. Because this beneficiary is younger than 12 years old, EFR is not necessary for this case. USCIS will not take further action on this case at this time.

**EFR "No Hit" Results Received; Inform Post to Move Forward**

USCIS has completed its Enhanced FDNS/Review (EFR) for the V93 case you forwarded to us: [insert case number]. USCIS has no additional information resulting from its EFR review and is providing this email as the equivalent to a "no objection" response. USCIS recommends that, per 18 State 9136, you upload this email into the IVO record and process the case to conclusion.

## Shirk, Georgette L

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**From:** Burdine, Tonya L  
**Sent:** Wednesday, January 10, 2018 10:27 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: I-730 RFE for I-590 only  
**Attachments:** I-730 DP RFE for I-590 only.pdf

Here's a staging case if you want to see it live. [https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process\\_id=6ADC61AE-CF52-4494-875E-4C5A47E3C9DC](https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process_id=6ADC61AE-CF52-4494-875E-4C5A47E3C9DC)

---

**From:** Burdine, Tonya L  
**Sent:** Wednesday, January 10, 2018 8:17 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** I-730 RFE for I-590 only

See attached. I will test in staging; please advise of any text changes, and whether you think the blue instructions are clear.

I didn't edit the following paragraph, but I feel like it should be edited to delete the yellow, since we are only asking for one item:

"You must submit the requested evidence by <<due date>> to the address listed in the upper left corner of this notice. You must submit all of the evidence together in one envelope. Include a copy of this letter with your response. If you submit only some of the requested information, we will make a decision based on what you submit."

Street Address:



U.S. Citizenship  
and Immigration  
Services

## NOTICE OF RECEIPT and REQUEST FOR EVIDENCE

Form: I-730, Refugee/Asylee Relative Petition

Petitioner:

Beneficiary:

Beneficiary A-Number:

Receipt Number:

We have received the Form I-730, *Refugee/Asylee Relative Petition*, that you filed for the beneficiary listed above. We need additional information from you in order to continue processing your petition.

### What We Need

Please provide a completed Form I-590, *Registration for Classification as Refugee*, for the beneficiary, except a) the beneficiary does not need to sign Form I-590 at this time ; and b) do not complete Section 8.

### When We Need It

You must submit the requested evidence by <<due date>> to the address listed in the upper left corner of this notice. You must submit all of the evidence together in one envelope. Include a copy of this letter with your response. If you submit only some of the requested information, we will make a decision based on what you submit.

Once we receive the requested information, we will resume processing for your petition. If you do not respond to this request, we may deny your petition for abandonment under section 103.2(b)(13)(i) of Title 8 of the Code of Federal Regulations (8 CFR).

Thank you for your immediate attention to this matter.

Sincerely,



Enclosure: Form I-590, *Registration for Classification as Refugee*

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Tuesday, December 19, 2017 1:45 PM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Leigh, Jessica K; Hartman, Tamar P; Swanson, Trina M; Jacobs, Alexander L  
**Cc:** Nicholson, Maura J  
**Subject:** FW: I-730 transfer of cases to IO/IASB

FYI

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

**From:** Ruppel, Joanna  
**Sent:** Tuesday, December 19, 2017 2:45 PM  
**To:** Neufeld, Donald W  
**Cc:** Hutchings, Pamela G; Colucci, Nicholas V; Nicholson, Maura J  
**Subject:** I-730 transfer of cases to IO/IASB

Don,

IO/IASB is ready to start accepting the transfer of I-730 Refugee Petitions from SCOPS. We are just awaiting confirmation that CLAIMS has been updated to reflect the new transfer notice language and address. Once the CLAIMS team completes necessary updates, IO would like to move forward with the shipment of cases order of priority listed below. Our teams are working out logistics of mailing and timing of the various priorities to most effectively handle this transfer.

Deniable cases are excluded, because we understand SCOPS will deny those cases and not forward them to IASB. The exception will be TRIG cases. If a case has been on TRIG hold and can now be denied, the case will be forwarded to IASB. Consular Returns on cases SCOPS has adjudicated will be worked by SCOPS. Only if the decision was reaffirmed will the case be sent to IASB. Please let me know if you have any questions or concerns with the prioritization of cases. The systems changes have taken longer than anticipated, but I understand that the changes may be in place by end of December or early January.

Transfer Prioritization Based on Case Status
1. Cases that are Untouched (No adjudicative action taken by SCOPS) & Cases with RFE/NOID responses received and case is approvable
2. Cases with Consular Return Memos and SCOPS reaffirmed their decision

3. Cases on TRIG Hold
4. Cases on CARRP Hold
5. Cases pending FDNS or Background Check Unit (BCU) action

Happy Holidays.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, January 19, 2018 12:34 PM  
**To:** Dougherty, Linda M; Tomlyanovich, William J (Bill); Hysmith, Tenner L  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: I-730R - 1st shipment to IASB  
**Attachments:** SCOPS IASB Admin Procedures I-730 FTJ-R.DOCX; I-730 Shipment  
  
**Importance:** High

Good morning, All.

Good news is that we got a shipment today from the TSC. We received 12 boxes.

Bad news is that all boxes indicate that we should have received 13 boxes; however, we are missing box 1 of 13. See attached email showing we checked the UPS site; UPS says the shipment was 12 boxes only. Tenner can the TSC please check on this?

I'd sent the attached admin procedures for the desired process for shipments. Is SCOPS able to follow them? Except that Bill stated in the below email that TSC was planning to ship 350 cases today we were taken by surprise to get a shipment today. From past experience handling receipts of thousands of I-601 cases from MEX and multiple offices we found these procedures to work. We can be alert to the shipment and know to follow-up if what we receive is discrepant with what was shipped.

Tenner, do you have a POC whom we should contact/include in emails when dealing with shipments?

Happy Friday!

### Pilar

Pilar Peralta Mihalko,  
Branch Chief, International Adjudications Support Branch (IASB)  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, January 19, 2018 10:10 AM  
**To:** Miranda, Anthony E; Fuertez, Dominador C; DePaepe, Craig J  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: I-730R - 1st shipment to IASB  
**Importance:** High

Fellows,

So sorry that we got a TSC shipment without any notice. See below that I was informed that the TSC planned to send 350 untouched cases today. It seems they got ahead of schedule and shipped earlier. Let's see what we can do.

I'm recording in this email that, per what's written in the boxes we should have received 13 boxes but we only received 12. The box that would be labeled 1 of 13 is missing. Craig checked the UPS site and saw that UPS recorded a shipment of 12 files not 13. The total number of cases in this shipment minus should be close to 350.

I will follow-up with SCOPS colleagues try to smooth out the shipment/mailling process.

Pilar

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Wednesday, January 17, 2018 6:43 AM

**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Cc:** Dougherty, Linda M  
**Subject:** RE: I-730R - 1st shipment to IASB  
**Importance:** High

Hi Pilar,

We reached out to TSC and NSC yesterday (following the MLK weekend) and received this update on the shipment of I-730 files to IASB.

Best regards, Bill

NSC	644 files being sent today to IASB
TSC	350 files should be send by Friday (untouched cases)  250 files being worked by officers (touched cases that appear approvable). These will be sent once officer review is complete.

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 16, 2018 7:29 PM  
**To:** Dougherty, Linda M; Tomlyanovich, William J (Bill)  
**Cc:** Mancuso, Deborah T  
**Subject:** I-730R - 1st shipment to IASB

Hi Linda and Bill,

Wondering whether you can give us a sense of by when we can expect to see the first shipment from either of the SCs. Joanna is visiting this week and all of us were hoping to have some cases on hand to go through our process with her on site.

Alas, we received three I-730R cases from FOD today and the situation is pretty ugly – I-485 pending for the PET for many years. There are criminal (domestic violence) and Adam Walsh issues at play. So many complicating factors – including need OCC opinion - that these are not the best cases to demonstrate how we're going to handle cases. Hoping this is not a bad omen for the future.

Anyway it would be great if we could have some cases from SCOPS on hand this week soonest. Thanks for letting us know.

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

## **SCOPS/International Adjudications Support Branch (IASB) Administrative Processing Procedures for I-730 Following-to-Join Refugee Cases**

**After entering the cases in CLAIMS 3 Service Center staff will send receipt files and any associated files to IASB by taking the following action:**

- Prepare a manifest listing all files (receipt files, T-files, A-files, etc.) to be sent to IASB
- NFTS all files in the shipment to IASB. IASB's FCO is **IOA**.
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907  
714-780-4457

- Notify IASB via email when the files are shipped:
  - Attach a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)


**IASB will receive files by taking the following action:**

- Reply to the sender that the shipment was received
- Update NFTS by batch transferring in all files
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

## Shirk, Georgette L

**From:** DePaepe, Craig J  
**Sent:** Friday, January 19, 2018 12:04 PM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Fuertez, Dominador C; Miranda, Anthony E  
**Subject:** I-730 Shipment

The UPS website shows that only 12 boxes were shipped.



**Delivered On:**  
Friday, 01/19/2018 at 9:24 AM

**Left At:**  
FRONT DESK

**Received By:**  
NGUYEN

**Proof of Delivery 1:**  
What time will your package be delivered to your home? Get FREE estimated Delivery Windows on most UPS packages.  
[Learn more about UPS My Choice® Member](#)

**Continue**

Additional Information	
Multiple Packages:	12
Shipment Category:	Package
Shipped/Billed On:	01/18/2018
Weight:	27.30 lbs

Packages in this Shipment (Total Packages: 13)					
Select a tracking number to see the detail for another package.					
Tracking Number	Reference	Status	Shipped	Scheduled	Service Weight
1Z451E04014404275		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	31.30 LB
1Z451E04014405216		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	19.50 LB
1Z451E04014406805		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	14.00 LB
1Z451E04014421929		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	17.30 LB
1Z451E04014525086		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	30.50 LB
1Z451E04014502670		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	19.70 LB
1Z451E04014483566		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	39.00 LB
1Z451E04014464424		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	12.50 LB
1Z451E04014422583		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	15.20 LB
1Z451E04014401362		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	18.10 LB

Packages in this Shipment (Total Packages: 12)					
Select a tracking number to see the detail for another package.					
Tracking Number	Reference	Status	Shipped	Scheduled	Service Weight
1Z451E04014382853		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	27.30 LB
1Z451E04014404954		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	31.50 LB
1Z451E04014404925		Delivered	01/18/2018 01/19/2018	UPS Next Day Air	31.30 LB

*Craig DePaepe*

Mission Support Assistant

International Adjudications Support Branch

1585 S. Manchester Ave.

Anaheim, CA 92802

714 780 4422



## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 3:00 PM  
**To:** Ginzburg, Roman; Swanson, Trina M; Nicholson, Maura J; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L; Leigh, Jessica K; Mancuso, Deborah T  
**Subject:** FW: I-730s

FYI. Sending you the entire chain, but the upshot is that Don Neufeld and I just talked and we do think it makes sense to have all refugee FTJ cases go through similar processes, whether bene is in the U.S. or outside. Of course there may be some differences in terms of systems checks for someone in the U.S., but otherwise should be much the same.

The issue Roman flagged yesterday is that Field Ops is not yet interviewing all. We need to get field ops on the working group and figure out how many are not getting interviewed and where they are. Wondering if we could use RAIO support as a stop-gap for interviewing until FOD has rolled it out for all.

For now, I want to get this back to the working group level for discussions with field ops.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 3:56 PM  
**To:** Valverde, Michael; Neufeld, Donald W; Higgins, Jennifer B; Renaud, Daniel M  
**Cc:** Selby, Cara M (Carrie); McCament, James W; Kendrick, Rose M  
**Subject:** RE: I-730s

Thanks. We have been exploring having all I-730 refugee following-to-join cases transferred over to IASB, including those who are in the U.S. While the 120-day review report and recommendations by the Secretary's focused on those outside the U.S., It would be operationally more efficient to have SCOPS just forward all the I-730 refugee cases and also we think this would be a good opportunity to begin also aligning vetting, where appropriate, for those inside the U.S. and transferring to IASB could assist, in part. I know our folks have been talking about this at the working level, but we definitely need to bring Field Ops into the discussion.

Rose, if you could give me a call, then we could drop others off this chain and I can hook you up (or whomever you designate) with our working group lead – Roman Ginzburg.

Thanks,

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)

**From:** Valverde, Michael  
**Sent:** Wednesday, October 25, 2017 3:52 PM  
**To:** Neufeld, Donald W; Ruppel, Joanna; Higgins, Jennifer B; Renaud, Daniel M  
**Cc:** Selby, Cara M (Carrie); McCament, James W; Kendrick, Rose M  
**Subject:** RE: I-730s

Adding Rose for FOD since Dan and I are out the balance of this week.

---

**From:** Neufeld, Donald W  
**Sent:** Wednesday, October 25, 2017 3:50:09 PM  
**To:** Ruppel, Joanna; Higgins, Jennifer B; Renaud, Daniel M; Valverde, Michael  
**Cc:** Selby, Cara M (Carrie); McCament, James W  
**Subject:** RE: I-730s

Thanks for the call Joanna. We will inform TSC and NSC they should continue to adjudicate only those I-730s filed by asylees. We will hold those filed by refugees and work to transfer them to you.

---

**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 3:34 PM  
**To:** Neufeld, Donald W; Higgins, Jennifer B; Renaud, Daniel M; Valverde, Michael  
**Cc:** Selby, Cara M (Carrie); McCament, James W  
**Subject:** RE: I-730s

And just to confirm, what you describe below is what we were intending. Again, will call to discuss.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Neufeld, Donald W  
**Sent:** Wednesday, October 25, 2017 2:42 PM  
**To:** Higgins, Jennifer B; Ruppel, Joanna; Renaud, Daniel M; Valverde, Michael  
**Cc:** Selby, Cara M (Carrie); McCament, James W  
**Subject:** I-730s

RAIO and FOD,

There is now a bit of confusion, at least within SCOPS, as to immediate next steps in I-730 processing. It is clear that at a minimum SCOPS will stop adjudicating petitions involving refugee petitioners for overseas beneficiaries. A strict reading of D1's memo would seem to expand that to all refugee based petitions whether beneficiaries are domestic or overseas. It is further complicated by the instruction to continue phasing in domestic interviews by FOD.

SCOPS' preferred approach would be for us to immediately suspend all adjudications of refugee based I-730s and plan to transfer them all to RAIO for either full adjudication, or adjudication of the overseas beneficiaries and subsequent transfer to FOD for interview/adjudication of domestic beneficiaries after the additional vetting is completed. That would leave the asylum based petitions under SCOPS jurisdiction until RAIO and/or FOD can take those on as well.

Essentially, we have the confluence of enhanced vetting and enhanced interviews driving I-730 away from SCOPS. We just need to know what we should continue adjudicating (if anything) while we sort through it all.

*Donald Neufeld*

Associate Director  
Service Center Operations  
U.S. Citizenship and Immigration Services  
20 Massachusetts Ave NE, Suite 2125  
Washington, DC 20002

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, April 04, 2018 11:47 AM  
**To:** Dougherty, Linda M  
**Cc:** Tomlyanovich, William J (Bill); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: IASB Email Address  
**Attachments:** SCOPS IASB Admin Procedures I-730 FTJ-R.DOCX

Sorry to add to the list, can you please ask the NSC to use the following - [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov) - for our shared mailbox?

Thanks again, Linda.

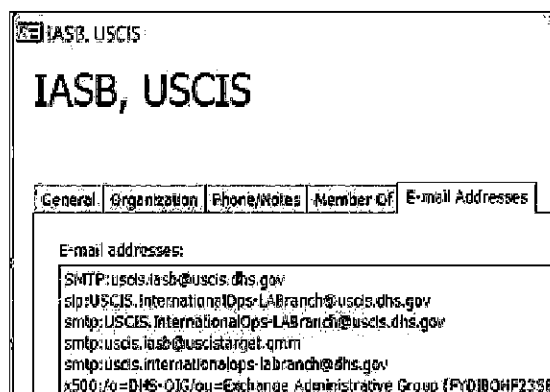
---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, April 04, 2018 9:37 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Subject:** IASB Email Address

Pilar,

It appears NSC is providing this email address for IASB: [uscis.internationalops-labbranch@dhs.gov](mailto:uscis.internationalops-labbranch@dhs.gov)

The global address listing shows that this address will still be received in the IASB mailbox. However, it would be best if NSC provided [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov) as our email address.



This is a portion of a response an accredited rep received:

The status of this service request is:

The Refugee based Form I-730 has been transferred to the International Adjudications Support Branch (IASB) in California. You may contact them either by e-mail or through the U S Post Office at:

[uscis.internationalops-labranch@dhs.gov](mailto:uscis.internationalops-labranch@dhs.gov)

or:

USCIS INTERNATIONAL OPERATIONS DIV  
INTERNATIONAL ADJUDICATIONS SUPPORT BRANCH  
1585 S MANCHESTER AVE  
ANAHEIM, CA 92802-2907

U.S. CIS - 03-09-2018 09:55 AM CST - IIR-14-171-50092

Thank you,  
Deborah

## **SCOPS/International Adjudications Support Branch (IASB) Administrative Processing Procedures for I-730 Following-to-Join Refugee Cases**

**After entering the cases in CLAIMS 3 Service Center staff will send receipt files and any associated files to IASB by taking the following action:**

- Prepare a manifest listing all files (receipt files, T-files, A-files, etc.) to be sent to IASB
- NFTS all files in the shipment to IASB. IASB's FCO is **IOA**.
- Place a copy of the manifest in the boxes
- Send files to IASB via UPS or other contract carrier to IASB's physical address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Avenue  
Anaheim, CA 92802-2907  
714-780-4457

- Notify IASB via email when the files are shipped:
  - Attach a copy of the manifest and tracking number
  - Email [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov)
  - Copy:
    - [Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)
    - [Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)
    - [Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)

**IASB will receive files by taking the following action:**

- Reply to the sender that the shipment was received
- Update NFTS by batch transferring in all files
- Notify the sender of discrepancies between the cases listed in the manifest and the actual cases received, if applicable

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Friday, January 05, 2018 8:10 AM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L; Leigh, Jessica K; Hutchings, Pamela G; Neufeld, Donald W; Swanson, Trina M; Kliska, Jennifer R; Ginzburg, Roman; Strack, Barbara L; Stone, Mary M; Chiorazzi, Anne; Lenkowsky, Matthew  
**Cc:** Nicholson, Maura J  
**Subject:** FW: Interim Instructions for Processing Follow-To-Join Refugee Applications

Just forwarding for wider distribution as some but not all of you may have seen this.

SCOPS colleagues, flagging for you the language I highlighted in yellow. You may be getting some cases back from abroad.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** SMART Core  
**Sent:** Friday, January 05, 2018 3:25 AM  
**To:** Choi, John Y (Bangkok); Anderson, Erik M (Bangkok); Heinrich, Gary N (Bangkok); Pierce, Josiah T (Bangkok); Murphy, John M (Bangkok); Naessens, Brad J (Bangkok); Field, Karl E (Bangkok); Schultz, Jacob T (Bangkok); Helmkamp, Zivile (Bangkok); Raudenbush, Brett D (Bangkok); Armstrong, Andrew L (Bangkok); Graves, Mark S (Bangkok); Murray, Alice M (Bangkok); Aronson, Abigail K (Bangkok); Burrell, Joseph M (Manila); Shaw, Gregory J (Bangkok); Davies, Glyn T (Bangkok); Ottwell, Kimberly K (Bangkok); Specht, Craig W (Bangkok); Carney, Deborah M (Bangkok); Nemroff, Courtney R (Bangkok); Loschinkohl, Victor J (Bangkok); Castonguay, Stephane M "Steve" (Bangkok); Rector, Henry M (Bangkok); Finnegan, Andrea L (Bangkok); Bonnardeaux, Jillian F (Bangkok); Jardine, Henry V (Bangkok); Hansen, Eric (Bangkok); Nicely, Russell J (Bangkok); Parris, Melanie M (Bangkok); Scherer, Timothy M (Bangkok); Wan, Anne (Bangkok); Wan, Kenneth K (Bangkok); Visani, Maurizio X (Bangkok); Alberti, Matthew C (Bangkok); Quimpo, Carlos A (Bangkok); Rasing, Mary Jo (Bangkok); Malheiro, Jenny H (Bangkok); Dickman, Otto F (Bangkok); Murata, Neal S (Bangkok); Vanelli, Mark R (Bangkok); Fullerton, Matthew A (Bangkok); Dean, Brooke H (Bangkok); Schroeder, Antonette M (Bangkok); Schaefer, Paul L (Bangkok); Gray, Barry N (Bangkok); Craven, Stephen L (Bangkok); Quarles, Mark D (Bangkok); Duffy, Sarah A (Bangkok); Nuanes, Charlotte S (Bangkok); O'Neill, Lara A (Bangkok); Schroeder, Jeffrey J (Bangkok); Craven, Juliet C (Bangkok); McGill, Marco D (Bangkok); Kunvatanagarn, Chananya "Sandy" (Bangkok); Lloyd, Donald M "Mike" (Bangkok); Beachman, Kenneth J (Manila); Feldman, Jeffrey (Bangkok); LaPlante, Candice M (Bangkok); Peng, Howard (Manila); Spalter, Brian (Bangkok); Goddard, Caleb J (Bangkok); Wilson, Daniel L (Bangkok); Jauregui, Susan D (Bangkok); Kaufman, Aubrey S (Bangkok); Stremel, John T (Bangkok); Babitz, Philip M (Bangkok); Bangkok, Traffic Analysis; Riley, Michael C (Bangkok); Kagan, David (Bangkok); Kimball, Brent W (Bangkok); Hollner, Erika R (Bangkok); Constant, Brookelynn M (Bangkok); McDonald, Mychal D (Bangkok); Thorne, Henry F (Bangkok); Almonte Jr, Guillermo D (Bangkok); Abrams, Robert J (Bangkok); Goldman, David T (Bangkok); Falkoff, Mathew M (Bangkok); Doss, Erin E (Bangkok); Wheeler, Kelly L (Bangkok); Bellah, Lisa (Bangkok); Nickerson, David K (Bangkok); Miller, Mark E (Bangkok); Monica, Donald J (Bangkok); Alexander, Brian K (Bangkok); Barton, Peter J (Bangkok); Gee, Jefferson; Grogan, Karen A (Bangkok); Beck, Ethan (Bangkok); Roongsang, Pete (Bangkok); Masonis, Melinda J (Bangkok); Varney, Charlotte (Bangkok); Choi, Grace H (Bangkok); Searles, Michael A (Bangkok); Doss, Donald E "Eric" (Bangkok); Yergovich, Adam A (Bangkok); Domingo, Marianne A (Bangkok); BANGKOK USAID Telegrams; Frazier, Chekiya M (Bangkok); Camero-Searles, Barbara J (Bangkok); Bentley, Kara N (Bangkok); Bungo, Jonathan M (Bangkok); Hurtado, Bryan D (Bangkok); Bennett, Seth H (Bangkok); Williams, Rosemary (Bangkok); Canby, Amy T (Bangkok); Moy, Priscilla P (Bangkok); Nguyen, Tin T (Bangkok); Anderson, Stephen J (Bangkok); Butler,







**Shirk, Georgette L**

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**From:** Ruppel, Joanna  
**Sent:** Sunday, December 24, 2017 12:26 PM  
**To:** RAIO - Oversea Managers  
**Cc:** RAIO - International Ops - ALL  
**Subject:** FW: Message #2 FY 2018 update on USRAP operations

FYI.

Joanna Ruppel  
Chief, International Operations  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

Referred to U.S. Department of State



## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Thursday, December 28, 2017 2:39 PM  
**To:** RAIO - International Ops - ALL  
**Subject:** FW: Message #3 FY 2018: Update on USRAP operations

For your awareness. RAD and IO are also working on guidance, which you will be receiving in the very near future.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

Referred to U.S. Department of State





## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Thursday, January 11, 2018 3:14 PM  
**To:** Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Bailey, Maria D (mdb); Jacobs, Alexander L; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Cc:** Nicholson, Maura J; Kliska, Jennifer R  
**Subject:** FW: Message #4 FY 2018: Update on USRAP operations  
**Attachments:** RSC SOP 2: Pre-screening - v1.30; RSC SOP 4: USCIS Interview v2.7; RE: Data Collection Process and BFR job aid (UPDATED)

FYI. I will also forward to overseas managers.

Joanna Ruppel  
Chief, International Operations  
USCIS Refugee, Asylum and International Operations Directorate  
Joanna.Ruppel@uscis.dhs.gov  
202-272-1625

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**From:** Chiorazzi, Anne  
**Sent:** Thursday, January 11, 2018 12:56:45 PM  
**To:** Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Bhalla, Amy D; Clough, Chelsea M; Leary, Sara E; Marxuach, David G; Micker, Jennifer N; Roeschke, Joseph E (Eli); Villasenor, Eissa M; Zielinski, Anjali T  
**Subject:** FW: Message #4 FY 2018: Update on USRAP operations

Referred to U.S. Department of State



















































































































































































































## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Sunday, December 24, 2017 10:47 AM  
**To:** RAIO - International Ops - ALL  
**Cc:** Higgins, Jennifer B; Colucci, Nicholas V; Strack, Barbara L; Stone, Mary M; Chiorazzi, Anne; Zengotitabengoa, Colleen R; Whitney, Ronald W  
**Subject:** FW: Message from RAIO Associate Director: Nationwide Injunction of Joint Memorandum  
**Attachments:** FW: To All Consular Posts: Resumption of V93 Processing

IO Staff,

Please be sure to read the message below. I have highlighted key information for processing of I-730 refugee FTJ cases. IO HQ will work to either have a script written in CAMINO to release from hold all I-730 refugee cases that were on hold as a result of the Joint Memorandum, or we will create and send each office a report of these cases, so that you can easily identify cases to release from hold for continued processing. Please send any questions you have, via your chain of command, so we can ensure that additional operational guidance addresses them.

I am also attaching here the message that went out to consular staff, so that you are aware of the directive given to consular officers who process I-730 refugee following to join cases on behalf of USCIS. I will forward the guidance sent by PRM to RSC's once we receive it.

We will be discussing with you and RAD impact on Q2 circuit ride planning.

Thank you all for your continued flexibility and wishing each of you happy and safe holidays.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

**From:** Higgins, Jennifer B  
**Sent:** Sunday, December 24, 2017 11:32 AM  
**To:** RAIO - ALL1  
**Subject:** Message from RAIO Associate Director: Nationwide Injunction of Joint Memorandum

On December 23, 2017, a federal district court in the District of Washington issued a nationwide injunction that prohibits implementation of certain provisions of the Joint Memorandum to the President entitled, Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities (October 23, 2017) ("Joint Memorandum"). The preliminary injunction prohibits the U.S. Government from:

- (1) suspending the processing or admission of following-to-join (FTJ) refugee applicants with a bona fide relationship to a person or entity in the United States (BFR); and
- (2) suspending or inhibiting the processing of refugee applications or the admission of refugee applicants from Security Advisory Opinion (SAO) countries (or those who last habitually resided in an SAO country), if they have a BFR.

Impact of injunction on FTJs:

By definition, all FTJ beneficiaries are deemed to have a BFR given that a close family member in the U.S. is petitioning on their behalf. International Operations (IO) officers should therefore release all FTJ cases previously on hold and continue to process them under procedures in effect prior to implementation of the Joint Memorandum. The Department of State is providing similar guidance to its workforce regarding FTJ cases under its jurisdiction.

It is important to note that the preliminary injunction does not apply to any efforts to implement additional security measures or align the screening mechanisms for FTJ refugees with processes employed for principal refugees, as described in the Joint Memorandum. As such, Service Center Operations (SCOPS) will continue to implement the transfer jurisdiction for pre-processing FTJ cases from SCOPS to IO.

Impact of injunction on SAO nationals:

The Department of State is providing similar guidance to its Resettlement Support Centers to resume processing of cases as outlined in (2) above, and we are in the process of updating the BFR guidance we have used during prior injunctions for use by USCIS officers in this context as well. The preliminary injunction does not apply to any efforts to conduct a detailed threat assessment for each SAO country, however. These activities may continue.

I know receiving this guidance over the Christmas holiday raises additional challenges to an already complicated situation. As always, we very much appreciate your professionalism and flexibility as we navigate each new court ruling. Please know that we expect to issue further guidance in the near future but understand you may have questions in the interim. If you do, please raise them through your chain of command, and we will work quickly to get you the clarification you need.

Happy Holidays, and as always, thank you for your hard work and dedication,  
Jennifer

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Jennifer B. Higgins  
Associate Director  
Refugee, Asylum and International Operations Directorate  
U.S. Citizenship and Immigration Services

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With honor and integrity, we will safeguard the American people, our homeland, and our values.



## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 25, 2018 8:57 AM  
**To:** Nicholson, Maura J; Kwan, Stephanie M; Kliska, Jennifer R  
**Cc:** Mancuso, Deborah T; Teferri, Leikun; Ginzburg, Roman; Swanson, Trina M  
**Subject:** FW: Question

Good day Maura and Steph,

See Bill Tomlyanovich's message re congressional inquiries.

HQ OLA has not been informed about the transfer of the I-730Rs to the IASB and that, as a result, since IO does not have a Congressional liaison they will also now have to respond to the I-730R inquiries rather than SCOPS's congressional liaisons. We need to bring OLA along soonest and will need their input on the below suggested message.

I'm thinking that the standard message that SCOPS should issue is along the lines of the following:

*Form I-730 petitions filed by individuals admitted to the United States as refugees are no longer processed by the Service Center Operations Directorate. The processing of these cases has been transferred to the Refugee, Asylum and International Operations Directorate, specifically to the International Adjudications Support Branch. Your inquiry is being forwarded to [enter shared email address for OLA] Please direct any future inquiries on I-730 petitions filed by individuals admitted as refugees to the following email address [enter].*

Not sure if we'd want to add something about the petitions are still filed with SCOPS at NSC or TSC.

Also, OLA may need to brief CONG.

Pilar

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Thursday, January 25, 2018 5:51 AM  
**To:** Mancuso, Deborah T; Kohlhapp, Paula K  
**Cc:** Teferri, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman  
**Subject:** RE: Question

Hi Deborah and Pilar,

I just wanted to follow up on this inquiry. NSC reports that they are receiving congressionals and they would like to draft a standard response with an IASB POC for cases transferred to IASB.

Bill

---

**From:** Mancuso, Deborah T  
**Sent:** Thursday, January 18, 2018 10:45 AM  
**To:** Tomlyanovich, William J (Bill); Kohlhapp, Paula K  
**Cc:** Teferri, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: Question

Deferring to Pilar. Whomever Pilar determines the POC to be, our shared email – [USCIS.IASB@uscis.dhs.gov](mailto:USCIS.IASB@uscis.dhs.gov) – should be copied.

Thank you,  
Deborah



**From:** Tomlyanovich, William J (Bill)  
**Sent:** Thursday, January 18, 2018 5:57 AM  
**To:** Kohlhapp, Paula K  
**Cc:** Mancuso, Deborah T; Teferre, Leikun; Dougherty, Linda M; Hysmith, Tenner L; Pollnow, Steven J  
**Subject:** RE: Question

Adding Deborah and Leikun from IASB, as well as TSC staff.

Deborah and Leikun,  
Who will be IASB's POC for congressional inquiries related to the FTJ-R caseload? Service Centers expect ongoing inquiries even after the workload has been transitioned to IASB.  
Bill

---

**From:** Kohlhapp, Paula K  
**Sent:** Thursday, January 18, 2018 8:47 AM  
**To:** Tomlyanovich, William J (Bill)  
**Subject:** Question

Who is going to be the point of contact at IASB regarding questions about the Refugees? I need to let our Congressional/CCS people know who to refer those questions to when they come in.

**PKK**

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, February 22, 2018 3:05 PM  
**To:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: Touch Base

FYI-

See in particular item #1. Any time we can find a case that can be immediately adjudicated we should do so. For example, the case for which Jorge sent a link filed by a non-refugee petitioner. This is litigation driven and given greater priority than data entry. Our leaders recognize the magnitude of our data entry issue and will work to try to get us solution (incl. more \$ for OT) but not as significant a priority.

Also, we may need to start issuing RFEs asap even if we don't have full OCC clearance. The DNA language was previously vetted.

Pilar

---

**From:** Benedict, Deborah L  
**Sent:** Thursday, February 22, 2018 8:27 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: Touch Base

Here are my notes Pilar, , please add/edit as appropriate:

- 1) Adjudicating I-730 FTJ-R's:
  - a. Action: Pilar will consider resources and develop plan to have AO's start adjudication process instead of data entry as soon as possible.
  - b. Action: Debbie will explore other possible data entry resources/OT (RAIO/ZLA/20 Mass for DOS cases which are electronic?)
  - c. CA returns –
    - i. Failure to Appear cases
      1. Action: Debbie will follow up with OCC on legal issue – Admin close or notice, then denial
      2. Template for admin closure – IASB will develop. Ask Roman/Trina for sample? – Tonya's looking at ECHO decision language provided by SCOPS and reached out to Roman too.
      3. Debbie: Confirm no EFR on these cases (i.e. the admin close cases. OCC is also exploring denial for the Tsamcho cases. I will write to SCOPS as well.)
    - ii. SAO Country cases – if I-590 can submit for EFR
    - iii. Non SAO Country cases – if I-590 could adjudicate, but level of effort required highly case specific
  - d. Touched
    - i. Will require RFE for I-590 and possible other reasons
  - e. Untouched cases
    - i. Will require RFE for I-590 and possible other reasons
    - ii. Some could be denied -
  - f. DNA insert for I-730 FTJ-R RFE template's – Action: IASB will forward language to DB for visibility, OCC for clearance (Tonya did so at my request.)
  - g. OT – minimum one person per day is currently working overtime, IASB has already approved around 50 hours of OT, ZLA requirement that there must be a supervisor for weekend OT, also Pilar has asked ZLA re: cost of opening bldg. only for IASB.

- 2) Inquiry language – Action: Pilar will send proposed language to OCC (sent to OCC)
- 3) PPA's – Jessica Schindler is on leave so has not been reachable. Not due back until March 5. (Leikun – please make sure this is done on the 5<sup>th</sup>.)
- 4) AO recommendation – Action: IASB seeking EMEA recommendation, then IASB will submit to HQ.
- 5) SISO – waiting for the list
- 6) Cam Reparole – HQ Paper moving through toward FO, IASB working on template letter
- 7) MEK case – ICE Director looking into this and likely will order NTA for R--- P---)
- 8) HAB cases – 74 with IASB, but a large percentage are CAM reparole
- 9) Ergonomic Equipment issues – forwarded relevant emails to Debbie

Nice to talk to you today!

Debbie

---

**From:** Benedict, Deborah L  
**Sent:** Thursday, February 22, 2018 9:49 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Subject:** Touch Base

Pilar –

Hope you are doing ok today.

I'll skype you at 10 – in a couple of minutes! Here are the agenda items I have, and please add anything that you have or I am missing as well.

- 1) Adjudicating I-730 R-FIT's
- 2) Language for responding to OLA
- 3) AO recommendations
- 4) OCC questions
- 5) MEK case
- 6) HAB cases

## Shirk, Georgette L

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**From:** Holick, Heather D  
**Sent:** Thursday, January 04, 2018 12:43 PM  
**To:** Tomlyanovich, William J (Bill); Whelan, Scott P  
**Cc:** Nguyen, Jennifer T; Paulette, Robert N; Mancuso, Deborah T; Swanson, Trina M; Ginzburg, Roman; Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M; Lin, Charles S; Saathoff, Lorie L; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L  
**Subject:** FW: Transfer to RAIO ready for UAT testing  
**Attachments:** Sample New Trans To RAIO.PDF

Bill,

Attached is the new Transfer Notice for RAIO cases. Any case transferred to RAIO using the BN HAC will get this notice.

*Thank you,*

### Heather Holick

CLAIMS 3 Product Owner, Service Center Operations  
Acting Chief, Benefits Delivery Systems Branch (BDS)  
Cell: [REDACTED] (b)(6)

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**From:** Nguyen, Jennifer T  
**Sent:** Wednesday, January 03, 2018 11:05 AM  
**To:** Bonilla, Ronnie F; Bostick, Joyce A; Brockington, Latika; CSC\_OSB2\_C3\_POC; Davis, Meredith C; Douglas, Bonnie M; Francis, Gregory I; Hakey, Erin L; Hicks, Scott J; Holick, Heather D; James-Pack, Kelly N; Melo, Stephen E; Melo, Stephen E; Nespor, Patrick D; Nguyen, Andy R; Paulette, Robert N; Romant, Ron A; Royal, Christine A; Steffen, Patricia L (Trish)  
**Subject:** FW: Transfer to RAIO ready for UAT testing

Hi everyone,

The revised language for the "Transfer to RAIO" notice is deployed in Staging and is ready for testing. Attached is an example with the revised text. This revision will affect any form type when the user selects the HAC BN.

Please test and report any issues since this will be part of R16.1 this weekend.

Notice Type	Notice Type ID	Sub Notice Name	Notice Request Triggering Condition and Corresponding HAC	
Transfer (See Note 5)	3011	Trans to RAIO	CASE TRANSFERRED TO RAIO	BN

Thank you,

Jennifer T. Nguyen  
CLAIMS 3 Management & Program Analyst  
Benefits Delivery Systems Branch  
HQ Service Center Operations  
Cell: [REDACTED] (b)(6)

**From:** Rekhi, Karishma K (CTR)

**Sent:** Wednesday, January 03, 2018 9:59 AM

**To:** Nguyen, Jennifer T; Holick, Heather D; Paulette, Robert N; Washington, Jennifer A; Zwiener, Sandra J

**Cc:** Li, Jennifer P (CTR)

**Subject:** Transfer to RAIO ready for UAT testing

SCOPS,

Revised language for the "Transfer to RAIO" notices User story is deployed in staging and is ready for testing. Please test and let us know.

This story as requested last week is part of our 16.1 release to be deployed this Saturday.

Thanks,



(b)(6)

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Friday, November 17, 2017 9:44 AM  
**To:** Kwan, Stephanie M; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Nicholson, Maura J  
**Subject:** FW: I-730 transfers to IASB

FYI. Could whoever has the emails regarding transfer communication plan for public send it to Stephanie so that our entire complication plan is considered holistically.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** Nicholson, Maura J  
**Sent:** Thursday, November 16, 2017 5:43 PM  
**To:** Hutchings, Pamela G  
**Cc:** Ruppel, Joanna  
**Subject:** FW: I-730 transfers to IASB

Hi Pam,

This looks good to us. I've made some small tweaks, otherwise this looks correct.

Thanks so much for the call to ensure we have a common understanding, and for letting us review what you've drafted!

Maura

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**From:** Hutchings, Pamela G  
**Sent:** Thursday, November 16, 2017 5:09 PM  
**To:** Ruppel, Joanna; Nicholson, Maura J  
**Subject:** I-730 transfers to IASB

Thanks for being available on short notice!

Please confirm the following is IO's understanding:

SCOPS will not approve ANY I-730FTJ refugee cases located overseas.

SCOPS will complete work on currently pending I-730 FTJ refugee cases to denial but hold, if approvable, until able to transfer to IASB. The exception is 23 TRIG cases currently on hold – they will continue to be held until ready for transfer to IASB for completion.

All untouched I-730s FTJ refugee cases, located overseas and stateside, will be held until ready for transfer to IASB.

SCOPS will continue to adjudicate to completion (Denials and approvals) I-730 FTJ asylum cases both overseas and stateside (stateside will go to FOD).

SCOPS will work with IASB to address urgent approvable cases currently being held by SCOPS (congressional and expedite cases).

Have a good evening,

Pamela Hutchings  
Division Chief, Adjudication  
Service Center Operations Directorate  
U.S. Citizenship and Immigration Services  
20 Massachusetts Avenue, NW, suite 2008  
Washington, DC 20529  
Desk (202) 272-1562  
Cell [REDACTED] (b)(6)

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 11:14 AM  
**To:** RAIO - International Ops - ALL  
**Subject:** I-730 asylee following-to-join cases

IO staff,

I understand some of you have questions about whether the pause of issuing approvals and travel documents applies to I-730 asylee beneficiaries. The answer is that it does not. The additional vetting measures apply only to I-730 refugee beneficiaries residing abroad at this time. These measures as the result of the 120-day review mandated by Section 6(a) of Executive Order 13780, which was directed specifically at determining what additional procedures should be used to ensure that individuals seeking admission as refugees do not pose a threat to the security and welfare of the United States. Vetting requirements for I-730 asylee beneficiaries are undergoing a separate review under Section 5 of EO 13780, which directs DOS, DHS, and ODNI to develop uniform screening and vetting standards for all immigration programs.

Please continue to forward any questions you have.

Thanks,

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625




## I-730 Domestic Processing: Initial Data Entry

(1/30/2018)

**IMPORTANT:** In completing data entry, focus on **QUALITY** and **ACCURACY**, rather than speed. All data entry must be complete and accurate. Particularly for those cases requiring Enhanced FDNS Review (EFR) background checks, incomplete or inaccurate data will jeopardize the integrity of these critically important background checks.

EFR background checks are required for beneficiaries who were born in, currently reside in, or who spent more than five cumulative years during their life in an SAO country (currently Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians). See a supervisor if you have any doubt or question regarding whether EFR checks are required.

1. Ensure that the petitioner has indicated that he or she is a refugee or LPR based on previous refugee status, NOT an asylee or LPR based on previous asylee status.
  - **Note:** IASB does not have jurisdiction over cases in which the petitioner is an asylee or LPR based on previous asylee status. If you find an asylee case, take it to a supervisor. Asylee cases must be returned to the service center for processing.
2. Search CAMINO for existing person profiles for the petitioner and the beneficiary.
  - a. If person profiles already exist, compare the information already in CAMINO to the information provided in the I-730.
    - **Hint:** If the petitioner already has a person profile in CAMINO, check to see if the petitioner has filed other I-730s that will need to be associated to your case both in CAMINO and physically. Family members' files should be kept together throughout processing whenever possible.
  - b. If person profiles do not already exist in CAMINO for the petitioner and the beneficiary, add them.
    - **Note:** For all cases, see the I-730 sample and ensure data from all **yellow highlighted fields**, if provided by the petitioner, are included in CAMINO. (b)(7)(e)
3. Check PCQS (AR-11, CLAIMS 3 M/F, CLAIMS 4) for an updated address for the petitioner. If you find a more recent address, add it to the petitioner's person profile in CAMINO.
  - 
  - **Important:** When entering address history, do not use the magnifying glass button (  ) to edit the current address (unless the current address is entered incorrectly). Use "Add" to create a history of current and past addresses, ensuring to enter correct effective start and end dates when available. (b)(7)(e)
4. Remove the beneficiary's photo from the I-730, scan it, and upload the image to the beneficiary's person profile page. Be sure to reattach the photo to the I-730 when done.
  - **Note:** If the petitioner did not provide a photo, add a note to CAMINO remarks that no photo was provided. The officer will need to request a photo in the RFE.

## I-730 Domestic Processing: Initial Data Entry

(1/30/2018)

5. Add a new I-730 Domestic Processing case to the beneficiary's person profile.
6. In the I-730 Domestic Processing case, enter the Filed Outside IO date found stamped by the service center on the first page of the I-730.
  - If you see two date stamps, use the earlier date.
  - If there are no date stamps on the first page, use the date on the receipt number label affixed to the I-730.
7. From the Office Filed With drop down list, select the USCIS service center that received the I-730 (generally, Nebraska Service Center or Texas Service Center).
8. Enter the Received at RAIO date found stamped on the outside top of the receipt file or, if an A-file, inside the file on the non-record side:



- **Note:** It is important that the Received at RAIO date accurately reflect when IASB physically received the file. The Received at RAIO date will likely precede the date you are entering the case in CAMINO.
9. Enter the Case Receipt # found on the bar code label affixed to the I-730. The required format is 3 letters followed by 10 numbers (for example, LIN0123456789).
  10. Save the case. This will enable access to the Pre-Processing module.
  11. Add the case representative, if applicable.
  12. Add the petitioner to the case, ensuring that you accurately identify the petitioner's relationship to the beneficiary.
  13. Add associated cases, if applicable.
  14. Add a Pre-Processing module to the case.
  15. From the Interviewing Office drop down menu, select the office that will interview the beneficiary and click Add Record.
    - a. If the beneficiary resides OUTSIDE the United States, select either "IO" for a USCIS international field office or "DOS" for a consular post where USCIS does not have a presence.
      - **Hint:** See USCIS international field office web pages for descriptions of their jurisdiction: <https://www.uscis.gov/about-us/find-uscis-office/international-immigration-offices>.

**I-730 Domestic Processing: Initial Data Entry**  
(1/30/2018)

- b. If the beneficiary resides **INSIDE** the United States, select "FOD."
16. Add, print (copy for petitioner, copy for rep, copy for file), and save a Notice of Receipt to the case.
- **For transition cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT add or send a Notice of Receipt.
17. Mail the Notice of Receipt to the petitioner and a copy to the case representative, if applicable. Interfile a hardcopy in the beneficiary's file.
18. Update remarks (for example, "Mailed NOR to petitioner and rep.").
19. Order the petitioner's A-file.
- **For transition cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT order the petitioner's A-file.

## I-730 Domestic Processing: Initial Data Entry

(2/08/2018)

**IMPORTANT:** In completing data entry, focus on **QUALITY** and **ACCURACY**, rather than speed. All data entry must be complete and accurate. Particularly for those cases requiring Enhanced FDNS Review (EFR) background checks, incomplete or inaccurate data will jeopardize the integrity of these critically important background checks.

EFR background checks are required for beneficiaries who were born in, currently reside in, or who spent more than five cumulative years during their life in an SAO country (currently Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians). See a supervisor if you have any doubt or question regarding whether EFR checks are required.

1. Ensure that the petitioner has indicated that he or she is a refugee or LPR based on previous refugee status, NOT an asylee or LPR based on previous asylee status.

➤ **Note:** IASB does not have jurisdiction over cases in which the petitioner is an asylee or LPR based on previous asylee status. If you find an asylee case, take it to a supervisor. Asylee cases must be returned to the service center for processing.

2. Search CAMINO for existing person profiles for the petitioner and the beneficiary.

- a. If person profiles already exist, compare the information already in CAMINO to the information provided in the I-730.

➤ **Hint:** If the petitioner already has a person profile in CAMINO, check to see if the petitioner has filed other I-730s that will need to be associated to your case both in CAMINO and physically. Family members' files should be kept together throughout processing whenever possible.


- b. If person profiles do not already exist in CAMINO for the petitioner and the beneficiary, add them.

(b)(7)(e)

➤ **Note:** For all cases, see the I-730 sample and ensure data from all **yellow highlighted fields**, if provided by the petitioner, are included in CAMINO.

3. Check PCQS (AR-11, CLAIMS 3 M/F, CLAIMS 4) for an updated address for the petitioner. If you find a more recent address, add it to the petitioner's person profile in CAMINO.

➤

➤ **Important:** When entering address history, do not use the magnifying glass button (  ) to edit the current address (unless the current address is entered incorrectly). Use "Add" to create a history of current and past addresses, ensuring to enter correct effective start and end dates when available.

(b)(7)(e)

4. Remove the beneficiary's photo from the I-730, scan it, and upload the image to the beneficiary's person profile page. Be sure to reattach the photo to the I-730 when done.

## I-730 Domestic Processing: Initial Data Entry

(2/08/2018)

- **Note:** If the petitioner did not provide a photo or if the photo is of poor quality, add a note to CAMINO remarks that no photo was provided or the photo is poor quality. The officer will need to request a photo in the RFE.
5. Add a new I-730 Domestic Processing case to the beneficiary's person profile.
  6. In the I-730 Domestic Processing case, enter the Filed Outside IO date found stamped by the service center on the first page of the I-730.
    - If you see two date stamps, use the earlier date.
    - If there are no date stamps on the first page, use the date on the receipt number label affixed to the I-730.
  7. From the Office Filed With drop down list, select the USCIS service center that received the I-730 (generally, Nebraska Service Center or Texas Service Center).
    - LIN = Nebraska Service Center
    - SRC = Texas Service Center
  8. Enter the Received at RAIO date found stamped on the outside top of the receipt file or, if an A-file, inside the file on the non-record side:



- **Note:** It is important that the Received at RAIO date accurately reflect when IASB physically received the file. The Received at RAIO date will likely precede the date you are entering the case in CAMINO.
  - If the file has a checklist affixed to it, the Received at RAIO date will be listed on the checklist as well.
9. **Transition Cases Only** – For cases received from NVC or from DOS-only posts, enter the consular case # found on the case file or handwritten near the USCIS receipt number.
  10. Enter the Case Receipt # found on the bar code label affixed to the I-730. The required format is 3 letters followed by 10 numbers (for example, LIN0123456789).
  11. Save the case. This will enable access to the Pre-Processing module.
  12. Add the case representative, if applicable.
  13. Add the petitioner to the case, ensuring that you accurately identify the petitioner's relationship to the beneficiary.

## I-730 Domestic Processing: Initial Data Entry

(2/08/2018)

14. Add associated cases, if applicable.
15. Add a Pre-Processing module to the case.
16. From the Interviewing Office drop down menu, select the office that will interview the beneficiary and click Add Record.
  - a. If the beneficiary resides OUTSIDE the United States, select either "IO" for a USCIS international field office or "DOS" for a consular post where USCIS does not have a presence.
    - **Hint:** See USCIS international field office web pages for descriptions of their jurisdiction: <https://www.uscis.gov/about-us/find-uscis-office/international-immigration-offices>.
  - b. If the beneficiary resides INSIDE the United States, select "FOD."
17. Add, print (copy for petitioner, copy for rep, copy for file), and save a Notice of Receipt to the case.
  - **For transition cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT add or send a Notice of Receipt.
18. Mail the Notice of Receipt to the petitioner and a copy to the case representative, if applicable. Interfile a hardcopy in the beneficiary's file.
19. Update remarks (for example, "Mailed NOR to petitioner and rep.").
20. Order the petitioner's A-file.
  - **For transition cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT order the petitioner's A-file.

## I-730 Domestic Processing: Initial Data Entry



(1/10/2018)

**IMPORTANT:** In completing data entry, focus on **QUALITY** and **ACCURACY**, rather than speed. All data entry must be complete and accurate. Particularly for those cases requiring Enhanced FDNS Review (EFR) background checks, incomplete or inaccurate data will jeopardize the integrity of these critically important background checks.

EFR background checks are required for beneficiaries who were born in, currently reside in, or who spent more than five cumulative years during their life in an SAO country. See a supervisor if you have any doubt or question regarding whether EFR checks are required.

1. Ensure that the petitioner has indicated that he or she is a refugee or LPR based on previous refugee status, NOT an asylee or LPR based on previous asylee status.
  - **Note:** IASB does not have jurisdiction over cases in which the petitioner is an asylee or LPR based on previous asylee status. If you find an asylee case, take it to a supervisor. Asylee cases must be returned to the service center for processing.
2. Search CAMINO for existing person profiles for the petitioner and the beneficiary.
  - a. If person profiles already exist, compare the information already in CAMINO to the information provided in the I-730.
    - **Hint:** If the petitioner already has a person profile in CAMINO, check to see if the petitioner has filed other I-730s that will need to be associated to your case both in CAMINO and physically. Family members' files should be kept together throughout processing whenever possible.
  - b. If person profiles do not already exist in CAMINO for the petitioner and the beneficiary, add them.

(b)(7)(e)

    - **Note:** For all cases, see the I-730 sample and ensure data from all **yellow highlighted fields**, if provided by the petitioner, are included in CAMINO.   

3. Remove the beneficiary's photo from the I-730, scan it, and upload the image to the beneficiary's person profile page. Be sure to reattach the photo to the I-730 when done.
4. Add a new I-730 Domestic Processing case to the beneficiary's person profile.
5. In the I-730 Domestic Processing case, enter the Filed Outside IO date found on the receipt number label affixed to the I-730.
6. From the Office Filed With drop down list, select the USCIS service center that received the I-730 (generally, Nebraska Service Center or Texas Service Center).
7. Enter the Received at RAIO date found stamped on the outside top of the receipt file.
  - **Note:** It is important that the Received at RAIO date accurately reflect when IASB physically received the file. The Received at RAIO date will likely precede the date you are entering the case in CAMINO.

## I-730 Domestic Processing: Initial Data Entry (1/10/2018)

8. Enter the Case Receipt # found on the bar code label affixed to the I-730. The required format is 3 letters followed by 10 numbers (for example, LIN0123456789).
9. Save the case. This will enable access to the Pre-Processing module.
10. Add the case representative, if applicable.
11. Add the petitioner to the case, ensuring that you accurately identify the petitioner's relationship to the beneficiary.
12. Add associated cases, if applicable.
13. Add a Pre-Processing module to the case.
14. From the Interviewing Office drop down menu, select the office that will interview the beneficiary, if applicable, and click Add Record.
  - a. If the beneficiary resides OUTSIDE the United States, select either "IO" for a USCIS international field office or "DOS" for a consular post where USCIS does not have a presence.  
  
➤ **Hint:** See USCIS international field office web pages for descriptions of their jurisdiction: <https://www.uscis.gov/about-us/find-uscis-office/international-immigration-offices>.
  - b. If the beneficiary resides INSIDE the United States, identify whether the beneficiary resides in a USCIS district that interviews I-730 beneficiaries. Currently, four USCIS districts interview I-730 beneficiaries – Miami, Minneapolis-St. Paul, New York, and San Francisco:

### District 3 (New York) field offices:

LNY	Long Island
NYC	New York City
QNS	Queens
BNY	Brooklyn

### District 9 (Miami) field offices:

CHA	Charlotte Amalie
HIA	Hialeah
KND	Kendall
MIA	Miami
OKL	Oakland Park
SAJ	San Juan

### District 15 (Minneapolis-St. Paul) field offices:

DSM	Des Moines
KAN	Kansas City
OMA	Omaha
STL	St. Louis
SPM	Minneapolis - St. Paul
WIC	Wichita



## I-730 Domestic Processing: Initial Data Entry

(1/10/2018)

District 21 (San Francisco) field offices:

SFR	San Francisco
SNJ	San Jose

If the beneficiary does NOT reside in one of these districts, then leave the Interviewing Office field blank. If the beneficiary resides in one of these districts, select FOD from the Interviewing Office drop down list.

- **Hint:** Until IASB receives more detailed guidance, enter the beneficiary's zip code to identify which field office has jurisdiction over the beneficiary's residence:  
<https://www.uscis.gov/about-us/find-uscis-office/field-offices>.

15. Add, print, and save a Notice of Receipt to the case.

➤ **Transition cases only:**

- **DOS consular posts** – For transition cases that IASB has received from DOS consular posts, do not add a Notice of Receipt.
- **NVC** – For transition cases that IASB has received from NVC that have already been reviewed and adjudicated by SCOPS, select "Notice of Receipt and RFE for I-590 only." The "Notice of Receipt and RFE for I-590 only" instructs the petitioner to complete Form I-590. You must enclose a blank I-590 with the notice.
- **FOD EFR** – For transition cases that IASB has received from FOD, that have already been reviewed by SCOPS, and that will undergo EFR processing, select "Notice of Receipt and RFE for I-590 only." The "Notice of Receipt and RFE for I-590 only" instructs the petitioner to complete Form I-590. You must enclose a blank I-590 with the notice.
- **FOD Non-EFR** – pending guidance from Joanna on whether we are waiting only for NCTC or whether we need to RFE for an I-590.

16. Update remarks.

17. Send the Notice of Receipt to the petitioner and a copy to the case representative, if applicable.

18. Order the petitioner's A-file.

➤ **Transition cases only:**

- **DOS consular posts** – For transition cases that IASB has received from DOS consular posts, do not order the petitioner's A-file.
- **NVC** – For transition cases that IASB has received from NVC, do not order the petitioner's A-file.
- **FOD EFR** – For transition cases that IASB has received from FOD, that have already been reviewed by SCOPS, and that will undergo EFR processing, order the petitioner's A-file if FOD has not provided it.
- **FOD Non-EFR** – pending guidance from Joanna  whether we need to RFE for an I-590.

(b)(7)(e)

## Shirk, Georgette L

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**From:** Burdine, Tonya L  
**Sent:** Thursday, April 26, 2018 3:04 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** I-730 DP Memo Returning Case to NVC  
**Attachments:** I-730 DP Memo Returning Case to NVC.pdf

This memo is now in staging. Can use the same case to test: [https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process\\_id=5016D508-4123-43F6-A7EB-1F97C8F3A8C0](https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process_id=5016D508-4123-43F6-A7EB-1F97C8F3A8C0)

I added a field for the consular case number. When it goes live, will add to the name "transition cases only" like the other notice.

Do you think we need to indicate that none of the checkboxes is required (all are optional?)



U.S. Department of Homeland Security

**U.S. Citizenship  
and Immigration  
Services**

*International Adjudications Support Branch*  
P.O. Box 65006  
Anaheim, CA 92815-5006

Fax: 714-808-8100  
E-mail: USCIS.CMPP@uscis.dhs.gov

Date:

## Memorandum

TO: File

FROM: *for* Pilar Peralta Mihalko  
Chief, International Adjudications Support Branch (IASB)

SUBJECT: Form I-730, *Refugee/Asylee Petition*, IASB action complete

Beneficiary:

Consular Case:

A-Number:

Receipt Number:

Petitioner:

IASB has completed review of the above-noted petition and now returns it to NVC for transfer to the appropriate consular post or USCIS international field office.

We requested, received, and reviewed a Form I-590, *Registration for Classification as Refugee*, for this beneficiary, which is included.

Should you have any questions, please contact the IASB at the email address noted above.

**Shirk, Georgette L**

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**From:** Burdine, Tonya L  
**Sent:** Monday, April 30, 2018 9:57 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Subject:** I-730 DP templates for NVC cases  
**Attachments:** I-730 DP Memo Returning Case to NVC.pdf; I-730 DP Notice of Transfer to NVC.pdf

These two templates are now in live CAMINO, with a "transition cases only" parenthetical. Let me know if there are any issues or changes needed.



U.S. Department of Homeland Security

## U.S. Citizenship and Immigration Services

*International Adjudications Support Branch*

P.O. Box 65006

Anaheim, CA 92815-5006

Fax: 714-808-8100

E-mail: USCIS.CMPP@uscis.dhs.gov

Date:

## Memorandum

TO: File

FROM: *for* Pilar Peralta Mihalko  
Chief, International Adjudications Support Branch (IASB)

SUBJECT: Form I-730, *Refugee/Asylee Petition*, IASB action complete

Beneficiary:

Consular Case:

A-Number:

Receipt Number:

Petitioner:

IASB has completed review of the above-noted petition and now returns it to NVC for transfer to the appropriate consular post or USCIS international field office.

We requested, received, and reviewed a Form I-590, *Registration for Classification as Refugee*, for this beneficiary, which is included.

Should you have any questions, please contact the IASB at the email address noted above.

Street Address:



**U.S. Citizenship  
and Immigration  
Services**

April 26, 2018

**Notice of Transfer to National Visa Center**  
*Form I-730, Refugee/Asylee Relative Petition*

Beneficiary Name:

A-Number:

Receipt Number:

Receipt Date:

The International Adjudications Support Branch (IASB) has now completed review of your Form I-730 *Refugee/Asylee Relative Petition* for the above-referenced beneficiary.

We are returning your case to the National Visa Center (NVC) for continued processing. The NVC will inform you when the petition is forwarded to the U.S. Embassy, Consulate or USCIS international field office with jurisdiction over the beneficiary's residence. Please allow 45 days for the petition to reach the field office.

If the beneficiary moves to a different address, contact the USCIS field office or consular post to transfer the petition. USCIS international field office information is available from the USCIS.gov website, at <https://www.uscis.gov/about-us/find-uscis-office>. Consular post information is available from <https://www.usembassy.gov/>.

If your physical address or mailing address changes while the petition is pending, please notify USCIS using the Online Change of Address option or downloading form AR-11 at [www.uscis.gov](http://www.uscis.gov), or by calling the National Customer Service Center (NCSC) at 1-800-375-5283 to ensure you receive updated notices about this petition.

Sincerely,

Pilar Peralta Mihalko  
Chief, International Adjudications Support Branch

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Tuesday, December 26, 2017 3:35 PM  
**To:** RAIO - Oversea Managers  
**Cc:** Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Moijueh, Mariam M  
**Subject:** I-730 refugee following-to-join cases -- pending abroad  
**Attachments:** Pending I-730 FTJ Cases - Updated.xlsx

IO International Managers,

As you saw from my email message of December 23, you are to resume processing I-730 refugee following-to-join cases under the existing SOP. Attached is a report from CAMINO listing all the pending cases, with current status, to assist you with identifying and moving forward on the cases. On the second page of the workbook, you can sort by office to identify your cases. Only about 265 cases are pending with IO offices, and the rest are pending with RAD HQ. The IO office in Nairobi is working to assume responsibility for those cases. Because the data in CAMINO for those cases may not be fully updated, the office in Nairobi should work with the RSC to identify cases that are ready for processing and continue to move forward with those, while we continue to work with RAD to update the data in CAMINO.

Please take the following steps:

1. Use the filter button for owning office to identify your cases.
2. If the case was on hold for the 90-day review for SAO countries, release it from hold, and if the clock has not already been paused as of Oct 24, please pause the clock as of Oct 24 (reason – 90-day review of SAO countries) and start it as of Dec. 23, unless it is stopped for another reason.
3. If the case (non SAO beneficiary) was paused only for purposes of waiting for the new vetting protocols to be put in place (e.g., was outside of Kenya or Thailand), please also be sure that the clock was paused from Oct 24 to Dec. 23 (purpose may be awaiting I-590 vetting alignment).
4. Move forward with processing per normal procedures. There are some cases that have been approved and are just awaiting issuance of travel documents. Please prioritize those.

The Department of State Consular Affairs is very close to being ready to assist with the processing of the full Inter-agency check for I-730 refugee following-to-join cases. We are working with them on the cable that will go out to consular officers. We also will be providing you guidance on the information you will need to provide to State to initiate those checks before final approval of the I-730 or issuance of travel documents.

Don't hesitate to forward any questions.

Thank you,

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

**Shirk, Georgette L**

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**From:** Teferra, Leikun  
**Sent:** Tuesday, March 13, 2018 4:12 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** I-730 RFE response

AOs,

Although we mail out the I-730 RFEs to the petitioners in the US, the petitioners may have to contact the beneficiaries overseas to complete the I-590s. Therefore, please make sure to give them 98 days to respond to the RFEs.

Thanks,  
Leikun



**From:** INTERNAL COMMUNICATIONS, USCIS  
**Sent:** Tuesday, February 06, 2018 1:46 PM  
**Subject:** Leadership Guidance #9-18



**U.S. Citizenship  
and Immigration  
Services**

# Leadership Guidance

Feb. 6, 2018  
#9 - 18

## **USCIS is Strengthening Screening for Family Members Abroad Seeking to Join Refugees in the United States**

As a result of Executive Order (E.O.) 13780 (“Protecting the Nation from Foreign Terrorist Entry into the United States”), USCIS is implementing new procedures to ensure that all refugee applicants, including following-to-join refugees, receive full baseline interagency checks.

### **What You Need to Know**

USCIS is making security screening changes for certain family members of refugees (known as “following-to-join” refugees) who seek to travel to join their refugee relatives in the United States at a later date. On Feb. 1, 2018, USCIS and the Department of State (DOS) implemented new procedures to ensure that all individuals admitted as refugees receive similar, thorough vetting – whether they are principal refugees, accompanying family members, or following-to-join refugees.

### **Related Information**

Please visit [uscis.gov/I-730](https://uscis.gov/I-730) or read our web alert on [uscis.gov](https://uscis.gov) for more information.

*The USCIS Leadership Guidance is a product of the USCIS Office of Communications.*  
[Archive](#) | [Contact Us](#)

## Shirk, Georgette L

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**From:** Higgins, Jennifer B  
**Sent:** Monday, November 13, 2017 7:38 AM  
**To:** RAIO - ALL1  
**Subject:** Message from the RAIO Associate Director: Implementation of EO 13815

Dear RAIO Colleagues,

As referenced in my prior message below, RAIO and the Fraud Detection and National Security Directorate (FDNS), along with representatives at DHS, the Department of State, and the intelligence and law enforcement communities recently launched a 90-day review of each country on the Security Advisory Opinion (SAO) list. This review will include a detailed threat analysis for nationals of the SAO countries, as well as stateless persons who last habitually resided in those countries, pursuant to existing authorities.

I would like to thank the RAIO team for their hard work with the interagency on this important effort to date, and for the implementation of additional procedures to further strengthen the U.S. Refugee Admissions Program as outlined in the joint memorandum to the President issued on October 23, 2017.

While the 90-day review is underway, RAD and IO have developed interim guidance on implementing Executive Order (EO) 13815, *Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities*. This interim guidance, effective immediately, provides clarification and further instruction on how to process refugee applications during the 90-day review period described in Section 3 of EO 13815. The guidance instructs officers on a number of issues including:

- the adjudication of cases that previously did not have a credible claim to a Bona Fide Relationship (BFR);
- the categories of cases that may proceed with adjudication during the 90-day review; and
- the expanded criteria for Security Advisory Opinions.

I will continue to provide updates as the 90-day review period progresses, but if you have any questions or concerns in the meantime, please contact your supervisor.

As always, thank you for your hard work and dedication,

Jennifer B. Higgins  
Associate Director  
Refugee, Asylum and International Operations Directorate  
U.S. Citizenship and Immigration Services

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*With honor and integrity, we will safeguard the American people, our homeland, and our values.*

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**From:** Higgins, Jennifer B  
**Sent:** Tuesday, October 24, 2017 11:51 PM  
**To:** RAIO - ALL1  
**Subject:** Message from the RAIO Associate Director: Update on EO 13780 and New Executive Order

Dear RAIO Colleagues,

Today marks the 120th day since the review process of the U.S. Refugee Admissions Program (USRAP) directed pursuant to 6(a) of Executive Order 13780, *Protecting the Nation from Foreign Terrorist Entry into the United States*, has been in effect. I want to thank our colleagues in the Refugee Affairs Division (RAD) and the International Operations Division (IO) who participated in the interagency working group that was convened to conduct the review, and who worked tirelessly to carry out a detailed, thoughtful assessment of the refugee process.

Based on the recommendations of these experts and our interagency colleagues, the Secretaries of State and Homeland Security and the Director of National Intelligence (ODNI) have made their joint recommendation to the President, and they have identified a number of additional procedures to enhance the USRAP application and adjudication processes to ensure that individuals seeking admission as refugees do not pose a threat to the security or welfare of the United States.

As a result of this joint recommendation, President Trump issued a new Executive Order today entitled, Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities, which supersedes EO 13780. This new EO provides for the general resumption of the USRAP and concludes that the worldwide temporary suspension and other processes specified in section 6(a) of EO 13780 are no longer in effect, subject to the conditions set forth in section 3 of the new EO.

Notwithstanding the additional security measures that are being implemented, however, DHS, State, and ODNI have also concluded that additional, in-depth review is needed with respect to refugees who are nationals of the 11 countries designated as requiring a Security Advisory Opinion (SAO).

In light of the EO:

- USCIS officers are no longer required to elicit information regarding bona fide relationships (BFRs) during interviews for refugee applicants. In addition, cases that previously could not be fully adjudicated because they did not have a BFR may be adjudicated. More specific information regarding the cessation of the BFR process will be forthcoming.
- RAIO and the Fraud Detection and National Security Directorate (FDNS), along with representatives at DHS, will participate in a 90-day review of each country on the SAO list with interagency partners at DOS, ODNI, and DOJ. This review will include an in-depth threat assessment of each country as well as input from the intelligence and law enforcement communities and relevant information related to ongoing or completed investigations.
- During the 90-day review period, RAIO may approve nationals of SAO countries, or stateless persons who last habitually resided in an SAO country, for resettlement to the United States on a case by case basis if their admission is deemed to be in the national interest and poses no threat to the security and welfare of the United States. Additional guidance on the process for making this determination will be coming shortly.
- RAD is conducting “in-service training” for RAD and IO officers this week on new procedures and revised guidelines developed as a result of the review. Officers will be required to receive this training prior to adjudicating refugee cases after October 24th. RAD anticipates repeating this training as necessary until all adjudicators have been trained, and IO anticipates employing a train-the-trainer model in certain overseas offices to ensure all officers processing refugee cases have the new training.
- RAD and IO are now working with PRM to develop a refugee interview schedule for first quarter and beyond

and will be assigning and deploying newly-trained officers as rapidly as feasible.

- In order to better align the vetting of following-to-join refugees with refugees processed through the USRAP, IO has issued preliminary instructions indicating that staff: (i) may not schedule for interview and (ii) may not issue final approvals or travel documents for any I-730 following to join refugee beneficiaries, pending further guidance. However, staff may proceed with interviewing any beneficiary already scheduled for interview.

We will provide you additional guidance in the coming days. Please don't hesitate to reach out through your chain of command with any questions in the meantime. I am grateful to the RAIO team for all of their efforts in ensuring that the United States can continue to admit eligible refugees while protecting the national security and welfare of the United States.

As always, thank you for your hard work and dedication,

Jennifer B. Higgins  
Associate Director  
Refugee, Asylum and International Operations Directorate  
U.S. Citizenship and Immigration Services

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*With honor and integrity, we will safeguard the American people, our homeland, and our values.*

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Monday, April 02, 2018 5:55 PM  
**To:** RAIO - Refugee1; RAIO - International Ops - ALL  
**Subject:** New Guidance: Pipeline DHS Review  
**Attachments:** PDR Guidance 4-2-18 Signed.pdf; 2018-15 Pipeline DHS Review.pdf

RAD and IO Colleagues:

As you know, on January 29, 2018 Jennifer B. Higgins issued a memorandum, *New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review*, instructing the Refugee Affairs and International Operations Divisions to implement a number of recommendations, consistent with all judicial orders in effect. One of the directives in this memo instructed RAD to immediately institute a process and issue guidance to evaluate whether adjudications of I-590 "pipeline" cases (i.e. cases already interviewed by a USCIS officer and pending final approval) involving SAO nationals are impacted by protocols instituted as a result to the 120-day and 90-day review, and, if so, determine which cases require reinterview or change in outcome.

In response, RAD HQ began reviewing cases subject to this review and piloting the process during Quarter 2. In addition, RAD Policy drafted accompanying guidance, known as the Pipeline DHS Review (PDR). This guidance will apply to all SAO nationals interviewed prior to April 1, 2018, if the case:

- 1) is pending final approval (has not been stamped approved); or
- 2) is a Requests for Review (RFR) for which the adjudicating officer determines that the underlying I-590 should be reinterviewed and/or approved; or
- 3) involves adjudication of a form I-602 which, if approved, would result in approval of the underlying I-590; or
- 4) was closed prior to final decision or after approval, but prior to travel, and is being considered for reopening.

Please review the PDR Guidance and the accompanying PRM Program Announcement regarding this new review process in effect immediately.

For questions and comments on this guidance, please email RAD Policy [Refugeeaffairs-PAS@uscis.dhs.gov](mailto:Refugeeaffairs-PAS@uscis.dhs.gov).

Thank you,

Joanna

Joanna Ruppel  
Chief, Refugee Affairs Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625



U.S. Citizenship  
and Immigration  
Services

April 2, 2018

## Memorandum

TO: All International Operations Division Staff  
All Refugee Affairs Division Staff

FROM: Joanna Ruppel /s/  
Chief, Refugee Affairs Division

SUBJECT: Pipeline DHS Review (PDR) Guidance

### I. Background

On January 29, 2018, Department of Homeland Security (DHS) Secretary Kirstjen Nielsen issued a memorandum entitled *90-Day Refugee Review*, instructing U.S. Citizenship and Immigration Services (USCIS) to identify, outline, and implement additional screening and vetting enhancements for Security Advisory Opinion (SAO) nationals. As a result of this 90-day review, and in accordance with the Secretary's determinations, on January 29, 2018, Refugee, Asylum, and International Operations Directorate (RAIO) Associate Director Jennifer B. Higgins issued a memorandum entitled *New Procedures and Revised Guidelines for Refugee Adjudications as a Result of the 90-Day Review*.

Associate Director Higgins's memo instructed the Refugee Affairs Division (RAD) and International Operations Division (IO) to implement a number of actions, consistent with all judicial orders in effect. While these enhancements will be applied prospectively, RAD was instructed to immediately institute a process and issue guidance to evaluate whether adjudications of I-590 "pipeline" cases (i.e. cases already interviewed by a USCIS officer and pending final approval) involving SAO nationals<sup>1</sup> are impacted by new protocols and, if so, determine which cases require reinterview or change in outcome. In line with this directive,<sup>2</sup> RAD is adopting the following procedures, known as the Pipeline DHS Review (PDR), for SAO nationals interviewed prior to April 1, 2018 if the case:

- 1) is pending final approval (has not been stamped approved); or
- 2) is a Requests for Review (RFR) for which the adjudicating officer determines that the underlying I-590 should be reinterviewed and/or approved; or

<sup>1</sup> While the guidance outlined here addresses I-590 cases of SAO nationals, adjudicators may consider any case for reinterview, regardless of nationality and including I-730 cases, in which derogatory information or a procedural deficiency is discovered post-interview.

<sup>2</sup> Note that RAD HQ began reviewing pipeline cases and piloting this process in Quarter 2.

- 3) involves adjudication of a form I-602 which, if approved, would result in approval of the underlying I-590; or
- 4) was closed prior to final decision or after approval, but prior to travel, and is being considered for reopening.

For the time-being, only officers at RAD Headquarters (HQ) will conduct PDR, absent an explicit, written exception from RAD HQ.<sup>3</sup> An officer may not stamp approved an I-590 case involving an SAO national interviewed prior to April 1, 2018, unless RAD HQ has completed PDR and:

- 1) RAD HQ determined the case does not require a reinterview based on the integrity enhancements put in place as a result of the 120-day and 90-day reviews, and all necessary steps have been completed (i.e., all security checks have been completed and cleared and no additional HQ review is required), or
- 2) RAD HQ determined the case requires a reinterview, an officer has completed the reinterview and recommended approval, and all necessary steps have been completed (i.e., all security checks have been completed and cleared and no additional HQ review is required).

This guidance does not apply to I-590 cases that do not include any SAO nationals or any I-590 cases involving SAO nationals that are pending a denial stamp. Refugee cases previously determined to be eligible for refugee status that have already been stamped approved are considered to have received a final USCIS adjudication and do not require PDR. These cases, in the absence of discovery of derogatory information post-interview, will be allowed to proceed with travel without additional USCIS review. Furthermore, cases interviewed on or after April 1, 2018 do not require PDR as all enhancements will already have been incorporated into the interview and routine processing.

## II. Identification of Cases Requiring RAD HQ Review

The Refugee Processing Center (RPC) has created Case Availability Reasons (CARs) to identify 1) cases requiring PDR and 2) cases for which RAD HQ has completed PDR. Starting on April 1, 2018, officers will see the CAR on the Case Summary Screen here in WRAPS:



The CAR for cases that require PDR is “**Pending PDR.**” Once RAD HQ has completed PDR, it will email the appropriate Resettlement Support Center (RSC) requesting the CAR be updated to reflect PDR is complete. The CAR for cases where RAD HQ has completed PDR is “**PDR**”

<sup>3</sup> Initially, the SVPI Branch will manage the review and, based on a weekly report of cases pending PDR, will determine the prioritization of review of cases based on case status and other factors that may arise such as expedite requests from PRM. At a later date, RAD HQ may delegate this authority to other RAD or IO officers.

**Complete.**” If the case requires a reinterview, RAD HQ will instruct the RSC to update the CAR to **PDR Complete** and to add the **Re-Interview** CAR to the case. RAD HQ will also transmit the reinterview coversheet to the RSC through the Regional Desk Officer(s) according to normal procedures.<sup>4</sup> Once an officer has reinterviewed the case, the RSC will remove the **Re-Interview** CAR. The **PDR Complete** CAR will remain through travel.

### III. Case Handling

I-590 pipeline cases involving SAO nationals that require PDR may come to the attention of RAD or IO through several different streams. Officers should follow the applicable instructions below.

#### a. Digital Approval

The officer conducting digital approval must review WRAPS to check whether there is evidence that PDR has been completed.

If the **PDR Complete** CAR is present on a case, the officer should verify in WRAPS that RAD HQ correspondence indicating PDR is complete is in the file. If there is no correspondence indicating that RAD HQ completed PDR, the officer should mark the case Unable to Stamp and note in the Unable to Stamp box, “RAD HQ, PDR review required. Remove **PDR Complete** CAR, add **Pending PDR** CAR.” If correspondence confirms that PDR is complete and a reinterview is not required, the officer should follow normal adjudicative procedures.

If correspondence indicates that RAD HQ completed PDR and determined a reinterview is required, the officer should verify that the reinterview was conducted. The officer should review the Refugee Application Assessment from the post-PDR reinterview in WRAPS to determine if the case may now proceed through normal adjudicative procedures. If the documentation confirms that the post-PDR reinterview was conducted, the officer should follow normal adjudicative procedures.

If a reinterview is required, but has not been conducted, the officer should mark the case Unable to Stamp and note in the Unable to Stamp box, “Per RAD HQ, case requires a reinterview based on PDR.” The officer should also instruct the RSD to add the **Re-Interview** CAR if not present. The officer may not digitally approve the case at this time.

RSCs should not put in the digital approval queue any cases with a CAR of **Pending PDR**. However, there may be some circumstances where a case with a CAR of **Pending PDR** is placed in the queue in error. If the **Pending PDR** CAR is assigned to the case, the officer should review the scanned documents for any RAD HQ correspondence regarding PDR. If correspondence indicates that RAD HQ completed PDR and determined no reinterview is necessary or if correspondence indicates that RAD HQ completed PDR, determined that reinterview is necessary and documentation indicates that the post-PDR reinterview was conducted, the officer should mark the case Unable to Stamp and note in the Unable to Stamp box, “Remove **Pending PDR** CAR, add **PDR Complete** CAR, then return case to digital queue.” If there is no

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<sup>4</sup> The reinterview requestor uploads the reinterview coversheet to the “Re-interview Tracking List” on the ECN. Regional Operations distributes reinterview coversheets weekly to the RSCs.



correspondence indicating that RAD HQ completed PDR, the officer should mark the case Unable to Stamp and note in the Unable to Stamp box, “RAD HQ, PDR review required.” If correspondence indicates that RAD HQ completed PDR and determined a reinterview is required and the post-PDR reinterview has not been conducted, the officer should mark the case Unable to Stamp and note in the Unable to Stamp box, “Remove **Pending PDR** CAR, add **PDR Complete** and **Re-Interview** CARs.”

#### **b. Hold Lifts in the Field<sup>5</sup>**

The hold-lifting officer must review WRAPS to check whether there is evidence that PDR has been completed.<sup>6</sup> RSCs should not present for hold lift any cases with a CAR of **Pending PDR**.

If the **PDR Complete** CAR is present, the officer should ensure that RAD HQ correspondence indicates PDR is complete. If there is no correspondence indicating that RAD HQ completed PDR, the officer should return the case to the RSC with instructions to add the **Pending PDR** CAR. If the correspondence confirms that PDR is complete and a reinterview is not required, the officer should follow normal adjudicative procedures.

If correspondence indicates that RAD HQ completed PDR and determined a reinterview is required, the officer should verify that the reinterview was conducted. The officer should review the Refugee Application Assessment from the post-PDR reinterview in the file to determine if the case may now proceed through normal adjudicative procedures. If the documentation confirms that the post-PDR reinterview was conducted, the officer should follow normal adjudicative procedures.

If a reinterview is required, but has not been conducted, the **Re-Interview** CAR should be assigned to the case. The officer should return the case to the RSC and inform the RSC that the case requires a reinterview. The officer should also instruct the RSC to add the **Re-Interview** CAR at this time if it is not already present. The officer may not stamp the case approved at this time.

#### **c. Case appears on RAD HQ’s No Decision (NOD) list**

The RAD HQ officer conducting PDR should coordinate with the RAD HQ officer who will handle any applicable NOD hold. For example, if a case requires PDR and is on HQ TRIG Review hold, the RAD HQ officer conducting PDR will reach out to the RAD HQ Policy officer who reviews HQ TRIG Review holds. This is to ensure that if a reinterview is needed after the case is reviewed by both officers, only one consolidated reinterview coversheet will be drafted and only one consolidated reinterview will be conducted. This is also necessary to ensure they coordinate on notification to the RSC to update the CARs related to PDR and NOD holds.

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<sup>5</sup> At the present time, cases subject to PDR will not be stamped approved in the field, but will be handled digitally at HQ. This guidance does not apply to I-590 pipeline cases that will be denied (e.g., case presented for issuance of discretionary denial).

<sup>6</sup> Should, in the future, PDR status appear on Class Name Check Reports, reviewing the printout of this report is sufficient.

**d. Request for Review (RFR) cases that could result in overturning the denial or remanding for reinterview**

**i. RFR adjudication could result in overturning the denial**

If the officer reviewing the RFR determines the denial should be overturned and the case is approvable, the officer must review WRAPS to check whether there is evidence that PDR has been completed. It is anticipated, that for most RFR cases, PDR will not have been completed. However, there may be some RFRs for denials post-PDR.

The officer should review the correspondence in WRAPS to determine if PDR has been completed. If the case has not undergone PDR, the officer must contact the RSC to add the **PDR Pending** CAR. The officer should not approve the case at this time.

Once the **PDR Complete** CAR is present, the officer should verify that RAD HQ correspondence indicating PDR is complete is in WRAPS. If the correspondence indicates a reinterview is not required, the officer should follow normal adjudicative procedures.

If RAD HQ completed PDR and determined a reinterview was required, the officer should verify the reinterview was conducted. The officer should review the Refugee Application Assessment from the post-PDR reinterview in the file or WRAPS and should follow normal RFR adjudicative procedures. If the post-PDR reinterview was required, but has not been conducted, the officer should not approve the case at this time and should ensure the **Re-Interview** CAR is present.

If PDR results in denial, RAD HQ will coordinate with the officer to uphold the prior denial.

**ii. RFR adjudication could result in remanding for reinterview**

If the officer reviewing the RFR determines a reinterview is required, the officer must review WRAPS to check whether there is evidence that PDR has been completed. If the case has not undergone PDR, the officer must contact the RSC to add the **PDR Pending** CAR in addition to the **Re-Interview** CAR. The officer should not proceed with the reinterview at this time. The officer should provide RAD HQ with the RFR reinterview coversheet. Send the coversheet to [RAD-SVPI@uscis.dhs.gov](mailto:RAD-SVPI@uscis.dhs.gov) with the following subject line: "RSC Case Number [Add] –RFR Reinterview Coversheet Consolidation."

If PDR results in a reinterview, RAD HQ will add its reinterview questions to the RFR reinterview coversheet and return it to the RFR officer to proceed through normal adjudicative procedures. At the same time, RAD HQ will also notify the RSC that PDR is complete and it should update CAR to **PDR Complete**.

If PDR does not result in a reinterview, RAD HQ will notify the RSC that PDR is complete and it should update CAR to **PDR Complete**. It will also notify the officer that the RFR reinterview may proceed.

If PDR results in denial, RAD HQ will coordinate with the officer to uphold the prior denial.

**e. I-602 that appears approvable**

If the officer decides the I-602 is approvable, the officer must review WRAPS to check whether there is evidence that PDR has been completed. If the case has not already undergone PDR, the officer must contact RAD HQ at [Refugeeaffairs-PAS@uscis.dhs.gov](mailto:Refugeeaffairs-PAS@uscis.dhs.gov) for further guidance.

**f. Reopening cases previously interviewed by USCIS and closed prior to receiving a final decision and reopening previously approved cases closed prior to travel**

The RSC should present to the appropriate Regional Operations Desk Officer any case involving SAO nationals interviewed by USCIS prior to April 1, 2018 and 1) closed prior to receiving a final decision or 2) approved and closed prior to travel where the principal applicant has requested to reopen his/her case.

If the Regional Operations Desk Officer performs normal case reopening and passage of time reviews and decides that the case may be reopened, the officer must check WRAPS to determine whether there is evidence that PDR has been completed. If the **PDR Complete** CAR is present and RAD HQ correspondence indicates PDR is complete, the officer should proceed with normal adjudicative procedures.

If there is no correspondence indicating that RAD HQ has completed PDR, the Regional Operations Desk Officer must contact the RSC to add the **PDR Pending** CAR.

If the routine case reopening review and/or case review for passage of time does not result in a reinterview, the Regional Operations Desk Officer should inform the RSC that the case may be reopened and allow the case to proceed through normal adjudicative procedures.

If the routine case reopening review and/or case review for passage of time results in the need for a reinterview, the Regional Operations Desk Officer must also contact the RSC to add the **Re-Interview** CAR. The officer should provide RAD HQ with the Regional Operations reinterview coversheet. Send the coversheet to [RAD-SVPI@uscis.dhs.gov](mailto:RAD-SVPI@uscis.dhs.gov) with the following subject line: "RSC Case Number [Add] –Reg Ops Reinterview Coversheet Consolidation."





## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 23, 2018 4:05 PM  
**To:** Fuertez, Dominador C; DePaepe, Craig J; Miranda, Anthony E  
**Cc:** Mancuso, Deborah T; Teffer, Leikun  
**Subject:** NSC POCs for I-730R cases & other NSC case transfer information

All, trying to enter this NSC information – presently in various emails - into one consolidated email. I'll save it in the O drive in procedures (IASB).

- These will be our POCs regarding files sent to us by the NSC.:

Tom Fritz - [Thomas.J.Fritz@uscis.dhs.gov](mailto:Thomas.J.Fritz@uscis.dhs.gov) – Tom is the NSC's Section Chief for Records related matters.

Paula Kohlmann - [Paula.K.Kohlmann@uscis.dhs.gov](mailto:Paula.K.Kohlmann@uscis.dhs.gov) (ISO)

Steven Pollnow - [Steven.J.Pollnow@uscis.dhs.gov](mailto:Steven.J.Pollnow@uscis.dhs.gov) (Regarding Steven Pollnow: someone else has the same name in Outlook except for the middle initial J. Please pay attention that your email is going to the right Steven.)

For the foreseeable future please continue to include Linda Dougherty ([Linda.M.Dougherty@uscis.dhs.gov](mailto:Linda.M.Dougherty@uscis.dhs.gov)) and Bill Tomlyanovich ([William.J.Tomlyanovich@uscis.dhs.gov](mailto:William.J.Tomlyanovich@uscis.dhs.gov)) on email responses regarding records. Eventually they will not need to be included. Maybe around February we'll be able to leave them out.

- FYI- regarding distinguishing touched/untouched cases coming from the NSC, see below. Bottom line is that there will be a worksheet inside the BENE's file if the case is touched. Not very helpful for quick identification. I did not get an attachment showing what the WS looks like.
- Tom Fritz has agreed that files will not be sent in expansion folders; they will be rubber-banded. Address to return the expansion folders to the NSC:  
**Nebraska Service Center**  
**850 S Street**  
**Lincoln, NE 68508**
- Tom has also agreed that for future shipments contractors will "... put the tracking numbers on a separate tab and list the box they are for in the future. Those would be FedEx tracking numbers."

Pilar

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Tuesday, January 23, 2018 12:44 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M  
**Cc:** Mancuso, Deborah T; Teffer, Leikun; Kohlmann, Paula K; Pollnow, Steven J; Fritz, Thomas J  
**Subject:** RE: Update on FTJ-R shipments to IASB

Adding Tom Fritz, from NSC Records.

POCs from NSC would be Tom, Paula, and Steven.

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Tuesday, January 23, 2018 3:43 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Dougherty, Linda M  
**Cc:** Mancuso, Deborah T; Teffer, Leikun; Kohlmann, Paula K; Pollnow, Steven J  
**Subject:** RE: Update on FTJ-R shipments to IASB

Pilar,  
I received this explanation from Paula at the NSC. Bill

*For those files shipped from NSC, if they had been "touched," there was an 8.5 x 11 coversheet inside the bene's A-file which told what was going on with the case (attached). If that is not in the bene's A-file, then it has not been touched.*

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 23, 2018 10:23 AM  
**To:** Dougherty, Linda M; Tomlyanovich, William J (Bill)  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: Update on FTJ-R shipments to IASB

Linda, Bill –

The NSC's shipment did not have any indication whether the first files shipments is all untouched or touched cases. It would help us sort the files and organize them if we knew that. I suspect that these are untouched cases but don't know. The TSC has sent us two shipments and both have included a mix – most boxes are exclusively untouched cases but others are touched cases. The TSC writes touched or untouched right on the box – that works for us. Another option is to write touched or untouched on the manifest but that could be more laborious.

**Q:** Can we have POCs at the NSC who will be our contacts regarding shipments? We have POCs for the TSC already. Our support staff will inform them when shipments are received and whether any discrepancies exist or not.

Pilar

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 18, 2018 7:24 AM  
**To:** Tomlyanovich, William J (Bill); Mancuso, Deborah T; Teferra, Leikun  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

Thank you, Bill.

I see that the files are scheduled to arrive by this coming Monday. Excellent.

Pilar

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Thursday, January 18, 2018 7:14 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

FYI on the tracking numbers.

You were right, Pilar. Those are the tracking numbers (light gray at bottom of each page).

Bill

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**From:** Fritz, Thomas J  
**Sent:** Thursday, January 18, 2018 10:12 AM  
**To:** Tomlyanovich, William J (Bill)  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

Yes. I have asked them to put the tracking numbers on a separate tab and list the box they are for in the future. Those would be FedEx tracking numbers.

Thomas J. (Tom) Fritz

Section Chief Records  
USCIS Nebraska Service Center  
Star Bldg. Rm. 1010, RP0012  
(402) 323-2570

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Thursday, January 18, 2018 9:07 AM  
**To:** Fritz, Thomas J  
**Cc:** Dougherty, Linda M  
**Subject:** FW: Update on FTJ-R shipments to IASB

Tom,  
IASB had a follow-up question.  
Are the tracking numbers the long numbers in light gray at the bottom of each of the manifest pages?  
Thanks, Bill

00223010001002760041000410044354251

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 18, 2018 9:49 AM  
**To:** Dougherty, Linda M; Mancuso, Deborah T  
**Cc:** Tomlyanovich, William J (Bill)  
**Subject:** RE: Update on FTJ-R shipments to IASB

Yay, Yoohooo!!! – Thank you.

Question are the tracking numbers the long numbers in light gray at the bottom of each of the manifest pages? We want to make sure to have the tracking number so we can follow the shipments.

Pilar

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**From:** Dougherty, Linda M  
**Sent:** Thursday, January 18, 2018 5:57 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Cc:** Tomlyanovich, William J (Bill)  
**Subject:** FW: Update on FTJ-R shipments to IASB

Please see attached shipment manifest.

**From:** Fritz, Thomas J  
**Sent:** Thursday, January 18, 2018 8:55 AM



**To:** Tomlyanovich, William J (Bill); Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

Bill,

Here are the manifests and tracking numbers. The tracking number is the last entry on each box tab. Can you forward to who needs them or give me a list of people you would like them sent to. Thanks

Thomas J. (Tom) Fritz  
Section Chief Records  
USCIS Nebraska Service Center  
Star Bldg. Rm. 1010, RP0012  
(402) 323-2570

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Wednesday, January 17, 2018 8:32 AM  
**To:** Fritz, Thomas J; Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

Thank you for the update, Tom! This is very good news.  
Bill

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**From:** Fritz, Thomas J  
**Sent:** Wednesday, January 17, 2018 9:31 AM  
**To:** Pollnow, Steven J; Tomlyanovich, William J (Bill); Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

These are shipping today. There are 644 files in 16 boxes.

Thomas J. (Tom) Fritz  
Section Chief Records  
USCIS Nebraska Service Center  
Star Bldg. Rm. 1010, RP0012  
(402) 323-2570

**From:** Pollnow, Steven J  
**Sent:** Tuesday, January 16, 2018 2:47 PM  
**To:** Tomlyanovich, William J (Bill); Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S; Fritz, Thomas J  
**Cc:** Dougherty, Linda M  
**Subject:** RE: Update on FTJ-R shipments to IASB

Bill, Tom should be able to speak to this for NSC.  
Thanks

Steven J. Pollnow | Section Chief | RAD ( Refugee/Asylum/DACA/N565) Division:  
DHS/USCIS/Nebraska Service Center | (402)-219-6337 | cell [REDACTED] (b)(6)

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**From:** Tomlyanovich, William J (Bill)  
**Sent:** Tuesday, January 16, 2018 2:44 PM  
**To:** Pollnow, Steven J; Kohlhapp, Paula K; Hysmith, Tenner L; Lin, Charles S; Fritz, Thomas J  
**Cc:** Dougherty, Linda M  
**Subject:** Update on FTJ-R shipments to IASB  
**Importance:** High

Steve, Paula, Tenner and Charles:

Pam Hutchings, SCOPS ADJ Division Chief, has asked for an update on the shipment of FTJ-Refugee cases to IASB in Anaheim.

As of Friday last week, my understanding was that the request for shipment had been forwarded to the NSC and TSC records sections, but that it would take a few days for the FTJ-R boxes to be sent. Could you let me know if you have any updates, e.g., XX files have now been mailed to IASB?

Thanks! Bill

Wm. Tomlyanovich  
Service Center Operations (ANTZ Branch)  
202-272-1384 (Wed-Fri)  
[REDACTED] telework Mon-Tue)

(b)(6)

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Monday, April 02, 2018 12:42 PM  
**To:** Chang, Ninie T; Coker, Oluwole A (Wole); Hernandez-Wolas, Lorena; Lowe, William A; Medina, Jorge E; Patel, Mahesh; Burdine, Tonya L; Mancuso, Deborah T; Teferra, Leikun  
**Cc:** DePaepe, Craig J; Fuertez, Dominador C; Miranda, Anthony E; Pang, Michael P  
**Subject:** OCC approved RFE for I-730 DP will be uploaded to CAMINO shortly

All,

OCC's approved the I-730 DP RFE and so it will very soon be in CAMINO. Thank you to Wole who's working on this right now. Wole, let us know when you've finalized it.

You will notice that the name of the beneficiary will now be provided next to the word "beneficiary" which is being done to make clear to petitioners for whom the I-590 is requested; alas, we got one response of an I-590 with info for the PET not the BENE and we're getting inquiry questions re who needs to be fill-out the RFE. Hopefully the fix will avoid the questions and issues.

Supervisors and AOs – RFEs that have not been mailed will need to be re-printed using the approved RFE template.

Thanks,

Pilar

**Pilar Peralta Mihalko**

Branch Chief, International Adjudications Support Branch (IASB)

USCIS | RAO | International Operations Division

Office: (714) 780-4458 / Mobile [REDACTED]

(b)(6)

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 11, 2018 3:46 PM  
**To:** Kwan, Stephanie M; Swanson, Trina M; Ginzburg, Roman; Kliska, Jennifer R; Mancuso, Deborah T  
**Subject:** RE: All CRO Call - I-730/FTJ Briefing

As I mentioned in a separate email, the petitioners will likely be receiving notice of case transfer late next week or week after - for sure by 1/25. So, as far as I'm concerned the community relations officers need to be briefed on that.

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**From:** Kwan, Stephanie M  
**Sent:** Thursday, January 11, 2018 1:33 PM  
**To:** Swanson, Trina M; Ginzburg, Roman; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** RE: All CRO Call - I-730/FTJ Briefing

Adding in Deb & Pilar b/c I realize the updates/changes to I-730 processing are now happening in almost 2 phases (1) case transfer starting this week and (2) updated vetting in the near future.

The question is, when should we brief about these changes for the CROs, now or after all the changes are completed?

Thanks,  
Stephanie

**Stephanie Kwan**  
Special Assistant, International Operations Division  
Cell: [REDACTED] (b)(6)

**From:** Kwan, Stephanie M  
**Sent:** Thursday, January 11, 2018 2:52 PM  
**To:** Swanson, Trina M; Ginzburg, Roman; Kliska, Jennifer R  
**Subject:** FW: All CRO Call - I-730/FTJ Briefing

Hi – I defer to you guys on when you want to do the update. Please feel free to respond directly to Ebony.

Thanks,  
Stephanie

**Stephanie Kwan**  
Special Assistant, International Operations Division  
Cell: [REDACTED] (b)(6)

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**From:** Turner, Ebony N  
**Sent:** Thursday, January 11, 2018 1:48 PM  
**To:** Kwan, Stephanie M  
**Cc:** Kliska, Jennifer R; Swanson, Trina M; Ginzburg, Roman  
**Subject:** RE: All CRO Call - I-730/FTJ Briefing

Hi Stephanie:

Thanks for sending a note. I was just about to reach out about this.

Attached is a draft agenda for your review, in case you would like to proceed with the briefing on the 25th.

If you would like to change the date, our next All CRO calls are scheduled for Feb. 22 and Mar. 22.  
We can work to reschedule you for one of those dates, if needed.

Let us know!

Ebony

Ebony Turner  
Community Relations Officer  
Customer Service and Public Engagement Directorate  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
[Ebony.N.Turner2@uscis.dhs.gov](mailto:Ebony.N.Turner2@uscis.dhs.gov)  
202-272-8301 (Desk) [REDACTED] (cell)  
(b)(6)

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**From:** Kwan, Stephanie M  
**Sent:** Thursday, January 11, 2018 2:27 PM  
**To:** Turner, Ebony N  
**Cc:** Kliska, Jennifer R; Swanson, Trina M; Ginzburg, Roman  
**Subject:** RE: All CRO Call - I-730/FTJ Briefing

Hi Ebony,

When is the next CRO call following Jan. 25? Since our guidance hasn't been issued yet, I think we're looking to postpone giving an overview on the CRO call until maybe the next meeting?

Thanks,  
Stephanie

**Stephanie Kwan**  
Special Assistant, International Operations Division  
Cell: [REDACTED] (b)(6)

**From:** Turner, Ebony N  
**Sent:** Monday, December 18, 2017 1:51 PM  
**To:** Kwan, Stephanie M  
**Cc:** Hartman, Tamar P; Swanson, Trina M; Ginzburg, Roman  
**Subject:** RE: All CRO Call - I-730/FTJ Briefing

Thanks Stephanie!  
I will confirm you all for the 25th now and forward you the calendar reminder.

Ebony

Ebony Turner  
Community Relations Officer  
Customer Service and Public Engagement Directorate  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
[Ebony.N.Turner2@uscis.dhs.gov](mailto:Ebony.N.Turner2@uscis.dhs.gov)

202-272-8301 (Desk) [REDACTED] cell)  
(b)(6)

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**From:** Kwan, Stephanie M  
**Sent:** Friday, December 15, 2017 1:42 PM  
**To:** Turner, Ebony N  
**Cc:** Hartman, Tamar P; Swanson, Trina M; Ginzburg, Roman  
**Subject:** RE: All CRO Call - I-730/FTJ Briefing

Hi Ebony,

Let's aim for the Jan. 25 date.

-Stephanie

**Stephanie Kwan**  
Special Assistant, International Operations Division  
Cell [REDACTED] (b)(6)

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**From:** Turner, Ebony N  
**Sent:** Monday, December 11, 2017 11:01 AM  
**To:** Kwan, Stephanie M  
**Subject:** All CRO Call - I-730/FTJ Briefing

Hi Stephanie:

Following-up to schedule a time for IO to share I-730/FTJ updates on one of the All CRO calls.

I know Dec. 5 was a bit soon, so I am sharing two possible dates in January:

- **January 4:** IO I-730/FTJ updates (Ebony checking with SMEs)
- **January 25:** processing times (Kate checking with Mary)

We have IO penciled in for the Jan. 4 date, but can change it to Jan 25 or later. Let me know if one of these dates would work, or if you prefer to look at February. Please note, we can have two presentations in one call, so moving it to the 25, even if there is another speaker, is no problem.

Thank you,  
Ebony

Ebony Turner  
Community Relations Officer  
Customer Service and Public Engagement Directorate  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
[Ebony.N.Turner2@uscis.dhs.gov](mailto:Ebony.N.Turner2@uscis.dhs.gov)  
202-272-8301 (Desk) [REDACTED] (cell)  
(b)(6)

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**From:** Kwan, Stephanie M  
**Sent:** Thursday, November 16, 2017 3:18 PM  
**To:** Rattliff, Megan E; Ginzburg, Roman; Turner, Ebony N; Grammer, Alexandra C (Alex)  
**Cc:** Swanson, Trina M; Hartman, Tamar P; Chen, Alice C; Ramirez, Maria E (Emi); Langston, Robert C (Carter); Sharifi,

Danielle D

**Subject:** RE: FTJ-Refugee Updates

Hi Ebony,

For CSPED related engagements, I had a chance to discuss w/ Joanna/Maura and I think we'd like to do the following if CSPED agrees:

1. Egov delivery when the new information is posted to the USCIS.gov website
2. Provide a briefing of the changes during an upcoming All CRO call.

For later in the Spring, let's circle back on doing a I-730 stakeholder engagement, which I know we've discussed previously too.

Thanks!

-Stephanie

**Stephanie Kwan**

Special Assistant, International Operations Division

Cell: [REDACTED] (b)(6)

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**From:** Rattliff, Megan E

**Sent:** Thursday, November 16, 2017 1:23 PM

**To:** Ginzburg, Roman; Turner, Ebony N; Kwan, Stephanie M; Grammer, Alexandra C (Alex)

**Cc:** Swanson, Trina M; Hartman, Tamar P; Chen, Alice C; Ramirez, Maria E (Emi); Langston, Robert C (Carter); Sharifi, Danielle D

**Subject:** RE: FTJ-Refugee Updates

Thanks Roman for the additional information!

**Megan Rattliff**

Communications Strategist

Office of Communications | U.S. Citizenship and Immigration Services

20 Mass. Ave. NW, Suite 3100 | Washington, DC 20529

Email: [Megan.E.Rattliff@uscis.dhs.gov](mailto:Megan.E.Rattliff@uscis.dhs.gov)

Office: (202) 272-1246 | Mobile: [REDACTED] | Fax: (202) 272-8112

(b)(6)

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**From:** Ginzburg, Roman

**Sent:** Thursday, November 16, 2017 8:16 AM

**To:** Rattliff, Megan E; Turner, Ebony N; Kwan, Stephanie M; Grammer, Alexandra C (Alex)

**Cc:** Swanson, Trina M; Hartman, Tamar P; Chen, Alice C; Ramirez, Maria E (Emi); Langston, Robert C (Carter); Sharifi, Danielle D

**Subject:** RE: FTJ-Refugee Updates

Hi Megan,

Yes, these are two different initiatives stemming from different EO sections. The interview expansion is driven by Section 5 of EO 13780 and apply to both domestic I-730 Refugee and domestic I-730 Asylee adjudications. The I-730 Refugee vetting initiatives resulted from the 120-day review mandated by Section 6(a) of Executive Order 13780. The additional security vetting and the process changes required for the additional vetting only applies to I-730 Refugee cases for overseas beneficiaries. We still have not decided which, if any, of the additional vetting measures would apply to domestic I-730 Refugee cases.

Best,

-Roman

**From:** Rattliff, Megan E

**Sent:** Wednesday, November 15, 2017 5:01 PM

**To:** Turner, Ebony N <Ebony.N.Turner2@uscis.dhs.gov>; Kwan, Stephanie M <Stephanie.M.Kwan@uscis.dhs.gov>; Grammer, Alexandra C (Alex) <Alexandra.C.Grammer@uscis.dhs.gov>

**Cc:** Ginzburg, Roman <Roman.Ginzburg@uscis.dhs.gov>; Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>; Hartman, Tamar P <tamar.p.hartman@uscis.dhs.gov>; Chen, Alice C <Alice.C.Chen@uscis.dhs.gov>; Ramirez, Maria E (Emi) <maria.e.ramirez2@uscis.dhs.gov>; Langston, Robert C (Carter) <robert.c.langston@uscis.dhs.gov>; Sharifi, Danielle D <Danielle.D.Sharifi@uscis.dhs.gov>

**Subject:** RE: FTJ-Refugee Updates

Hi Stephanie,

Thanks for meeting today and clarifying this a bit more. I had one additional question, is this change in case processing for follow-to-join refugee cases different from what is happening currently with interview expansion?

Thanks again for your help!

Megan

**Megan Rattliff**

Communications Strategist

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(b)(6)

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**From:** Rattliff, Megan E

**Sent:** Tuesday, November 14, 2017 11:40 AM

**To:** Turner, Ebony N; Kwan, Stephanie M; Grammer, Alexandra C (Alex)

**Cc:** Ginzburg, Roman; Swanson, Trina M; Hartman, Tamar P; Chen, Alice C; Ramirez, Maria E (Emi); Langston, Robert C (Carter); Sharifi, Danielle D ([Danielle.D.Sharifi@uscis.dhs.gov](mailto:Danielle.D.Sharifi@uscis.dhs.gov))

**Subject:** RE: FTJ-Refugee Updates

Adding in Danielle and Carter for visibility as well.

Thanks!

**Megan Rattliff**

Communications Strategist

Office of Communications | U.S. Citizenship and Immigration Services

20 Mass. Ave. NW, Suite 3100 | Washington, DC 20529

Email: [Megan.E.Rattliff@uscis.dhs.gov](mailto:Megan.E.Rattliff@uscis.dhs.gov)

Office: (202) 272-1246 | Mobile: [REDACTED] Fax: (202) 272-8112  
(b)(6)

**From:** Turner, Ebony N

**Sent:** Tuesday, November 14, 2017 11:26 AM

**To:** Kwan, Stephanie M; Grammer, Alexandra C (Alex); Rattliff, Megan E

**Cc:** Ginzburg, Roman; Swanson, Trina M; Hartman, Tamar P; Chen, Alice C; Ramirez, Maria E (Emi)

**Subject:** RE: FTJ-Refugee Updates

Hi Stephanie:



Happy to join the OCOMM/RAIO call tomorrow to discuss or touch base with you at another time that works best. Adding my counterpart who works closely with our customer service tools side of the house as well.

Thank you,  
Ebony

Ebony Turner  
Community Relations Officer  
Customer Service and Public Engagement Directorate  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
[Ebony.N.Turner2@uscis.dhs.gov](mailto:Ebony.N.Turner2@uscis.dhs.gov)  
202-272-8301 (Desk) [REDACTED] cell)

(b)(6)

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**From:** Kwan, Stephanie M  
**Sent:** Tuesday, November 14, 2017 11:17 AM  
**To:** Grammer, Alexandra C (Alex); Rattliff, Megan E; Turner, Ebony N  
**Cc:** Ginzburg, Roman; Swanson, Trina M; Hartman, Tamar P; Chen, Alice C  
**Subject:** RE: FTJ-Refugee Updates

Yes, we can discuss tomorrow during the OCOMM/RAIO call..

Ebony – would be interested in your thoughts from the CSPED prospective on what would be appropriate re engagement/messaging.

Thanks,  
Stephanie

**Stephanie Kwan**  
Special Assistant, International Operations Division  
Cell [REDACTED] (b)(6)

**From:** Grammer, Alexandra C (Alex)  
**Sent:** Tuesday, November 14, 2017 1:08 PM  
**To:** Rattliff, Megan E; Kwan, Stephanie M; Turner, Ebony N  
**Cc:** Ginzburg, Roman; Swanson, Trina M; Hartman, Tamar P; Chen, Alice C  
**Subject:** RE: FTJ-Refugee Updates

Can we add this as an agenda item for tomorrow's OCOMM/RAIO touchpoint?

**From:** Rattliff, Megan E  
**Sent:** Tuesday, November 14, 2017 11:06 AM  
**To:** Kwan, Stephanie M; Turner, Ebony N  
**Cc:** Ginzburg, Roman; Swanson, Trina M; Hartman, Tamar P; Grammer, Alexandra C (Alex); Chen, Alice C  
**Subject:** RE: FTJ-Refugee Updates

Thanks Stephanie for the heads up. You are correct in that we have moved away from using traditional FAQs on our website. Instead we are recommending that we create web pages or insert content in other places on our website.

Adding in a few others for their visibility and input. I can set up a meeting to discuss this further and also provide some recommendations.

Thanks for reaching out!

Megan

**Megan Rattliff**

Communications Strategist

Office of Communications | U.S. Citizenship and Immigration Services

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Email: [Megan.E.Rattliff@uscis.dhs.gov](mailto:Megan.E.Rattliff@uscis.dhs.gov)

Office: (202) 272-1246 | Mobile: [REDACTED] | Fax: (202) 272-8112  
(b)(6)

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**From:** Kwan, Stephanie M

**Sent:** Tuesday, November 14, 2017 7:10 AM

**To:** Rattliff, Megan E; Turner, Ebony N

**Cc:** Ginzburg, Roman; Swanson, Trina M; Hartman, Tamar P

**Subject:** FTJ-Refugee Updates

Hi Megan and Ebony,

There have been some changes to case processing for Form I-730 Following-to-join Refugee cases given the EOs, and we'd like share information about these changes on [uscis.gov](http://uscis.gov) or through some other platform (egov delivery?) We drafted a FAQ that is going through OCC clearance, but I believe USCIS is moving away from traditional FAQ documents, so wanted to see what ideas you guys had on how and where we can share this updated information?

Thanks,  
Stephanie

**Stephanie Kwan**

Special Assistant, International Operations Division

Refugee, Asylum & International Operations

U.S. Citizenship and Immigration Services

Cell [REDACTED] (b)(6)

[Stephanie.M.Kwan@uscis.dhs.gov](mailto:Stephanie.M.Kwan@uscis.dhs.gov)

## Shirk, Georgette L

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, February 21, 2018 4:21 PM  
**To:** Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Approved I-730 Refugee follow- to-join

To make sure we're clear on processing:

1. Notice of decision to PET and Attorneys should be sent on the same day we notify DOS/NVC of case transfer. This will, of course, include decision approval by the SAO.
2. All fields needed for the case to show as completed in CAMINO must be filled. These cases are still showing that they are pending completion because they've not been transferred to the NVC.
  - [https://camino.uscis.dhs.gov/camino/?action=case&process\\_id=59A3861E-2B0C-46CD-873B-9B82D734244D](https://camino.uscis.dhs.gov/camino/?action=case&process_id=59A3861E-2B0C-46CD-873B-9B82D734244D)
  - [https://camino.uscis.dhs.gov/camino/?action=case&process\\_id=B69DEDoF-7B18-4CC7-969B-25C6F8DC9966](https://camino.uscis.dhs.gov/camino/?action=case&process_id=B69DEDoF-7B18-4CC7-969B-25C6F8DC9966)
3. For instances such as this in which we've sent the packet directly to post/DOS abroad, in CAMINO the cases are transferred to the NVC but the packets don't need to be physically transferred to the NVC. A remark should be entered in CAMINO Remarks that because the cases were expedited they were in fact forwarded directly and electronically to DOS/post. The file with the interfiled packet showing the original approval stamp can be sent to the NRC (unless in this instance there's a need to return any of the files to PHI from where they were received today).
4. I-730 decisions sent electronically to DOS, like with CMPP and parole cases, need to be sent from the USCIS, IASB mailbox. The HQ CA/VO POC must be copied.
5. Finally, for customer service purposes, particularly since we are a new party to I-730s processing, whenever we send a case directly to post under any "special circumstance" the post needs to be given information regarding why we've digressed from standard processing so that posts are not confused about why they are not getting the case(s) through the standard process.

The above points are consistent with how we've handled cases in the past (e.g. when we transferred I-601s to other locations we would show the case transferred and our actions would be completed).

Pilar

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, February 20, 2018 5:18 PM  
**To:** Teferra, Leikun; Mancuso, Deborah T  
**Subject:** RE: Approved I-730 Refugee follow- to-join

Before anything happens with these files let's talk about where exactly these files will be in fact physically transferred to.

Pilar Peralta Mihalko  
International Adjudications Support Branch  
International Operations Division

---

**From:** Teferra, Leikun  
**Sent:** Tuesday, February 20, 2018 4:55:02 PM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: Approved I-730 Refugee follow- to-join

Deborah,

The first 4 bullets are done.

Thanks,  
Leikun

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, February 20, 2018 8:30 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Subject:** FW: Approved I-730 Refugee follow- to-join

Pilar and Leikun,

In terms of IASB's records, I recommend the following action in CAMINO:

- Mahesh to correct "Office Filed With" to reflect TSC, not Southeast Region, for 235
- Leikun to add Supervisor Concurrence dates
- Were notices sent to petitioner and representative? If not, we need to send them notices
- Notification date to be added in CAMINO
- Cases to be transferred in CAMINO to NVC as pending cases to move them off our books

Thank you,  
Deborah

---

**From:** Benedict, Deborah L  
**Sent:** Friday, February 16, 2018 12:34 PM  
**To:** Nicholson, Maura J; Peralta Mihalko, Maria P (Pilar); Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: Approved I-730 Refugee follow- to-join

This is great news! Thank you IASB for your quick work and the accomplishment of completing your first approvals with EFR!!

---

**From:** Nicholson, Maura J  
**Sent:** Friday, February 16, 2018 3:29 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Benedict, Deborah L; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: Approved I-730 Refugee follow- to-join

Fantastic! Thank you!

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, February 16, 2018 3:06:23 PM  
**To:** Nicholson, Maura J; Benedict, Deborah L; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T  
**Subject:** FW: Approved I-730 Refugee follow- to-join

These are the Djibouti expedites. First EFR cases too.

Pilar Peralta Mihalko  
International Adjudications Support Branch  
International Operations Division

---

**From:** Teferra, Leikun  
**Sent:** Friday, February 16, 2018 11:56:03 AM  
**To:** Sellsba@state.gov  
**Cc:** Godbey@state.gov; ScarlatelliAW@state.gov; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** Approved I-730 Refugee follow- to-join

Brian,

Attached are two approved I-730 follow-to-join refugee packages for further processing. Let us know if you have any questions. Password will follow.

Thanks,

Leikun Teferra  
Supervisory Adjudications Officer  
USCIS, International Operations  
International Adjudications Support Branch  
Anaheim, CA  
[Leikun.Teferra@uscis.gov](mailto:Leikun.Teferra@uscis.gov)  
714-780-4463

## Shirk, Georgette L

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**From:** IASB, USCIS  
**Sent:** Wednesday, February 21, 2018 10:41 AM  
**To:** Sells, Brian A; Teferra, Leikun; IASB, USCIS  
**Cc:** Godbey@state.gov; Scarlatelli, Adam W; Mancuso, Deborah T; IASB, USCIS; Plona, Katherine P; Urbancic, Michelle M; Cragun, Wiley Patrick; NVC Post  
**Subject:** RE: Approved I-730 Refugee follow- to-join

Hello Brian,

I understand that Adam Scarlatelli, CA/VO, reached out to you to explain why these two cases were not sent following the process of USCIS transferring the cases to posts through the NVC. I hope that Adam's input clears things up for you. I did not, however, want to leave your mail unacknowledged.

Please know that we plan to continue using the same process that Service Center Operations (NSC and TSC) used for the vast majority of V93 cases, i.e. we will forward the cases through the National Visa Center. Hence, the standard procedures used for V93 cases for informing petitioners and beneficiaries of the requirements at post prior to an interview commencing should continue to be used. We expect, as occasionally s happened with the NSC and the TSC, that there will be a few cases that may require expedited processing and for that reason will be sent to post directly, electronically. We will alert you to situation when we send it. Please know, though, that USCIS is aware that so many V93 (and V92) beneficiaries and petitioners face serious humanitarian concerns and for that reason we will closely scrutinize any request to expedite the adjudication of I-730s filed by refugees and proceed only on those most urgent.

There's an email address included in this chain that I'd like for post to pay attention to: **IASB, USCIS** ([uscis.iasb@uscis.dhs.gov](mailto:uscis.iasb@uscis.dhs.gov)). This is the IASB's central Outlook mailbox, regularly monitored by multiple IASB staff members, that we want posts to use when writing regarding V93 cases or questions that come up. We will respond as soon as possible after receiving the email. We welcome your questions especially as we begin working I-730 refugee cases.

Best regards,

**Pilar**

Pilar Peralta Mihalko  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

Referred to U.S. Department of State

Referred to U.S. Department of State

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**From:** Peralta Mihalko, Maria P (Pilar) [<mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov>]  
**Sent:** Friday, February 16, 2018 11:31 PM  
**To:** Teferra, Leikun; Sells, Brian A  
**Cc:** [Godbey@state.gov](mailto:Godbey@state.gov); Scarlatelli, Adam W; Mancuso, Deborah T; IASB, USCIS  
**Subject:** RE: Approved I-730 Refugee follow- to-join

Greetings Mr. Sells and Adam,

These are the first I-730s forwarded to DOS for continued processing since USCIS transferred the responsibility for domestic processing of I-730s filed by refugees from the Service Center Operations Directorate to the Refugee Asylum and International Operations Directorate.

Please know that we've sent you the packet via email because processing at our end was expedited due to serious humanitarian concerns. In light of this, we would appreciate post giving the petitions immediate consideration. Let us know if you need additional information,

Please forgive any typos, using smartphone.

Pilar Peralta Mihalko  
International Adjudications Support Branch  
International Operations Division

---

**From:** Teferra, Leikun  
**Sent:** Friday, February 16, 2018 11:56:03 AM  
**To:** [Sellsba@state.gov](mailto:Sellsba@state.gov)  
**Cc:** [Godbey@state.gov](mailto:Godbey@state.gov); [ScarlatelliAW@state.gov](mailto:ScarlatelliAW@state.gov); Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** Approved I-730 Refugee follow- to-join

Brian,

Attached are two approved I-730 follow-to-join refugee packages for further processing. Let us know if you have any questions. Password will follow.

Thanks,

Leikun Teferra  
Supervisory Adjudications Officer  
USCIS, International Operations  
International Adjudications Support Branch  
Anaheim, CA  
[Leikun.Teferra@uscis.gov](mailto:Leikun.Teferra@uscis.gov)  
714-780-4463



## Shirk, Georgette L

---

**From:** Ruppel, Joanna  
**Sent:** Tuesday, January 09, 2018 5:15 PM  
**To:** Nicholson, Maura J; Peralta Mihalko, Maria P (Pilar); Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: C3 updates complete

Yay!!!

Joanna Ruppel  
Chief, International Operations  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Nicholson, Maura J  
**Sent:** Tuesday, January 09, 2018 3:10:43 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Ruppel, Joanna; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: C3 updates complete

Great news! Congratulations!!

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, January 09, 2018 5:42:34 PM  
**To:** Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Jacobs, Alexander L  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** FW: C3 updates complete

All, hurray!

Excellent news: CLAIMS has been updated. SCOPS will start sending us I-730R cases very shortly.

Pilar

---

**From:** Tomlyanovich, William J (Bill)  
**Sent:** Tuesday, January 09, 2018 6:22 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Teferra, Leikun  
**Cc:** Dougherty, Linda M; Ginzburg, Roman  
**Subject:** C3 updates complete

Pilar, Deborah and Leikun,

Great news! The required CLAIMS-3 updates facilitating the transfer of Refugee I-730s to IASB have been made. Bill

C3 Updates Completed:

1. *EPMS is ready to begin printing the revised transfer notices*
2. *CRIS has deployed the new language to CSOL for when the HAC BN – “Transferred to RAIO” is used in C3 LAN.*
3. *C3 LAN has updated their office tables to include the IOA office.*

Wm. Tomlyanovich

Service Center Operations (ANTZ Branch)

202-272-1384 (Wed-Fri)

telework Mon-Tue)

(b)(6)

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, December 06, 2017 3:30 PM  
**To:** Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Jacobs, Alexander L; Leigh, Jessica K; Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: CA/VO update - IAC checks operational by mid-January!

This is good news. We should have the EFR up and running by then, as well (fingers crossed).

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** Nicholson, Maura J  
**Sent:** Wednesday, December 06, 2017 4:18 PM  
**To:** Ginzburg, Roman; Swanson, Trina M; Ruppel, Joanna; Jacobs, Alexander L; Leigh, Jessica K; Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: CA/VO update - IAC checks operational by mid-January!

Sorry, I understand what you are saying now. My understanding is that CA will still need to initiate policy-based SAOs to launch the process.

---

**From:** Ginzburg, Roman  
**Sent:** Wednesday, December 06, 2017 4:16 PM  
**To:** Nicholson, Maura J; Swanson, Trina M; Ruppel, Joanna; Jacobs, Alexander L; Leigh, Jessica K; Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: CA/VO update - IAC checks operational by mid-January!

Sorry, just to clarify, will the GA still be run via policy SAO, or will it be built into KFE-V?

**From:** Nicholson, Maura J  
**Sent:** Wednesday, December 06, 2017 4:12 PM  
**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>  
**Subject:** RE: CA/VO update - IAC checks operational by mid-January!

The full IAC, including GA, will be operational by mid-January. Joel just noted that CA is building another tool (Deloitte is helping) that will just make it easier to manage the GA part of the process for CA so that it won't be so labor intensive. Not sure if they'll begin using that new tool before then or after, but regardless, the full IAC will be operational by mid-January.

---

**From:** Ginzburg, Roman  
**Sent:** Wednesday, December 06, 2017 4:06 PM

**To:** Nicholson, Maura J; Swanson, Trina M; Ruppel, Joanna; Jacobs, Alexander L; Leigh, Jessica K; Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar)

**Subject:** RE: CA/VO update - IAC checks operational by mid-January!

Wow. That's great.

Am I correct to understand that the mid-Jan timeline doesn't apply to the GA built out?

**From:** Nicholson, Maura J

**Sent:** Wednesday, December 06, 2017 4:01 PM

**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Ruppel, Joanna <[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)>; Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>

**Subject:** CA/VO update - IAC checks operational by mid-January!

All,

Just got a call from Joel – great news is that CA has determined that they won't need to undertake any system changes to implement the full IAC check as they had feared. They've confirmed they have the ability to get all the data elements they need to to all of the vetting partners using their existing system. They are developing a tool that will facilitate the GA part of the process (which has been very labor intensive) and which they'll also use for SIVs.

Given this development, Joel has informed State legal that they expect to have that part of the process in place and operational by mid-January. That will give CA a month to ensure they have all their SOPs in place to operationalize the vetting, including guidance to the field on submission of SAOs and provision of scanned docs for FDNS EFR, as needed.

FYI,

Maura

\*\*\*\*\*

**Maura J. Nicholson**

Deputy Chief, International Operations Division  
USCIS/Refugee, Asylum & International Operations  
t. 202-272-1892

[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)

## Shirk, Georgette L

---

**From:** Burdine, Tonya L  
**Sent:** Wednesday, January 31, 2018 1:50 PM  
**To:** Mancuso, Deborah T  
**Cc:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Subject:** RE: CAMINO checklist  
**Attachments:** EFR Checklist (IASB).013118.pdf

Changes made and PDF saved in O.

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 31, 2018 10:58 AM  
**To:** Burdine, Tonya L  
**Cc:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Subject:** FW: CAMINO checklist

Tonya,

IASB's version of the checklist is here: [O:\I-730 Domestic Processing\Procedures\IASB Procedures\EFR Checklist \(IASB\).docx](O:\I-730 Domestic Processing\Procedures\IASB Procedures\EFR Checklist (IASB).docx)

Please review Ashley's changes, determine if we need to make the same changes to IASB's checklist, and if so make those changes.

When done, please replace the PDF saved to the same location.

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 31, 2018 10:45 AM  
**To:** Ginzburg, Roman; Rush, Ashley L  
**Cc:** Swanson, Trina M; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Burdine, Tonya L  
**Subject:** RE: CAMINO checklist

Thank you, Roman and Ashley! This is a timesaver for us. We appreciate it!

Deborah

---

**From:** Ginzburg, Roman  
**Sent:** Wednesday, January 24, 2018 7:08 AM  
**To:** Rush, Ashley L  
**Cc:** Swanson, Trina M; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Burdine, Tonya L  
**Subject:** RE: CAMINO checklist

Wonderful! Thanks Ashley for your help.

Copying IASB colleagues to let them know we made updates as some may also relate to the domestic checklist: [EFR Checklist \(Intl Office\)](#).

Last, realized I misspoke about availability of peti's A-file since this version of checklist is only for overseas offices that will not have it.

**From:** Rush, Ashley L

**Sent:** Wednesday, January 24, 2018 9:49 AM

**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>

**Cc:** Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>

**Subject:** RE: CAMINO checklist

Good Morning Roman,

This was a solid checklist!

Below are my minimal edits based on my review:

- Added a new column titled **Other Records/Systems**
  - Placed an X for items:
    - 20. Petitioner's passport number(s);
    - 22. Petitioner's previous full address(es);
    - 37. NIV record number(s) from CCD...
  - Also put a note of where the petitioner's passport number(s) and previous full address(es) can be located in other records/systems
- Under I-730 Column
  - Added X for item 9. Passport Number(s) for the beneficiary as the *I-730 in Part 2. Information About Your Alien Relative, the Beneficiary on page 3* lists a Passport Number box for previous entries into the United States. As we discussed this morning, this information may or may not be on the form as it depends on if the beneficiary actually travelled to the USA previously. I placed an asterisk to note that.
- Updated Revised date to reflect today's date, located in the footer

Please let me know if I need to make any further adjustments or clarifications.

Thank you!

Respectfully,

Ashley L. Rush

*Presidential Management Fellow | Asylum Officer*

Arlington Asylum Office

DHS | USCIS | RAIO

***\*On detail with International Operations Headquarters\****

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**From:** Ginzburg, Roman

**Sent:** Tuesday, January 23, 2018 2:45 PM

**To:** Rush, Ashley L

**Cc:** Swanson, Trina M; Kliska, Jennifer R

**Subject:** CAMINO checklist

Hi Ashley,

Circling back on the quick project Jennifer and I mentioned a while back. Would really appreciate your help double checking the accuracy of the checklist that IASB drafted. Purpose of the checklist is to help overseas staff identify which forms contain necessary data points that need to be data entered into CAMINO to launch Enhanced FDNS Review.

Here are the forms that are mentioned:

- I-590 (version referenced) SOP Appx H - Form I-590 Registration for Classification as Refugee
- G-325C SOP Appx F- Form G-325C Biographic Information
- Form I-730: <https://www.uscis.gov/sites/default/files/files/form/i-730.pdf>

Also, would be great if you could try to incorporate Joanna's suggestion:

- Consider adding a column to the checklist entitled "A-file or systems" or something similar. This came up in the context of the items not found on the forms (petitioner's passport number, petitioner's previous address, ...).

Please save your edits directly to the checklist posted on the ECN here: EFR Checklist (Intl Office). (Please email Jessica McAllum if you need access to the ECN doc).

Please let me know if you have questions.

Thank you,  
-Roman

TWing [REDACTED] (b)(6)

**From:** Mancuso, Deborah T

**Sent:** Wednesday, January 17, 2018 12:40 PM

**To:** Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Burdine, Tonya L <[Tonya.L.Burdine@uscis.dhs.gov](mailto:Tonya.L.Burdine@uscis.dhs.gov)>

**Cc:** Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Roman,

Thank you for reviewing this. I appreciate your additions. Joanna indicated yesterday that she would like guidance to go out as soon as possible and suggested the following:

1. Consider adding a column to the checklist entitled "A-file or systems" or something similar. This came up in the context of the items not found on the forms (petitioner's passport number, petitioner's previous address, ...).
2. Sending the guidance as a draft to overseas managers for their review and feedback.

I start leave this Friday and will be unavailable until Monday, January 29. Does anyone have capacity to pick up the pen on this?

Thank you,  
Deborah

---

**From:** Ginzburg, Roman

**Sent:** Wednesday, January 17, 2018 6:59 AM

**To:** Mancuso, Deborah T; Burdine, Tonya L

**Cc:** Jacobs, Alexander L; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Swanson, Trina M

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Hi Deborah and Tonya,

Really great work on these aids!

Please find a couple of my thoughts pertaining to the QG attached. Also, we may want to rename it since it applies to both I-730 Adjudication and Travel Eligibility cases that are pending abroad. Our proposal to exclude travel eligibility case were vetoed by FDNS leadership.

I did not have a chance to double check the EFR checklist.

Best,  
-Roman

**From:** Mancuso, Deborah T

**Sent:** Thursday, January 11, 2018 2:28 PM

**To:** Jacobs, Alexander L <[Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>

**Cc:** Burdine, Tonya L <[Tonya.L.Burdine@uscis.dhs.gov](mailto:Tonya.L.Burdine@uscis.dhs.gov)>

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

All,

Please see attached a revised CAMINO quick guide to include the EFR process. This version is intended for the international offices. IASB's version will look different as we won't rely on the G-325C, and we will use the pre-processing module to initiate EFR.

Also attached is a checklist to help users identify where to locate required information. If someone can double check the accuracy of the checklist, it would be helpful. IASB will have a similar checklist that does not reference the G-325C.

Many thanks to Tonya for her fantastic and speedy work on this!

Deborah

---

**From:** Mancuso, Deborah T

**Sent:** Thursday, January 04, 2018 1:53 PM

**To:** Jacobs, Alexander L; Ginzburg, Roman; Ruppel, Joanna; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Swanson, Trina M

**Cc:** Teferra, Leikun; Burdine, Tonya L

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

All,

Thank you for your constructive feedback. We've addressed comments and edits in the redlined Word version attached. A final, clean PDF version is also attached.

Deborah



**From:** Jacobs, Alexander L

**Sent:** Tuesday, January 02, 2018 11:00 AM

**To:** Ginzburg, Roman; Mancuso, Deborah T; Ruppel, Joanna; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Swanson, Trina M

**Cc:** Teferra, Leikun; Burdine, Tonya L

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Good afternoon all,

Adding my input. I concur that it looks great!

V/r,

Alexander Jacobs

FDNS IO

RAIO - International Operations

Unclass: [Alexander.L.Jacobs@uscis.dhs.gov](mailto:Alexander.L.Jacobs@uscis.dhs.gov)



(b)(7)(c)

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**From:** Ginzburg, Roman

**Sent:** Tuesday, January 02, 2018 8:51 AM

**To:** Mancuso, Deborah T; Ruppel, Joanna; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L; Swanson, Trina M

**Cc:** Teferra, Leikun; Burdine, Tonya L

**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Happy New Year all!

Deborah, thank you for drafting this guidance and apologies for jumping in late in the review process. Please find my comments attached.

One item to highlight for the group. I think we need to make a decision whether guidance on additional data entry requirements for EFR checks should be separate from guidance for IAC checks. IAC data entry requirement are likely to include all EFR data points and more, and are required for all benes (12 & up, except domestic). I will add this as a decision point to our Thursday's leadership meeting. Hoping we will be closer to finalizing I-730 data point requirements after Wednesday's meeting with CA.

Kind regards,

-Roman

---

**From:** Ruppel, Joanna

**Sent:** Sunday, December 31, 2017 9:05 AM

**To:** Mancuso, Deborah T; Nicholson, Maura J; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Excellent work! Just a few comments / suggestions from me.

Joanna

Joanna Ruppel  
Chief, International Operations  
Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Mancuso, Deborah T  
**Sent:** Friday, December 29, 2017 3:55 PM  
**To:** Nicholson, Maura J; Leigh, Jessica K; Ruppel, Joanna; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Thank you, Maura, for your review. I defer to you and Joanna regarding when we discuss options. Depending on how quickly you'd like the international offices to start data entry, it might make sense to issue guidance on just the data entry portion sooner and issue guidance on EFR initiation later, after we've nailed down how it's going to work. In our meeting yesterday, we talked about data entry starting as soon as possible.

Deborah

---

**From:** Nicholson, Maura J  
**Sent:** Friday, December 29, 2017 12:42 PM  
**To:** Leigh, Jessica K; Mancuso, Deborah T; Ruppel, Joanna; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Great work, as always! Minor edits attached. Like Jessy, a question I have relates to whether a fn should be added for G325C as that won't be used for new I-590.

Can we discuss the options at our next I-730 meeting on ¼ or is that too far away?

---

**From:** Leigh, Jessica K  
**Sent:** Friday, December 29, 2017 8:52 AM  
**To:** Mancuso, Deborah T; Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** RE: CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

Hi Deb,

This looks beautiful! Attached are my comments.

Thanks,  
Jessy

Jessica Sribnick Leigh  
Adjudications Officer  
Programs & Integrity Branch  
International Operations, RAIO  
[jessica.k.leigh@uscis.dhs.gov](mailto:jessica.k.leigh@uscis.dhs.gov)  
Desk: 202-272-8116  
Cell: [REDACTED] (b)(6)

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**From:** Mancuso, Deborah T  
**Sent:** Thursday, December 28, 2017 7:28 PM  
**To:** Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Ginzburg, Roman; Jacobs, Alexander L; Leigh, Jessica K; Swanson, Trina M  
**Cc:** Teferra, Leikun; Burdine, Tonya L  
**Subject:** CAMINO Quick Guide: EFR for Pending I-730 FTJ-R

All,

Please review the attached draft CAMINO quick guide for I-730 Adjudication cases pending in the international offices that will need EFR. Remember that those cases will have the previous version of the I-590 and the G-325C, both of which are reflected in this draft.

We need WG concurrence to complete the section on actually initiating EFR and will need to consider how quickly and efficiently we would like to implement this process for this discrete set of cases. Two options:

1. Add the existing Pre-Processing module to the I-730 Adjudication case type – This is a quick and easy fix, though the module will take up valuable real estate (soon to be collapsible) and is only needed for this discrete set of cases. The pre-processing module is in testing now and is scheduled to be released with the I-730 Domestic Processing case type on Jan 5.

OR

2. Prioritize the user's ability to manually add EFR-ID and EFR-SM background checks to the person profile page – This is already on the CAMINO team's plate for future development. It is more complicated and time consuming than adding a module in part because we specifically asked that these background checks not be added to pending I-730 Adjudication cases retroactively. It is not currently scheduled to be included in the Jan 5 or Jan 12 release. It needs to be done eventually, so maybe it makes sense to move it toward the front of the line now and shift other user stories to later releases.

Keep in mind that we have several big user stories scheduled in the next releases that should not be delayed: I-730 Domestic Processing case type, adding pre-processing module, adding EFR-ID and EFR-SM background checks, exporting EFR-ID report to FDNS, person profile summary changes in preparation for EFR-SM report, and exporting EFR-SM report to FDNS.

A separate quick guide is in development specific to IASB and the I-730 Domestic Processing case type.

Thank you,  
Deborah

## Required Data for EFR Background Checks

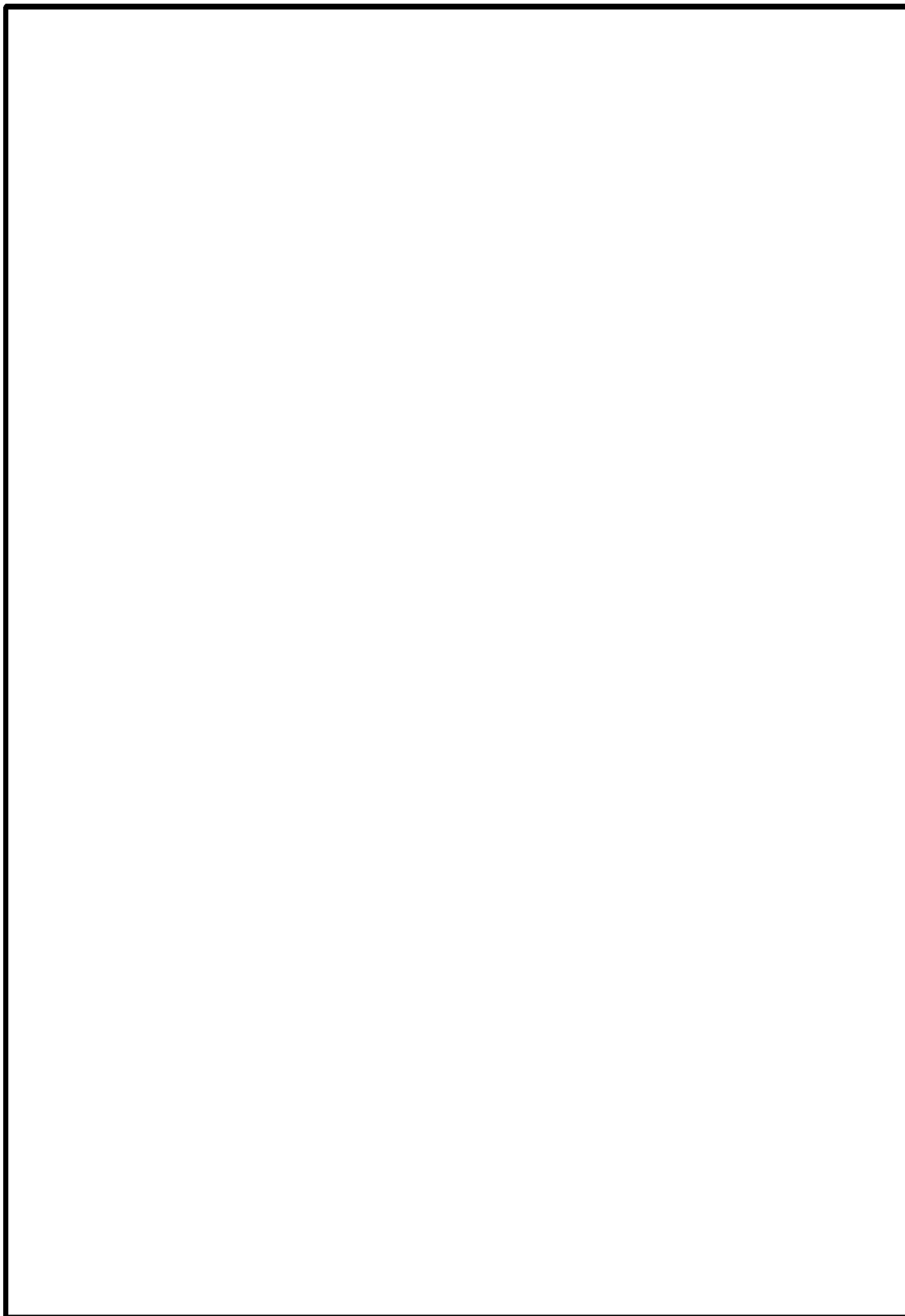
The following data must be entered in CAMINO when available to ensure that Enhanced FDNS Review (EFR) background checks are conducted thoroughly. Data listed below pertain to the beneficiary and the beneficiary's family members (petitioner, parents, children) as indicated. Information not found on Forms I-730 and I-590 (for example, petitioner's passport number, petitioner's previous address, and beneficiary's NIV record numbers from CCD) may be found in other records or systems and should be entered if available.

(b)(7)(e)

Done	Item	Where You May Find It		
		I-730	I-590	Other

## Required Data for EFR Background Checks

(b)(7)(e)



\*If beneficiary had previous travel to the U.S., passport information will be on the I-730, part 2, page 3.

## Shirk, Georgette L

---

**From:** Rowe, Monterey  
**Sent:** Thursday, January 25, 2018 10:59 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Kwan, Stephanie M  
**Cc:** Kliska, Jennifer R; Mancuso, Deborah T; Teferra, Leikun; IASB, USCIS  
**Subject:** RE: Changes to I-730 processing

Got it...thanks Pilar!

*Monterey Rowe-Gilliam*

Monterey Rowe-Gilliam | Associate Chief | Operations Branch Office of Legislative Affairs  
U.S. Citizenship & Immigration Services (USCIS) | U.S. Department of Homeland Security (DHS)  
20 Massachusetts Avenue, N.W. 4<sup>TH</sup> Fl. Rm. 4008, MS 2150 | Washington, DC 20529-2150 | 202-272-1940 | [monterey.rowe@dhs.gov](mailto:monterey.rowe@dhs.gov)

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 25, 2018 11:56 AM  
**To:** Kwan, Stephanie M; Rowe, Monterey  
**Cc:** Kliska, Jennifer R; Mancuso, Deborah T; Teferra, Leikun; IASB, USCIS  
**Subject:** RE: Changes to I-730 processing

Monti, hi,

Some additional information: the I-730 caseload that RAIO/IO is taking over is the domestic aspect of case processing of petitions filed by refugees (or LPRs admitted as refugees). Essentially, we are taking over the work that SCOPS has done on these cases but only for the refugee cases. The cases will be routed to consular posts or the USCIS international field offices (via the National Visa Center) once the domestic part of the adjudication is completed. There are now additional vetting steps that will be taken for this caseload which will slow down the final adjudication.

Btw, the cases will continue to be filed with SCOPS (NSC and TSC) and they will be entered into CLAIMS but after they're entered in CLAIMS the cases will be sent to the International Adjudications Support Branch (IASB). We will be entering the cases in CAMINO. Once in CAMINO OLA staff will be able to see them in CAMINO.

As you know from past experience with I-601s, CMPP, etc., like other IO offices and branches the IASB does not have a CONG liaison. As with the long-ago I-601s the IASB will receive OLA's forwarded congressional inquiries through our shared mailbox: IASB, USCIS ([uscis.iasb@uscis.dhs.gov](mailto:uscis.iasb@uscis.dhs.gov)).

I'll be glad to schedule time to talk about the change. Let us know your availability.

Pilar  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

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**From:** Kwan, Stephanie M  
**Sent:** Thursday, January 25, 2018 8:29 AM  
**To:** Rowe, Monterey

**Cc:** Peralta Mihalko, Maria P (Pilar); Kliska, Jennifer R

**Subject:** Changes to I-730 processing

Hi Monterey,

There have recently been some changes regarding I-730 processing, such as moving pre-processing of certain cases from SCOPS to RAIO-IO prior to being sent abroad for interview. We wanted to work with OLA to make sure you know who the right POC is to send congressional inquiries going forward as the NSC is reporting they are receiving inquiries that should now be directed to IO. We have worked with congressional specialists on your team before for I-730 inquiries for cases abroad (Luis, Milly, Hiroko), so hopefully we are reaching out to the right person.

I've included Pilar Peralta Mihalko on this email, who is the branch chief for the IO branch that is resuming responsibility for some I-730 pre-processing from SCOPS.

Thanks,  
Stephanie

**Stephanie Kwan**

Special Assistant, International Operations Division

Refugee, Asylum & International Operations

U.S. Citizenship and Immigration Services

Cell [REDACTED] (b)(6)

[Stephanie.M.Kwan@uscis.dhs.gov](mailto:Stephanie.M.Kwan@uscis.dhs.gov)

## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Tuesday, March 27, 2018 12:55 PM  
**To:** Walters, Jessica S  
**Cc:** Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: Concern with I-730 Shipment for SAC

Hi Jessica,

Glad to be working with you again.

The status of the enhanced FDNS review process is that it's happening. The ground work was done and we've started submitting some cases for which we did not have to RFE for the I-590 (these are essentially cases that international posts – not USCIS field offices – were already processing). Because this process is so new neither FDNS nor us can tell how long the EFR process will take once the case is submitted to FDNS.

Now, the way the process will work is that for cases for which we don't have and I-590 for each beneficiary we will RFE for the I-590 (and any other evidence that may be required). If the BENEs are not from an EFR nation the cases will be transferred to the appropriate interviewing office (via NVC for those going to OVS Field Office or directly to the domestic FO once FOD is interviewing all. If the BENEs are from an EFR nation we will submit the cases to FDNS upon receipt of the I-590s - if the case appears approvable. IASB will deny any cases that appear clearly deniable.

Once we receive the (b)(7)(e) EFR results we will transfer the cases to the appropriate adjudicating office and will provide the EFR information as well as [REDACTED] for cases to be adjudicated domestically. (Btw, one issue that we'll need to discuss with FOD is how FOD will be able to update and check on [REDACTED] once we transfer the cases to FOD.)

Please keep in mind that the IASB has only received three (b)(7)(e) I-730Rs cases from FOD. We've received several cases from different field offices but they were filed by asylees not refugees and we had to return the files. Originally we were told that FOD had close to 300 I-730Rs, then the number went down much lower (under 100) and now we have no idea whether FOD has any I-730Rs. I'm confused.

One issue with the 3 cases FOD sent us is that the I-730s were filed 10 years ago and they were tied-up with investigations related to the PET (domestic violence issue re USC girlfriend to whom he's married now). The I-485 is still unadjudicated/live and it too was filed 10 years ago. RFE was required as no I-590s for the BENEs, of course. The BENEs are the PET's children from marriage in Iraq. EFR required for BENEs.

Pilar

---

**From:** Walters, Jessica S  
**Sent:** Monday, March 26, 2018 9:21 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Walters, Jessica S  
**Subject:** FW: Concern with I-730 Shipment for SAC

Good afternoon Pilar:

I have taken over from Laurie Goudge as the FOD Division 1, primary POC for the I-730 portfolio. FOD received an inquiry from one of the Regions regarding refugee cases routed through IASB for additional security screening before being sent to the regions. Specifically, do you have any information regarding the status of the review process, and your anticipated turnaround time for cases? Any information you can give is much appreciated.

I hope you are well.

Thanks,



Jessica

Jessica S. Walters

Division 1 | Field Operations Directorate

U.S. Citizenship and Immigration Services | U.S. Department of Homeland Security |

281.974.7299 | [Jessica.S.Walters@uscis.dhs.gov](mailto:Jessica.S.Walters@uscis.dhs.gov)

---

**From:** Kendrick, Rose M

**Sent:** Wednesday, March 21, 2018 10:38 AM

**To:** Woo, Ellen Y; Goudge, Laurie A; Slaven, Dawn C; FOD Division 1

**Cc:** Almond, Tina M; Campagnolo, David A; Mullane, Rachel F; Young, Korie A; Goudge, Laurie A; Rosenstock, Peter L; Walters, Jessica S; Tang, Michael W; Dickson, Bruce

**Subject:** RE: Concern with I-730 Shipment for SAC

Hi Ellen,

I think I sent the list of breakdown by state a few months back, which we received from SCOPS. The volume projections overall seemed quite low – about 2000 cases nationwide per year. I do expect that you will see a reduction in anticipated cases initially as refugee based cases will be routed through RAIO/IASB for additional security screening before being routed to you. We don't have a timeline on their turn around time, but we do expect their new process to be up and running soon. I can ask Jessica to follow up with IASB on their stand up of the review and anticipated turn-around time.

Thanks,

Rose

*Rose Kendrick*

Chief, Division 1 – Field Operations Directorate

Department of Homeland Security | U.S. Citizenship and Immigration Services

Office: 949-425-7277 | Cell: [REDACTED]

Email: [rose.m.kendrick@uscis.dhs.gov](mailto:rose.m.kendrick@uscis.dhs.gov)

(b)(6)

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## Shirk, Georgette L

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, January 10, 2018 11:14 AM  
**To:** Mancuso, Deborah T; USCIS-ENVELOPES  
**Cc:** Teferra, Leikun; DePaepe, Craig J  
**Subject:** RE: custom envelopes

All, to try to keep all info on this subject together, I'm responding to a separate email in which you asked, "*Also, do you know how often this type of envelope will need to be ordered? and the qty?*"

**Background**, we need this type of envelope because of recent USCIS vetting changes for Form I-730 beneficiaries. The Service will now require that the petitioners file an I-590 for each follow-to-join beneficiary before the case is processed. The IASB, newly assigned to work this caseload (a transfer from SCOPS), will send requests for evidence (RFE) to petitioners asking for I-590 submission for each. The I-590 is a 16 page form not available to the public for download and so we will send an I-590 to the petitioner for each beneficiary. In other words, if a petitioner has 3 FTJ I-730s pending we need to send 3 I-590s with the RFE. We want to include all the I-590s in one envelope when possible.

To try to avoid having to RFE in the future, the goal is to amend I-730 instructions to require the submission of the I-590 with the filing of the I-730 petition and, presumably, the I-590 will become public and no longer need to be mailed to petitioners. **However**, this change is not in progress and is a long way off which means that we're going to need to request this type of envelope for a while. I expect that at a minimum we're going to be ordering envelopes thru this calendar year and into FY2019. Right of the bat we're going to need approximately 1,000 minimum or more. We estimate we'll need approximately 5,000 envelopes this calendar year. We don't have much space to store large quantities (alas, our storage is taken up with the I-590s pretty much!).

I hope this info helps.

Pilar  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile [REDACTED] (b)(6)

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 10, 2018 8:01 AM  
**To:** USCIS-ENVELOPES  
**Cc:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun; DePaepe, Craig J  
**Subject:** RE: custom envelopes

Good morning,

We'd be happy with either 9 x 12 or 9 ½ x 12. No preference on where the window is. We can adjust our templates to fit the window wherever it is. Thank you!

Deborah

---

**From:** USCIS-ENVELOPES  
**Sent:** Wednesday, January 10, 2018 7:42 AM  
**To:** Mancuso, Deborah T  
**Subject:** RE: custom envelopes

Hello,

Just a few more questions:

Is this going to be a 9 x12 or 9 ½ x 12?  
Where would you prefer the window be located?

Thank you!

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, January 09, 2018 5:41 PM  
**To:** DePaepe, Craig J; USCIS-ENVELOPES  
**Cc:** Lynah, Jacqueline E; Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Subject:** RE: custom envelopes

Hello Printing Branch,

Checking to see if we can get this information from you this week. Also, what is the minimum run?

Thank you,  
Deborah

Deborah T. Mancuso  
Supervisory Adjudications Officer  
International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Anaheim, CA  
(714) 780-4457

---

**From:** DePaepe, Craig J  
**Sent:** Monday, January 08, 2018 1:14 PM  
**To:** USCIS-ENVELOPES  
**Cc:** Lynah, Jacqueline E; Mancuso, Deborah T  
**Subject:** custom envelopes

Good Afternoon,

Our office is going to require 9x12 envelopes with a window in order to correspond with our customers. I was looking at your website and did not see a stock kraft 9x12 envelope with a window offered. Is one available? Can one be custom made? If so, where would the window be located? We would update our templates in order for the address to show through the window.

Thank you for your attention,

*Craig DePaepe*  
Mission Support Assistant  
International Adjudications Support Branch  
1585 S. Manchester Ave.  
Anaheim, CA 92802  
714 780 4422

## Shirk, Georgette L

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**From:** Burdine, Tonya L  
**Sent:** Thursday, January 11, 2018 11:51 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** RE: Draft security checklist for I-730 DP  
**Attachments:** I-730 DP Security Checklist.pdf

See attached revision, and here's a link to see it in staging:

[https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process\\_id=6ADC61AE-CF52-4494-875E-4C5A47E3C9DC](https://camino-staging.uscis.dhs.gov/camino/index.cfm?action=case&process_id=6ADC61AE-CF52-4494-875E-4C5A47E3C9DC)

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 11, 2018 8:48 AM  
**To:** Mancuso, Deborah T; Burdine, Tonya L  
**Subject:** RE: Draft security checklist for I-730 DP

As discussed, agree with below. Just want to see some identification re the security checks conducted by the Service (USCIS/IASB).

---

**From:** Mancuso, Deborah T  
**Sent:** Thursday, January 11, 2018 8:04 AM  
**To:** Burdine, Tonya L; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: Draft security checklist for I-730 DP

Great questions.

1. For beneficiary, add COB. It will be good to have both COC and COB.
2. Yes, add receipt number. Most beneficiaries will not have A-numbers.
3. Yes, let's do 2 small but expandable explanation boxes – one under bene, one under petitioner. Most security checklists will print to just one page. It's fine if it expands to more occasionally.

---

**From:** Burdine, Tonya L  
**Sent:** Thursday, January 11, 2018 8:00 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** Draft security checklist for I-730 DP

For your review.

Questions:

1. For beneficiary, citizenship only? Or COB too?
2. For beneficiary, Receipt number instead of (or in addition to) A-number?
3. Do we need the explanation box? I used it once or twice myself on parole cases, but not sure if it's needed or widely used.

## Shirk, Georgette L

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**From:** Ginzburg, Roman  
**Sent:** Friday, April 20, 2018 2:12 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Cc:** Mancuso, Deborah T; Leigh, Jessica K; Kliska, Jennifer R; Swanson, Trina M; Pullen, Scott R  
**Subject:** RE: EFR check - resident Syria over 5 years; minors  
**Attachments:** PRM\_SAO Requirements for Certain Nationalities and Stateless Palestinians.pdf

As expected, my explanation muddled more than clarified...

What I meant was that the sentence can be interpreted as follows: "SAO-country nationals or **[SAO-country]** stateless persons residing in an SAO-country". An "SAO-country" must be explicitly listed in footnote 7: "For the list of nationalities see Bureau of Population, Migration and Refugees (PRM's) Program Announcement 201705. These include Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians." The only listed "SAO-country stateless persons" are certain Palestinians. Plugging in certain Palestinians, the sentence would read: "SAO-country nationals or certain Palestinians residing in an SAO country." In short, trying to get us to your initial and correct reading, with full recognition that the sentence is not well constructed.

Please hold off requiring SAOs/EFrs for all Palestinians. I jumped the gun as DOS/PRM just confirmed that they are still waiting for their undersecretary to sign off on the broader requirement. The more nuanced SAO criteria for Palestinians listed in the attached DOS/PRM memo is still valid. The same criteria applies to EFR, except for the age requirements.

Here is my stab at the other question you raise:

1. The children were born in Syria but are citizens of Afghanistan, is EFR required in this instance?  
No. Country of Citizenship only based on RAD's response.

2. As to the child who's nearly 14, at what point do we request FDNS-ID review given that these cases take such a long time to finalize? Should the IASB request FDNS-ID review when the BENE reaches age 13? When the Bene turns 14. Seems to recall discussing this issue with Deborah. Believe we agreed that If the child turns 14 before IASB transfers out the case, the FDNS-ID check request should be expedited. Deborah, please correct me if I am mistaken.

Best,  
-Roman

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, April 20, 2018 1:15 PM  
**To:** Ginzburg, Roman <Roman.Ginzburg@uscis.dhs.gov>; Teferra, Leikun <Leikun.Teferra@uscis.dhs.gov>  
**Cc:** Mancuso, Deborah T <Deborah.T.Mancuso@uscis.dhs.gov>; Leigh, Jessica K <Jessica.K.Leigh@uscis.dhs.gov>; Kliska, Jennifer R <Jennifer.R.Kliska@uscis.dhs.gov>; Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>; Pullen, Scott R <scott.r.pullen@uscis.dhs.gov>  
**Subject:** RE: EFR check - resident Syria over 5 years; minors

Sorry, going back to this, the underlined language is a broader than I think you intended. It would mean for example that a non-Palestinian Stateless person residing in an SAO nation will need RFE (e.g. Rohyngia residing in Mali or any other SAO country).

“SAO-country nationals or stateless persons residing in an SAO-country;” as applying the “SAO-country” modifier to the “stateless persons” term. Since the only listed stateless “SAO-country” is Palestine, the requirement only applies to stateless Palestinians residing in an SAO country.”

Also, to clarify you’re saying that the broadening of SAO requirements to all Palestinians will also mean that all Palestinians will require EFR?

Pilar

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, April 20, 2018 9:51 AM  
**To:** Ginzburg, Roman; Teferra, Leikun  
**Cc:** Mancuso, Deborah T; Leigh, Jessica K; Kliska, Jennifer R; Swanson, Trina M; Pullen, Scott R  
**Subject:** RE: EFR check - resident Syria over 5 years; minors

Boy, you’re back at your desk today, Roman! And thank goodness.

Thanks for the explanation and I do remember when we first started working the EFR issues that who exactly was in the Stateless category was not clear. Given the general “stateless” language in the memo I expect the same question may arise for cases with the international field offices. The Afghani national and citizen that was the subject of my bullet #3 has lived in Syria for 18 years but she would not be Stateless so, thankfully, not an issue.

Regarding, the updated guidance (all Palestinians, not just those that habitually reside in an SAO country, require an SAO) we will begin to apply it but, yes, please, get us the FAM update.

Still waiting for input re items #1 and 2 in my email. I know that you all are hugely busy with IO-DPTC, etc. so no worries.

Pilar

---

**From:** Ginzburg, Roman  
**Sent:** Friday, April 20, 2018 9:34 AM  
**To:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun  
**Cc:** Mancuso, Deborah T; Leigh, Jessica K; Kliska, Jennifer R; Swanson, Trina M; Pullen, Scott R  
**Subject:** RE: EFR check - resident Syria over 5 years; minors

Hi Pilar and Leikun,

Agree that the memo language leaves room for interpretation. My understanding also tracks Jessy’s, i.e., only folk that meet SAO merlin nationality criteria require an EFR.

Alex has previously confirmed with RAD that the only stateless population that require SAOs (and thus EFR) are Palestinians. See email correspondence below:

From: Jacobs, Alexander L  
Sent: Monday, November 20, 2017 12:38:16 PM  
To: Lenkowsky, Matthew; Miller, Richard L  
Cc: Hartman, Tamar P  
Subject: SAO Query  
Good afternoon Matt and Richard,

Joanna would like to know what are RAD’s requirements for the SAO checks. IO has COB and COC for SAO initiation.

1. Does RAD also request checks on COB and COC for SAO or would it only be COC?
2. If someone last resided in an SAO country, does that subject require EFR?

From: Lenkowsky, Matthew  
Sent: Monday, November 20, 2017 12:51 PM  
To: Jacobs, Alexander L; Miller, Richard L  
Cc: Hartman, Tamar P  
Subject: RE: SAO Query

1. COC only unless it is a Palestinian who last habitually resides in one of the 11.
2. Palestinians only. Otherwise no.

To confess, I too was confused by the language when drafting the memo, but it was decided that we should be consistent with PRM's/RAD's use of it. May be helpful, to interpret the language in our memo: "SAO-country nationals or stateless persons residing in an SAO-country;" as applying the "SAO-country" modifier to the "stateless persons" term. Since the only listed stateless "SAO-country" is Palestine, the requirement only applies to stateless Palestinians residing in an SAO country. Agree, that this explanation is not very good. Also, please note that PRM has actually updated the Merlin requirements. Now all Palestinians, not just those that habitually reside in an SAO country, require an SAO. I have pinged DOS/PRM for a copy of that PM and will share.

Kind regards,  
-Roman

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, April 18, 2018 7:10 PM  
**To:** Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Teferra, Leikun <[Leikun.Teferra@uscis.dhs.gov](mailto:Leikun.Teferra@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>; Pullen, Scott R <[scott.r.pullen@uscis.dhs.gov](mailto:scott.r.pullen@uscis.dhs.gov)>  
**Cc:** Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>  
**Subject:** RE: EFR check - resident Syria over 5 years; minors

Jessy,

Leikun brought the following to my attention regarding the attached memo from Joanna; i.e. which exactly are the stateless individuals who require EFR if they have been residing in an SAO nation.

*"I reviewed the EFR guidance we have closely. .. Per Joanna's memo, page 4, EFR is required for "SAO-country nationals or stateless person residing in an SAO-country;..."(note that stateless from any country, not only stateless Palestinians."*

Here's the chart where it's found at bullet #1:

EFR Requirements Summary:	
For I-730 Refugee cases pending abroad, beneficiaries require EFR if:	
1.	SAO-country nationals or stateless persons residing in an SAO-country; <sup>8</sup> and
2.	Age 12 or older (12 for EFR-SM and 14 for EFR-ID); and
3.	Not interviewed prior to Oct 24, 2017; and
4.	Not pending denial or administrative closure; and
5.	Not previously subject to EFR. (Unless there are specific reasons for IO FDNS to request another EFR as noted above.)

Pilar

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**From:** Leigh, Jessica K  
**Sent:** Wednesday, April 18, 2018 11:36 AM

**To:** Peralta Mihalko, Maria P (Pilar); Teferra, Leikun; Kliska, Jennifer R; Swanson, Trina M; Ginzburg, Roman; Pullen, Scott R

**Cc:** Mancuso, Deborah T

**Subject:** RE: EFR check - resident Syria over 5 years; minors

Hi Pilar,

In response to the question regarding the Afghan women who lived in Syria, EFR would not be required as it is based on nationality. This is consistent with I-590 processing. I will try and get answers on the other questions.

Thanks,  
Jessy

Jessica Sribnick Leigh  
Adjudications Officer  
Programs & Integrity Branch  
International Operations, RAIO  
[jessica.k.leigh@uscis.dhs.gov](mailto:jessica.k.leigh@uscis.dhs.gov)  
Desk: 202-272-8116  
Cell: [REDACTED] (b)(6)

---

**From:** Peralta Mihalko, Maria P (Pilar)

**Sent:** Tuesday, April 17, 2018 2:21 PM

**To:** Teferra, Leikun; Kliska, Jennifer R; Swanson, Trina M; Ginzburg, Roman; Leigh, Jessica K; Pullen, Scott R

**Cc:** Mancuso, Deborah T

**Subject:** RE: EFR check - resident Syria over 5 years; minors

Thank you, Leikun.

(b)(5)

**All,** this family pack presents the following questions:

Pilar

**From:** Teferra, Leikun

**Sent:** Tuesday, April 17, 2018 10:19 AM

**To:** Peralta Mihalko, Maria P (Pilar)

**Cc:** Mancuso, Deborah T

**Subject:** EFR check

Pilar,



(b)(6)



Thanks,  
Leikun



## Shirk, Georgette L

---

**From:** Leigh, Jessica K  
**Sent:** Thursday, April 19, 2018 9:27 AM  
**To:** Mancuso, Deborah T  
**Subject:** RE: EFR check

Thanks!

Jessica Sribnick Leigh  
Adjudications Officer  
Programs & Integrity Branch  
International Operations, RAIO  
[jessica.k.leigh@uscis.dhs.gov](mailto:jessica.k.leigh@uscis.dhs.gov)  
Desk: 202-272-8116  
Cell: [REDACTED] (b)(6)

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, April 18, 2018 6:22 PM  
**To:** Leigh, Jessica K  
**Subject:** FW: EFR check

Jessy, FYI, based on our early meetings with FDNS.

---

**From:** Mancuso, Deborah T  
**Sent:** Tuesday, April 17, 2018 11:21 AM  
**To:** Teferra, Leikun; Peralta Mihalko, Maria P (Pilar)  
**Subject:** RE: EFR check

In terms of the beneficiary's age, FDNS will not accept a case for EFR unless the beneficiary is of the required age. We cannot submit a case for EFR-ID until he turns 14. If the case is still pending and he turns 14, then we will need to initiate EFR-ID.

---

**From:** Teferra, Leikun  
**Sent:** Tuesday, April 17, 2018 10:19 AM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Mancuso, Deborah T  
**Subject:** EFR check

Pilar, (b)(5) (b)(6)



Thanks,  
Leikun

(b)(6)

## Shirk, Georgette L

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Thursday, January 25, 2018 2:43 PM  
**To:** Patel, Mahesh; Teferri, Leikun; RAIO - International Ops - IASB  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: Family members in CAMINO

Mahesh this guidance is already under development and was applied by IASB/Deborah when creating user stories for the new EFR requirements and new case type:

EFR requires parents (bio, adopted, step), spouse (current and former), and children. No siblings.

Yes, if the associated case is a family member required for EFR (for example, a child), then that person must be added to the beneficiary's person profile as a family member. When CAMINO pulls the report for FDNS, it's pulling data from the person profile. It's not going into the case, identifying associated cases, and pulling data from them. The only data CAMINO pulls that's not on the person profile is the receipt number.

Pilar

**From:** Patel, Mahesh  
**Sent:** Thursday, January 25, 2018 12:27 PM  
**To:** Teferri, Leikun  
**Cc:** Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** Family members in CAMINO

Leikun,

This question will arise when we start adjudicating the I-730 cases. We will need guidance on which Family Members to add in CAMINO for I-730 cases.

1. Do we add all family members from the Family Tree document located in the petitioner's A file which includes PA, PA's spouse and their parents, children, siblings, and others? If we do, we will need to create CAMINO profile for those who are not in CAMINO to add as a family member.
2. Do we add the associated case members as family members?

Mahesh Patel  
Adjudications Officer  
International Adjudications Support Branch (IASB-Anaheim, CA)  
USCIS/ RAIO/ International Operations Division  
714-780-4412

## Shirk, Georgette L

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, February 09, 2018 3:23 PM  
**To:** Witherow, Hiroko; Rowe, Monterey; Barrera, Angelica M; Fuentes-Rivera, Luis O; Kirsch, Timothy W; Perdomo, Mildred; Pettie, Shawan E  
**Cc:** Benedict, Deborah L; Kliska, Jennifer R; Mancuso, Deborah T; Teferra, Leikun; IASB, USCIS  
**Subject:** RE: Form I-730 (FTJ-R Follow to Join Refugees) Processing Change Training

Good afternoon OLA Colleagues,

Thank you so much for giving us the opportunity to brief you this morning on the recent change regarding the processing of I-730 petitions filed by refugees (V93 cases) from SCOPS to RAIO (IO/the IASB). As promised, please find attached the PowerPoint we relied on in delivering the presentation. In addition I've attached a few other documents that may be useful for your understanding of the change.

I believe that the PowerPoint addresses all or most of the questions that Hiroko forwarded a couple of weeks back so I'm not planning to specifically respond to the questions. However, if you have any questions please email/Skype/call.

NOTE in this email I've copied the IASB's shared mailbox ([uscis.iasb@uscis.dhs.gov](mailto:uscis.iasb@uscis.dhs.gov)) that you'll use to forward Congressional inquiries so that you can easily capture it. This shared mailbox is the most reliable and efficient tool for ensuring that your emails are promptly handled since many staff members and I have access to it and we keep track of it daily. Also copied are Debbie Benedict (A-Dep. Chief IO), and IASB SAOs Deborah Mancuso (lead SAO on I-730 Domestic Processing) and Leikun Teferra.

We look forward to continue working with you,

### Pilar

**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)



-----Original Appointment-----

**From:** Witherow, Hiroko  
**Sent:** Friday, February 02, 2018 10:45 AM  
**To:** Witherow, Hiroko; Peralta Mihalko, Maria P (Pilar); Rowe, Monterey; Kliska, Jennifer R; Barrera, Angelica M; Fuentes-Rivera, Luis O; Kirsch, Timothy W; Perdomo, Mildred; Pettie, Shawan E  
**Subject:** FW: Form I-730 (FTJ-R Follow to Join Refugees) Processing Change Training  
**When:** Friday, February 09, 2018 10:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** OLA Conference Room

Good Morning Pilar

If you have access to a V-Tel and would like to do a VTC please call our bridge at 4491132.

V/R

*Luis O. Fuentes-Rivera*

Luis O. Fuentes-Rivera  
Congressional Liaison Specialist  
Office of Legislative Affairs  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
Office (202) 272-1950  
Fax (202) 272-1955

Please ensure that you have a Privacy Release from your constituent. Should the constituent require legal advice, it is recommended they contact an accredited legal representative and/or Community Based Organization.

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-----Original Appointment-----

**From:** Witherow, Hiroko

**Sent:** Friday, February 02, 2018 1:45 PM

**To:** Witherow, Hiroko; Peralta Mihalko, Maria P (Pilar); Kliska, Jennifer R; Rowe, Monterey; Barrera, Angelica M; Fuentes-Rivera, Luis O; Kirsch, Timothy W; Perdomo, Mildred; Pettie, Shawan E

**Subject:** Form I-730 (FTJ-R Follow to Join Refugees) Processing Change Training

**When:** Friday, February 09, 2018 10:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** OLA Conference Room

**Call-in: 1-866-715-1982**

**Leader's Passcode 54077447 / Participants' Passcode 49445234**

**Jennifer, please feel free to join us in the OLA conference (4<sup>th</sup> floor, Room 4003/4005, 20 Massachusetts Ave)!**

**I updated our list of questions including the information Pilar provided. We also understand that OCOMM is working on the communication plan, which may answer most of our questions and help us understand the processing change better, but I am attaching what we have as of now to this email.**

**Thank you.**

<< File: Form I-730 (Visas 93) Processing Questions from HQ OLA updated 020218.docx >>

# I-730 Refugee Petitions Domestic Processing Transfer SCOPS to RAI0

International Operations Division  
Pilar Peralta Mihalko – Br. Chief -IASB  
Jennifer Kliska – Br. Chief – PIB  
Feb. 9, 2018



# I-730R DP transfer from SCOPS to RAIO/IO

- Oct. 24, 2017 – D1 transferred processing responsibility of I-730 Refugee cases from SCOPS to RAIO.
  - See D1 memo: Implementation of Executive Order 13780 Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities
- “To facilitate implementation of vetting measures that more closely align the vetting of refugee family members coming to the United States based on approved Forms I-730 Refugee/Asylee Relative Petitions (following-to-join refugees) with the vetting of principal refugees.” Memo, p. 2.
- RAIO assigned I-730R processing to IO - the International Adjudications Support Branch (IASB) will work the cases
  - IASB first started receiving cases on Jan. 16, 2018.
  - Over 1100 cases have been transferred to the IASB since Jan. 16

# Background...

- Section 6(a) of Executive Order 13780, “Protecting the Nation from Foreign Terrorist Entry into the United States”(March 6, 2017) required the U.S. government to undertake a 120-day review to identify and implement additional procedures to enhance the security screening process of individuals seeking admission as refugees to the United States.
- **Resulting recommendation: Additional security measures be implemented for follow-to-join refugees with the goal of better aligning the vetting of those cases with that of principal refugees.**
- October 24, 2017: Approval of follow-to-join refugee applications was temporarily suspended pending implementation of the new procedures.
- December 23, 2017: Processing resumed pursuant to U.S. District Court for the Western District of Washington ruling enjoining the suspension of follow-to-join refugee (V93) processing.
  - The injunction did not prohibit the Department’s changes to screening and vetting.
  - These changes are now complete and posts have been instructed to apply the new guidance.

# NO changes to ....

- Filing location – petitioners admitted as refugees will continue to file their I-730R/V93 petitions with SCOPS (NSC or TSC)
- Asylee I-730 petitions/V92 – petitioners will continue to file their petitions with SCOPS and SCOPS will also process them

# SCOPS actions at I-730R petition filing

- Enter in CLAIMS, assign a receipt number, and issue an I-797C (Notice of Action) that includes the following language
  - Refugee-based Form I-730 Petitions are transferred to the USCIS International Adjudications Support Branch for further processing. Once that office receives your case, it will send you instructions.
- Transfer in CLAIMS and in NFTS to IASB

# IASB actions upon case receipt

- Receive in NFTS (Note – the IASB’s FCO is – IOA)
- Enter in CAMINO
- Issue a notice of receipt stating in part:
  - *We are reviewing your petition and will notify you in writing when we have completed our review or if we need additional information.*
- Issue an RFE requesting
  - Submission of completed Form I-590 (Registration for Classification as a Refugee) for each beneficiary, and
  - Any other evidence needed to establish PET and BENE relationship and BENE’s eligibility

# I-590 request

- **NEW:** I-590 will be requested before the beneficiary is interviewed by an USCIS AO, Consular Officer or Field Ops AO (for BENEs in U.S.).
- Benefits of this change:
  - The increased data collected will enhance biographic security checks.
  - For nationals subject to Security Advisory Opinion (SAO) requirement (11 countries total plus certain Stateless individuals) the data will be submitted for enhanced FDNS review (EFR), and
  - The data will be available in advance of the interview. Officers review data in advance to formulate and develop lines of questioning. Officers will more effectively determine the truthfulness of an individual's claims, including any criminal history or ties to bad actors.
  - This change helps align the vetting of FTJ I-730R BENEs with vetting of principal refugees and derivatives
- Petitioners will have 98 days to respond to the RFE – this will increase “actual” processing time for most petitions.

# IASB domestic processing – what does it mean?

- After RFE response or lapse of RFE period -
  - Deny cases that are clearly not approvable.
  - For cases that appear approvable and...
    - Are to be processed by an USCIS international field office, transfer the case to the international FO for interview and adjudication of the I-730
    - Are to be processed by a DOS consular post (no USCIS FO at post), approve the I-730 and transfer it to DOS to interview the beneficiary and issue travel documents
    - IF the BENE is in the U.S., transfer the case to the USCIS domestic field office for interview and adjudication. FOD will be interviewing all BENES in the U.S.
      - **NOTE:** If the BENE is outside the U.S., IASB will send the case to the National Visa Center for forwarding to DOS or USCIS international FO. This is same process SCOPS has followed – no change.

# In progress cases – not with SCOPS

- I-730s in progress as of 10/23/2017 that SCOPS thought were approvable and forwarded for next step processing, the IASB will request an I-590 and, if applicable, EFR
- Cases will need to be sent back USCIS/IASB:
  - Field Operations Directorate - I-730R cases for BENEs in U.S. – 70+ BENEs
  - NVC – require I-590 – 300+ BENES
  - DOS consular posts – BENEs from EFR countries require EFR
- These cases will also be entered in CAMINO
- Petitions already at the international FOs: the offices will enter EFR data in CAMINO, and IASB will request the EFR



# Processing time

- SCOPS processing time – approximately 12 months
- New caseload to IO/IASB – IO is unable to estimate the processing time, including for data entry:
  - IASB has started this work with a backlog
  - Processing time will depend on how quickly the petitioner responds to RFE
  - Data entry after RFE response and FDNS enhanced review will add to the processing time.
- EFR process – unclear how long it will take. EFR consists of two parts:

(b)(7)(e)

  - Two cases were submitted for expedited processing and results were returned within 5 days.

# Status of transfer so far

- Over 1100 cases received from SCOPS between Jan. 19 – 22
- Total number of cases entered in CAMINO as of 2/9/2018 = 284
- IASB expects additional several hundred cases from SCOPS –
- 3 cases received from FOD, 122 from NVC and one from consular post

# Congressional inquiries

- Send inquiries to IASB, USCIS -  
[uscis.iasb@uscis.dhs.gov](mailto:uscis.iasb@uscis.dhs.gov)
- Provide receipt number and A-number if available.  
Please minimize PII given that this is a shared mailbox.
- Expedited processing – only in **very** urgent circumstances

# USCIS communication

- OCOMM issued a Web Alert on Jan. 29<sup>th</sup>

# Questions?

- Keep in mind that a great deal of this new process still needs to be built.
- Thank you!

## Shirk, Georgette L

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, January 26, 2018 2:48 PM  
**To:** Zielinski, Anjali T; Swanson, Trina M; Frank, Kathryn M (Katy); Chiorazzi, Anne  
**Cc:** Roeschke, Joseph E (Eli); Kliska, Jennifer R; Mancuso, Deborah T  
**Subject:** RE: G-325C - has it been formally discontinued?  
**Attachments:** I-590 121517 N.PDF

Anjali,

Please see attached which shows OMB approval effective 12/15/2017 and is good until 12/31/2019. We got printed copies of this form and are ready to use it.

This was sent to us by OIDP.

Pilar

---

**From:** Zielinski, Anjali T  
**Sent:** Friday, January 26, 2018 12:44 PM  
**To:** Peralta Mihalko, Maria P (Pilar); Swanson, Trina M; Frank, Kathryn M (Katy); Chiorazzi, Anne  
**Cc:** Roeschke, Joseph E (Eli); Kliska, Jennifer R; Mancuso, Deborah T  
**Subject:** RE: G-325C - has it been formally discontinued?

Hi All,

RAD is still using the G-325C. There is an updated I-590 that incorporates the fields from the G-325C that is currently going through OMB review. It hasn't been finalized yet, so the G-235C is still required.

Anjali

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, January 26, 2018 3:42 PM  
**To:** Swanson, Trina M; Frank, Kathryn M (Katy); Chiorazzi, Anne; Zielinski, Anjali T  
**Cc:** Roeschke, Joseph E (Eli); Kliska, Jennifer R; Mancuso, Deborah T  
**Subject:** FW: G-325C - has it been formally discontinued?

All, I went back to Shelley Gibbons who made us aware of the new I-590 when we were unsuccessfully attempting to order copies of the G-325C from Document Services Management System (DSMS).

Shelley reached out to Liz Zemlan, Chief OIDP. See what Liz has to say.

Pilar

---

**From:** Gibbons, Shelly L  
**Sent:** Friday, January 26, 2018 12:34 PM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Mancuso, Deborah T  
**Subject:** RE: G-325C - has it been formally discontinued?

Pilar,

This is what I received regarding the G-325C. I hope it is helpful. If the I-590 is updated with the information that the G-325C had then it makes sense that the G-325C is no longer used.

"The G-325C can be obtained from the Form Revision Library on ODP Connect. However, it is my understanding that it should not be used because it has been discontinued. I believe the relevant fields were baked into the I-590. John Ramsay in RCD would be able to explain.

*Liz Zemlan*  
*Chief, Forms and Requirements Division*  
*Office of Intake and Document Production*  
*[elizabeth.c.zemlan@uscis.dhs.gov](mailto:elizabeth.c.zemlan@uscis.dhs.gov) | 202-591-6911"*

Regards,

Shelly Gibbons  
Business Interface Representative  
(C) [REDACTED] (b)(6)  
[Shelly.L.Gibbons@uscis.dhs.gov](mailto:Shelly.L.Gibbons@uscis.dhs.gov)

AWS first Monday of every pay period

---

**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Friday, January 26, 2018 3:27 PM  
**To:** Gibbons, Shelly L  
**Cc:** Mancuso, Deborah T  
**Subject:** G-325C - has it been formally discontinued?

Shelly, hi, we recently worked with you and DSMS on trying to get copies of G-325C. It seemed that it was not possible to get copies of the form and, in any event, for our purposes we became aware through you of a new version of I-590 which incorporated the data that would have been gathered via the G-325C.

I just want to check with you whether the G-325C has been formally discontinued. It seems that some of our colleagues in the Refugee Affairs Division think the form is not discontinued and there's a question regarding whether we should continue to use in the refugee context and this is the reason why I want to clarify this issue.

Regarding the new I-590, was there ever a notice by USCIS regarding stop using old versions of the I-590?

It would be most helpful if you could get back to us on these questions. Thank you in advance,

**Pilar**  
**Pilar Peralta Mihalko**  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED]

## Shirk, Georgette L

---

**From:** IASB, USCIS  
**Sent:** Wednesday, March 28, 2018 11:21 AM  
**To:** Herman, Alisha D; IASB, USCIS  
**Cc:** Lane, Jennifer A; Mancuso, Deborah T; Teferra, Leikun  
**Subject:** RE: I-590

Alisha,

Good morning. For reasons unknown to us, in the past the Refugee Affairs Division asked that the I-590 not be published on our website. Seeing as we are getting questions from attorneys and others about obtaining the I-590 (we only send copies to the petitioners not the representatives) I've started the ball rolling to see whether that past decision can be changed. Alas, I know that RAD wants changes to the form that was recently approved (I-590 approved 12/15/2017) and, indeed, they may not be using that form yet though IASB was authorized to start using it for the I-730 domestic processing.

We're also exploring whether we can send individuals an electronic copy of the form even if it's not published to the site. I cannot share it until we're cleared by leadership to do that

### Pilar

Pilar Peralta Mihalko  
Branch Chief, International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Office: (714) 780-4458 / Mobile: [REDACTED] (b)(6)

**From:** Herman, Alisha D  
**Sent:** Monday, March 26, 2018 11:36 AM  
**To:** IASB, USCIS  
**Cc:** Lane, Jennifer A  
**Subject:** FW: I-590

Hello,

One of our CBOs got an RFE requesting I-590s be filled out for the I-730 applications. I see this is part of new procedures we implemented on February 1<sup>st</sup>. However, there is no I-590 form on our website. Can I get it emailed to me and/or can we get it put up on the website?

Thank you!

### Alisha Tarin Herman

*Community Relations Officer*  
U.S. Citizenship and Immigration Services (USCIS)  
District 25, Nevada  
O: (702) 634-1064 C: (702) 219-2572  
[alisha.d.herman@uscis.dhs.gov](mailto:alisha.d.herman@uscis.dhs.gov)

<http://www.uscis.gov> | <http://uscis.gov/about-us/contact-us> | <https://my.uscis.gov/appointment>

### USCIS





**From:** [REDACTED] (b)(6)  
**Sent:** Monday, March 26, 2018 10:13 AM  
**To:** Herman, Alisha D  
**Subject:** I-590

Hello Alisha,

Recently our office got some RFEs regarding three I-730s that we filed a while back. The RFEs are asking for a completed I-590 for each beneficiary, but the form isn't available on the USCIS website. Do you by chance have access to a fillable PDF version of the I-590? If so could you forward it to me? All the versions I can find online seem to be outdated, including the one we use on our software (it's from 2000), so I just wanted to see if you have access to the most recent form update. Thanks so much and I look forward to hearing back from you.

All the Best,

[REDACTED] (b)(6)

**Immigration Specialist**

Catholic Charities of Northern Nevada  
& The St. Vincent's Programs

500 E. 4th St.

Reno, NV 89512

(775)322-7073 [REDACTED] (b)(6)  
F: (775)322-0378

[REDACTED]  
[www.CatholicCharitiesNorthernNevada.org](http://www.CatholicCharitiesNorthernNevada.org)



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## Shirk, Georgette L

---

**From:** Shumway, Michael C  
**Sent:** Tuesday, April 24, 2018 2:41 PM  
**To:** Benedict, Deborah L  
**Cc:** Whitney, Ronald W; Zengotitabengoa, Colleen R; RALD; Busenkell, Kathleen R (Katie); Schwartz, Claudia R; Smith, Alice J; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R; Mancuso, Deborah T  
**Subject:** RE: I-730 Adjudications - Using associated case vetting results

(b)(5)

We are happy to assist in reviewing operational guidance based on this general advice, or to help you in addressing individual cases or scenarios. Thanks.

Michael

**Michael C. Shumway**  
Associate Counsel  
Refugee and Asylum Law Division (RALD)  
Office of the Chief Counsel (OCC)  
U.S. Citizenship & Immigration Services (USCIS)  
U.S. Department of Homeland Security (DHS)  
20 Massachusetts Avenue, N.W., Suite 4210  
Washington, D.C. 20529-2120  
(Office) 202.272.1424 | (Mobile) [REDACTED] (b)(6)  
[Michael.C.Shumway@uscis.dhs.gov](mailto:Michael.C.Shumway@uscis.dhs.gov)

---

**From:** Benedict, Deborah L  
**Sent:** Monday, March 19, 2018 2:58 PM  
**To:** RALD; Zengotitabengoa, Colleen R  
**Cc:** Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R; Mancuso, Deborah T  
**Subject:** I-730 Adjudications - Using associated case vetting results

RALD,



Please let us know if you need additional information or would like to discuss.

Thank you,

Debbie

**Deborah L. Benedict**

Acting Deputy Chief, International Operations  
USCIS Refugee, Asylum and International Operations Directorate  
202-272-1639  
[Deborah.L.Benedict@uscis.dhs.gov](mailto:Deborah.L.Benedict@uscis.dhs.gov)

## Shirk, Georgette L

---

**From:** Benedict, Deborah L  
**Sent:** Tuesday, March 20, 2018 8:24 AM  
**To:** Ginzburg, Roman  
**Cc:** Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R; Mancuso, Deborah T  
**Subject:** RE: I-730 Adjudications - Using associated case vetting results

Thanks Roman - that is the definition we were looking for!

When we get the opinion back from OCC, will be interested at that time in everyone's input from a business perspective what the best use of vetting resources will be. I expect that we can't really estimate how often we may encounter cases associated with our pending I-730 case that have potential derogatory information

---

**From:** Ginzburg, Roman  
**Sent:** Tuesday, March 20, 2018 4:23:08 AM  
**To:** Benedict, Deborah L  
**Cc:** Nicholson, Maura J; Swanson, Trina M; Leigh, Jessica K; Kliska, Jennifer R; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R; Mancuso, Deborah T  
**Subject:** RE: I-730 Adjudications - Using associated case vetting results

Debbie,

Thanks very much for taking the lead on this issue and submitting it for OCC review!

(b)(5)

Best,  
-Roman

**From:** Benedict, Deborah L  
**Sent:** Monday, March 19, 2018 2:58 PM  
**To:** RALD <[RALD.RALD@uscis.dhs.gov](mailto:RALD.RALD@uscis.dhs.gov)>; Zengotitabengoa, Colleen R <[Colleen.R.Zengotitabengoa@uscis.dhs.gov](mailto:Colleen.R.Zengotitabengoa@uscis.dhs.gov)>  
**Cc:** Nicholson, Maura J <[Maura.J.Nicholson@uscis.dhs.gov](mailto:Maura.J.Nicholson@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>;

Swanson, Trina M <[Trina.M.Swanson@uscis.dhs.gov](mailto:Trina.M.Swanson@uscis.dhs.gov)>; Leigh, Jessica K <[Jessica.K.Leigh@uscis.dhs.gov](mailto:Jessica.K.Leigh@uscis.dhs.gov)>; Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Peralta Mihalko, Maria P (Pilar) <[Maria.P.PeraltaMihalko@uscis.dhs.gov](mailto:Maria.P.PeraltaMihalko@uscis.dhs.gov)>; Pullen, Scott R <[scott.r.pullen@uscis.dhs.gov](mailto:scott.r.pullen@uscis.dhs.gov)>; Mancuso, Deborah T <[Deborah.T.Mancuso@uscis.dhs.gov](mailto:Deborah.T.Mancuso@uscis.dhs.gov)>  
**Subject:** I-730 Adjudications - Using associated case vetting results

RALD,

(b)(5)

Please let us know if you need additional information or would like to discuss.

Thank you,

Debbie

**Deborah L. Benedict**

Acting Deputy Chief, International Operations  
USCIS Refugee, Asylum and International Operations Directorate  
202-272-1639  
[Deborah.L.Benedict@uscis.dhs.gov](mailto:Deborah.L.Benedict@uscis.dhs.gov)

## Shirk, Georgette L

---

**From:** Mancuso, Deborah T  
**Sent:** Thursday, February 08, 2018 9:41 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry  
**Attachments:** I-730 Domestic Processing - Initial Data Entry 2018-02-08.pdf

All,

Data entry instructions updated to include adding the Consular Case Number to CAMINO for some categories of transition cases – case files received from NVC and electronic receipts from DOS-only posts.

[O:\I-730 Domestic Processing\Procedures\IASB Procedures\I-730 Domestic Processing - Initial Data Entry 2018-02-08.pdf](#)

Thank you,  
Deborah

---

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, January 31, 2018 8:42 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry  
**Importance:** High

All,

Apologies for an omission: Please, also separate your cases according to untouched, RFE/NOID response received, and consular returns.

Thank you,  
Deborah

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**From:** Mancuso, Deborah T  
**Sent:** Tuesday, January 30, 2018 4:19 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

Officers,

If you've completed initial data entry, support staff will scan/upload the beneficiary's photo to CAMINO for EFR cases and reshelve all files in the fileroom. To help with this process, please take the following steps:

1. Separate your cases into 2 groups – EFR cases WITH A PHOTO of the beneficiary v. all other cases (non-EFR, EFR without a photo of the beneficiary).
2. Arrange cases in both groups according to filing date (this will facilitate re-shelving for our support staff).
3. Alert our I-730 support staff lead (Dom in January; Anthony in February) that your cases are ready for pick up.

For those EFR cases with a photo, Dom and Craig will scan and upload them to CAMINO before reshelving them.

Thank you,  
Deborah

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**From:** Mancuso, Deborah T  
**Sent:** Tuesday, January 30, 2018 11:53 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

All, here's a version updated today and saved to the O: drive: [O:\I-730 Domestic Processing\Procedures\IASB Procedures](#) . Change: We are not using the combined "Notice of Receipt and RFE for I-590 only" at this time. I have removed it from CAMINO.

Officers, you must follow this guidance when working on data entry, including mailing a notice of receipt and ordering the petitioner's file, if we don't already have it. The only step you won't take is scanning and uploading the beneficiary's photo, because color scanners are not available to you. (Do not use the scanner in room 156 for this purpose.) For those cases you have already worked on and are keeping at your desk, be sure to go back and complete these steps, including updating the checklist with the date you sent the notice of receipt and ordered the petitioner's file. Note:

- If you need envelopes, let Craig know.
- Add outgoing mail to the USPS bin in room 156 or give to the appropriate support staff teammember. (See [support staff assignments](#): Anthony is responsible for mail in January; Craig in February.) Do NOT expect support staff to collect mail from you.
- Mail out deadline is 12:30 p.m. daily.

If you have questions, please ask.

Thank you,  
Deborah

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**From:** Teferra, Leikun  
**Sent:** Thursday, January 25, 2018 10:58 AM  
**To:** RAIO - International Ops - IASB  
**Subject:** RE: I-730 data entry

The latest version of ***I-730 Domestic Processing: Initial Data Entry*** instruction is dated **01/17/2018 (PDF file)** and can be found in the "O" drive [here](#)

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**From:** Teferra, Leikun  
**Sent:** Wednesday, January 24, 2018 5:26 PM  
**To:** RAIO - International Ops - IASB  
**Subject:** I-730 data entry

AOs,

Few reminders regarding I-730 data entry:

- Until further notice DO NOT generate or print receipt/RFE notices. For now, the primary focus is data entry and keep entering the cases. Be reminded that quality and accuracy are of utmost importance. All aliases and alternate DOBs should be entered.
- Keep all the files that you are working on at your desk.

- There is no need to enter the RFE that was issued by SCOPS in CAMINO RFE module.
- Let me know, if you encounter glitches when entering cases in CAMINO. I have created a folder in the O drive and saved couple of glitches that were reported so far. Check what is in the folder before you report to me.

Thanks,  
Leikun



## I-730 Domestic Processing: Initial Data Entry

(2/08/2018)

**IMPORTANT:** In completing data entry, focus on **QUALITY** and **ACCURACY**, rather than speed. All data entry must be complete and accurate. Particularly for those cases requiring Enhanced FDNS Review (EFR) background checks, incomplete or inaccurate data will jeopardize the integrity of these critically important background checks.

EFR background checks are required for beneficiaries who were born in, currently reside in, or who spent more than five cumulative years during their life in an SAO country (currently Egypt, Iran, Iraq, Libya, Mali, North Korea, Somalia, Sudan, Republic of South Sudan, Syria, Yemen, and certain stateless Palestinians). See a supervisor if you have any doubt or question regarding whether EFR checks are required.

1. Ensure that the petitioner has indicated that he or she is a refugee or LPR based on previous refugee status, NOT an asylee or LPR based on previous asylee status.

➤ **Note:** IASB does not have jurisdiction over cases in which the petitioner is an asylee or LPR based on previous asylee status. If you find an asylee case, take it to a supervisor. Asylee cases must be returned to the service center for processing.

2. Search CAMINO for existing person profiles for the petitioner and the beneficiary.

- a. If person profiles already exist, compare the information already in CAMINO to the information provided in the I-730.

➤ **Hint:** If the petitioner already has a person profile in CAMINO, check to see if the petitioner has filed other I-730s that will need to be associated to your case both in CAMINO and physically. Family members' files should be kept together throughout processing whenever possible.


- b. If person profiles do not already exist in CAMINO for the petitioner and the beneficiary, add them.

➤ **Note:** For all cases, see the I-730 sample and ensure data from all **yellow highlighted fields**, if provided by the petitioner, are included in CAMINO. (b)(7)(e)

3. Check PCQS (AR-11, CLAIMS 3 M/F, CLAIMS 4) for an updated address for the petitioner. If you find a more recent address, add it to the petitioner's person profile in CAMINO.

➤

(b)(7)(e)

➤ **Important:** When entering address history, do not use the magnifying glass button (  ) to edit the current address (unless the current address is entered incorrectly). Use "Add" to create a history of current and past addresses, ensuring to enter correct effective start and end dates when available.

4. Remove the beneficiary's photo from the I-730, scan it, and upload the image to the beneficiary's person profile page. Be sure to reattach the photo to the I-730 when done.

## I-730 Domestic Processing: Initial Data Entry

(2/08/2018)

- **Note:** If the petitioner did not provide a photo or if the photo is of poor quality, add a note to CAMINO remarks that no photo was provided or the photo is poor quality. The officer will need to request a photo in the RFE.
5. Add a new I-730 Domestic Processing case to the beneficiary's person profile.
  6. In the I-730 Domestic Processing case, enter the Filed Outside IO date found stamped by the service center on the first page of the I-730.
    - If you see two date stamps, use the earlier date.
    - If there are no date stamps on the first page, use the date on the receipt number label affixed to the I-730.
  7. From the Office Filed With drop down list, select the USCIS service center that received the I-730 (generally, Nebraska Service Center or Texas Service Center).
    - LIN = Nebraska Service Center
    - SSC = Texas Service Center
  8. Enter the Received at RAIO date found stamped on the outside top of the receipt file or, if an A-file, inside the file on the non-record side:



- **Note:** It is important that the Received at RAIO date accurately reflect when IASB physically received the file. The Received at RAIO date will likely precede the date you are entering the case in CAMINO.
9. **Transition Cases Only** – For cases received from NVC or from DOS-only posts, enter the consular case # found on the case file or handwritten near the USCIS receipt number.
  10. Enter the Case Receipt # found on the bar code label affixed to the I-730. The required format is 3 letters followed by 10 numbers (for example, LIN0123456789).
  11. Save the case. This will enable access to the Pre-Processing module.
  12. Add the case representative, if applicable.
  13. Add the petitioner to the case, ensuring that you accurately identify the petitioner's relationship to the beneficiary.
  14. Add associated cases, if applicable.

## I-730 Domestic Processing: Initial Data Entry

(2/08/2018)

15. Add a Pre-Processing module to the case.
16. From the Interviewing Office drop down menu, select the office that will interview the beneficiary and click Add Record.
  - a. If the beneficiary resides OUTSIDE the United States, select either "IO" for a USCIS international field office or "DOS" for a consular post where USCIS does not have a presence.
    - **Hint:** See USCIS international field office web pages for descriptions of their jurisdiction: <https://www.uscis.gov/about-us/find-uscis-office/international-immigration-offices>.
  - b. If the beneficiary resides INSIDE the United States, select "FOD."
17. Add, print (copy for petitioner, copy for rep, copy for file), and save a Notice of Receipt to the case.
  - **For transition cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT add or send a Notice of Receipt.
18. Mail the Notice of Receipt to the petitioner and a copy to the case representative, if applicable. Interfile a hardcopy in the beneficiary's file.
19. Update remarks (for example, "Mailed NOR to petitioner and rep.").
20. Order the petitioner's A-file.
  - **For transition cases from DOS-only consular posts** (cases received electronically from posts) – Do NOT order the petitioner's A-file.



# Registration for Classification as Refugee

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-590  
OMB No. 1615-0068  
Expires 12/31/2019

For DHS Use Only		
Port of Entry	Action Block	Photograph
Alien Registration Number (A-Number) A - <input type="text"/>	Action Block	
Resettlement Support Center (RSC) Case Number <input type="text"/>		
U.S. Social Security Number (if any) <input type="text"/>		RE- <input type="text"/>

## Part 1. Information About You

- Family Name (Last Name)  Given Name (First Name)  Middle Name (if applicable)
- Other Names Used (if any); include maiden name, names by previous marriages, and all aliases.
- Date of Birth (mm/dd/yyyy)
- Gender
- Place of Birth (Country, City/Town/Village)
- Present Citizenship or Nationality
- Ethnicity and/or Tribal Group
- Religion (if any)
- Language (native)
- Other Languages that You Speak
- Identity documents, e.g., passport, national identification card and/or UNHCR identification card. Provide your complete name and date of birth as shown on each document listed.

Your Name As Shown on Document	Date of Birth on Document (mm/dd/yyyy)	Document Type	Document Number	Date of Issuance (mm/dd/yyyy)	Place of Issuance	Issuing Authority

Family Name:

A -

RSC Case #:

**Part 2. Information About Your Parents**

Provide the following information about your parents. Include living, deceased, biological, step and adoptive parents.  
(Use continuation page, if necessary.)

**1. Parent 1**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Date of Birth (mm/dd/yyyy)

Relationship to You

Country of Birth

Street Number &amp; Name, City, Province, Postal Code, and Country (Present Location. If deceased, write "deceased.")

**2. Parent 2**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Date of Birth (mm/dd/yyyy)

Relationship to You

Country of Birth

Street Number &amp; Name, City, Province, Postal Code, and Country (Present Location. If deceased, write "deceased.")

**Part 3. Information About Your Background****1. Provide information about your residences during the past five years. List your present address first.**

Street Number and Name	City	Province or State	Country	From Month/Year	To Month/Year
					PRESENT

**2. Provide information about the highest level of education that you completed, e.g., at university, college, trade or technical school, military academies, secondary or primary schools. (Use continuation page, if necessary.)**

Name of School	Location of School	Type of School or Course of Study	Title of Degree	From Month/Year	To Month/Year

**3. Provide information about your employment during the past five years. List your present or most recent employment first. (Use continuation page, if necessary.)**

Name of Employer	Address of Employer	Occupation	From Month/Year	To Month/Year

Family Name:  A -  RSC Case #:

#### Part 4. Military Service

Provide in chronological order information about ALL your military service and/or military-type training.  
(Use continuation page, if necessary.)

☐ If none, check here and proceed to the section entitled "Relative In The United States."

##### I. Military Service

Military Service or Organization that Trained You	Country	Unit	Duty Location	Specialty (ex. Artillery, Infantry, Intelligence, etc.)	Highest Rank	Dates of Service (mm/dd/yyyy)	
						From	To

#### Part 5. Relative In The United States (I have the following close relative in the United States.)

##### I. Relative

Family Name (Last Name)  Given Name (First Name)  Middle Name (if applicable)

Relationship to You

Street Number & Name, City or Town, State, and Zip Code

#### Part 6. Information About Your Marital Status

Your Current Marital Status (check ALL that apply):

- ☐ Married (Go to section entitled "Current Spouse")
 ☐ Never married and not engaged (Go to Part 7)
 ☐ Divorced (Go to section entitled "Former Spouse")
- ☐ Unmarried but engaged to be married (Go to section entitled "Fiancé")
 ☐ Widowed (Go to section entitled "Former Spouse")
 ☐ Missing Spouse (Go to section entitled "Current Spouse")

##### I. Current Spouse

Family Name (Last Name)  Given Name (First Name)  Middle Name (if applicable)

Other Names Used by Spouse

My spouse ☐ will ☐ will not accompany me to the United States.

Identify documents of spouse, e.g., passport, national identification card, UNHCR identification card. (If more than one identity document, use continuation page.)

Spouse's Name As Shown on Document	Date of Birth on Document (mm/dd/yyyy)	Document Type	Document Number	Date of Issuance (mm/dd/yyyy)	Place of Issuance	Issuing Authority

Family Name:  A -  RSC Case #:

## Part 6. Information About Your Marital Status (continued)

### Current Spouse (continued)

Spouse's A-Number  RSC Case Number (if different from yours)  Date of Birth (mm/dd/yyyy)

► A-

Place of Birth (Country, City/Town/Village)

Present Citizenship or Nationality

Ethnicity and/or Tribal Group

Gender

Date of Marriage (mm/dd/yyyy)

Place of Marriage (Country, City/Town/Village)

Is your spouse's address the same as yours? ☐ Yes ☐ No

If you answered "No," provide your current spouse's present location/address. If unknown, provide last known location and date.

Street Number & Name, City or Town, Province, Postal Code, and Country

### 2. Former Spouse

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Other Names Used by Former Spouse

Date of Birth (mm/dd/yyyy)

Date of Marriage (mm/dd/yyyy)

Date Marriage Terminated (mm/dd/yyyy)

Check all that apply: ☐ Divorced ☐ Deceased ☐ Missing Date last seen (mm/dd/yyyy)

### 3. Fiancé

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Other Names Used by Fiancé

Date of Engagement (mm/dd/yyyy)

## Part 7. Information About Your Children

Check all of the boxes below that apply to you: ☐ I have \_\_\_\_ (number) children (include living, deceased, or missing)  
☐ I have no children (Go to Part 8)  
☐ I am currently pregnant

List ALL children, from the oldest child to the youngest child. Include all biological, legally adopted, and step-children, regardless of age or marital status. Also include children who are now missing or deceased. (Use continuation page, if necessary.)

Family Name:

A -

RSC Case #:

**Part 7. Information About Your Children (continued)****1. Child 1**This child is my (check one): ☐ Son ☐ DaughterThis child is my (check one): ☐ Biological Child ☐ Legally Adopted Child ☐ Step-ChildThis child is (check one): ☐ Living ☐ Deceased ☐ MissingWill this child accompany you to the United States? ☐ Yes ☐ No**Child's Complete Name**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Date of Birth (mm/dd/yyyy)

Place of Birth (Country, City/Town/Village)

Provide the following information ONLY if this child is NOT a case member.

Marital Status

If Married, Date of Marriage (mm/dd/yyyy)

Present Citizenship or Nationality

Current Address (If unknown, provide last known location and date)

**2. Child 2**This child is my (check one): ☐ Son ☐ DaughterThis child is my (check one): ☐ Biological Child ☐ Legally Adopted Child ☐ Step-ChildThis child is (check one): ☐ Living ☐ Deceased ☐ MissingWill this child accompany you to the United States? ☐ Yes ☐ No**Child's Complete Name**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Date of Birth (mm/dd/yyyy)

Place of Birth (Country, City/Town/Village)

Provide the following information ONLY if this child is NOT a case member.

Marital Status

If Married, Date of Marriage (mm/dd/yyyy)

Present Citizenship or Nationality

Current Address (If unknown, provide last known location and date)



Family Name:

A -

RSC Case #:

**Part 7. Information About Your Children (continued)****3. Child 3**This child is my (check one): ☐ Son ☐ DaughterThis child is my (check one): ☐ Biological Child ☐ Legally Adopted Child ☐ Step-ChildThis child is (check one): ☐ Living ☐ Deceased ☐ MissingWill this child accompany you to the United States? ☐ Yes ☐ No**Child's Complete Name**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Date of Birth (mm/dd/yyyy)

Place of Birth (Country, City/Town/Village)

Provide the following information ONLY if this child is NOT a case member.

Marital Status

If Married, Date of Marriage (mm/dd/yyyy)

Present Citizenship or Nationality

Current Address (If unknown, provide last known location and date)

**4. Child 4**This child is my (check one): ☐ Son ☐ DaughterThis child is my (check one): ☐ Biological Child ☐ Legally Adopted Child ☐ Step-ChildThis child is (check one): ☐ Living ☐ Deceased ☐ MissingWill this child accompany you to the United States? ☐ Yes ☐ No**Child's Complete Name**

Family Name (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Date of Birth (mm/dd/yyyy)

Place of Birth (Country, City/Town/Village)

Provide the following information ONLY if this child is NOT a case member.

Marital Status

If Married, Date of Marriage (mm/dd/yyyy)

Present Citizenship or Nationality

Current Address (If unknown, provide last known location and date)

**Part 8. Information About Your Request For Refugee Status (Use continuation page, if necessary.)**

1. What was the date and travel route when you first fled your country of citizenship/nationality, or if you are stateless, your country of last habitual residence?

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Family Name:

A -

RSC Case #:

**Part 8. Information About Your Request For Refugee Status (continued) (Use continuation page, if necessary.)**

2. Why did you first flee your country of citizenship/nationality, or if you are stateless, the country of your last habitual residence?

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3. Have you **EVER** returned to your country? ☐ Yes ☐ No

If "Yes," when and why did you return?

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**Part 9. Additional Information About Your Request For Refugee Status (Use continuation page, if necessary.)**

1. Have you **EVER** been fingerprinted by the U.S. government or the authorities of any other country?

☐ Yes (explain below) ☐ No

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2. Do you now hold, or have you **EVER** held, or have you **EVER** applied for, permanent residence, other permanent status, or citizenship/nationality, in any country other than your country of citizenship (or if you are stateless, the country of your last habitual residence)?

☐ Yes (explain below) ☐ No

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3. Have you **EVER** been to the United States?

☐ Yes ☐ No

If "Yes," provide the information requested in the table below for each trip to the United States.

Date of Entry (mm/dd/yyyy)	Place of Entry	Status	Visa Number	A-Number	Date of Exit (mm/dd/yyyy)	Place of Exit

**Part 9. Additional Information About Your Request For Refugee Status (continued) (Use continuation page, if necessary.)**

4. List your present and past membership in - or affiliation with - ALL political, professional, or social organizations or groups, such as, but not limited to: student groups, labor unions, religious organizations, civil patrols, human rights groups, media organizations, funds, foundations, or societies. Include the name(s) of organization(s), location(s), dates of membership, as well as the purpose, character and nature of the organization(s). Include ranks held, promotions received, honors/recognitions given, regular duties, and dues paid.

☐ If none, check here.

5. Have you **EVER** been charged with a violation of law? ☐ Yes ☐ No
- If "Yes," provide details of all violations of law below, including: date, place, nature of charges, and final disposition, for each incident.

**Part 10. Certification Of The Registrant, Interpreter, And Preparer**
**Registrant (Applicant) Certification**

**NOTE:** Select the box for either **Item A.** or **B.** in **Item Number 1.** If applicable, select the box for **Item Number 2.**

**1. Registrant's Statement Regarding Interpreter**

- A. ☐ I can read and understand English, and have read and understand every question and instruction on this form, as well as my answer to every question.
- B. ☐ The interpreter named below has read to me every question and instruction on this form, as well as my answer to every question, in , a language in which I am fluent. I understand every question and instruction on this form as translated to me by my interpreter, and have provided complete, true, and correct responses in the language indicated above.

**2. Registrant's Statement Regarding Preparer**

- ☐ I have requested the services of and consented to  who ☐ is ☐ is not an attorney or accredited representative, preparing this form for me.

**3. Registrant (Applicant) Certification**

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that U.S. Citizenship and Immigration Services (USCIS) may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this form, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration of U.S. immigration laws.

I certify, under penalty of perjury, that the information in my form and any document submitted with my form were provided by me and are complete, true, and correct.

Family Name:  A -  RSC Case #:

### Part 10. Certification Of The Registrant, Interpreter, And Preparer (continued)

- A. Registrant's (Applicant's) Signature  Date of Signature (mm dd/yyyy)
- B. Telephone Number (if any)  C. E-mail Address (if any)

#### Interpreter Certification

Provide the following information concerning the interpreter:

##### 4. Interpreter's Name and Contact Information

- A. Interpreter's Family Name (Last Name)  Interpreter's Given Name (First Name)
- B. Interpreter's Business or Organization Name  Address  Telephone Number  E-mail Address

##### 5. Interpreter's Certification and Signature

I certify that:

I am fluent in English and the same language provided in **Part 10., Item B.** in **Item Number 1.**; I have read to this registrant every question and instruction on this form, as well as the answer to every question, in the language provided in **Part 10., Item B.** in **Item Number 1.**; and the registrant has informed me that he or she understands every instruction and question on the form, as well as the answer to every question, and the registrant verified the accuracy of every answer.

Interpreter's Signature  Date of Signature (mm dd/yyyy)

Additional Interpreter's Signature (if applicable)  Date of Signature (mm dd/yyyy)

#### Preparer Certification

Provide the following information concerning the preparer:

##### 6. Preparer's Name and Contact Information

- A. Preparer's Family Name (Last Name)  Preparer's Given Name (First Name)
- B. Preparer's Business or Organization Name  Address  Telephone Number  Fax Number  E-mail Address

##### 7. Preparer's Statement, Certification, and Signature

By my signature, I certify, swear or affirm, under penalty of perjury, that I prepared this form on behalf of, at the request of, and with the express consent of the registrant (applicant). I completed the form based only on responses the registrant (applicant) provided to me. After completing the form, I reviewed it and all of the registrant's (applicant's) responses with the registrant (applicant), who agreed with every answer on the form. If the registrant (applicant) supplied additional information concerning a question on the form, I recorded it on the form.

Preparer's Signature  Date of Signature (mm dd/yyyy)

Additional Preparer's Signature (if applicable)  Date of Signature (mm dd/yyyy)

## Part 11. Admissibility

1. Have you **EVER** been arrested or have you **EVER** committed, or helped someone else commit, any crimes? ☐ Yes ☐ No

If "Yes," have you **EVER**:

- A. Knowingly committed any crime (*excluding traffic violations*) for which you have not been arrested? ☐ Yes ☐ No
- B. Been arrested, cited, charged, indicted, fined, or imprisoned for breaking or violating any law or ordinance (*excluding traffic violations*)? ☐ Yes ☐ No
- C. Been the beneficiary of a pardon, amnesty, rehabilitation decree or other act of clemency or similar action? ☐ Yes ☐ No
- D. Exercised diplomatic immunity to avoid prosecution for a criminal offense in the United States? ☐ Yes ☐ No
- E. Illegally trafficked (*illegally transported, traded, dealt, or sold*) in any illegal narcotic or other controlled substance, or knowingly assisted, abetted or conspired in the illicit trafficking of any such substance? ☐ Yes ☐ No
- F. Engaged in any unlawful commercialized vice, including, but not limited to, illegal gambling? ☐ Yes ☐ No
- G. Knowingly encouraged, induced, assisted, abetted, or aided any alien to try to enter the United States illegally? ☐ Yes ☐ No
- H. Within the past 10 years, been a prostitute or procured anyone for prostitution? ☐ Yes ☐ No

*Provide details of all violations of law on continuation page, if not previously recorded in Part 9 of this form, including: date, place, nature of charges, and final disposition, for each incident.*

2. Have you **EVER** been to the United States? ☐ Yes ☐ No

If "No," proceed to **Item Number 3**, below.

If "Yes," have you **EVER**:

- A. Been subject to deportation or removal from the United States? ☐ Yes ☐ No
- B. Voted illegally in the United States? ☐ Yes ☐ No
- C. Been a citizen of the United States who has renounced that citizenship to avoid taxation? ☐ Yes ☐ No
- D. Left the United States to avoid being drafted into the U.S. armed forces? ☐ Yes ☐ No
- E. Been subject to a civil document fraud final order for violating section 274C of the Immigration and Nationality Act of the United States? ☐ Yes ☐ No

3. Have you **EVER** applied for a U.S. immigration benefit, such as a visa, refugee status, or asylum? ☐ Yes ☐ No

If "Yes," provide information below

Date (mm/dd/yyyy)	Location	Type of Immigration Benefit	Status ( <i>status granted or denied</i> )	Were you the principal applicant?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Are you now withholding custody of a United States citizen child from a person granted custody of the child? ☐ Yes ☐ No

5. Have you **EVER**:

- A. Engaged in, conspired to engage in, or incited, sabotage, kidnapping, political assassination, hijacking, or any other form of terrorist activity? ☐ Yes ☐ No

Family Name:

A -

RSC Case #:

**Part 11. Admissibility (continued)**

- B.** Solicited membership or funds for, or **EVER** voluntarily assisted or provided any type of material support to, any person or organization that has **EVER** engaged in or conspired to engage in sabotage, kidnapping, political assassination, hijacking, or any other form of terrorist activity? ☐ Yes ☐ No
- C.** Provided support, including housing, transportation, communications, funds, documents, weapons or training for any person or organization that has **EVER** engaged in or conspired to engage in sabotage, kidnapping, assassination, hijacking, or any other form of terrorist activity? ☐ Yes ☐ No
- D.** Been a representative or member of any terrorist organization or a member of a group that endorses terrorist activity? ☐ Yes ☐ No
- 6.** If married, has your spouse **EVER** engaged in terrorist activity or been a member of a terrorist organization? ☐ Yes ☐ No ☐ N/A
- 7.** If you are under 21 years of age, has your parent **EVER** engaged in terrorist activity or been a member of a terrorist organization? ☐ Yes ☐ No ☐ N/A
- 8.** While in the United States, do you intend to engage in:
- A.** Espionage? ☐ Yes ☐ No
- B.** Terrorism or any activity, a purpose of which is opposition to, or the control or overthrow of the Government of the United States, by force, violence or any other unlawful means? ☐ Yes ☐ No
- C.** Any activity to violate or evade any law prohibiting the export from the United States of goods, technology or sensitive information? ☐ Yes ☐ No
- D.** Polygamy (simultaneous marriage to more than one spouse)? ☐ Yes ☐ No
- E.** Prostitution? ☐ Yes ☐ No
- 9.** Have you **EVER** been a member of, or in any way affiliated with, the Communist party or any other totalitarian party? ☐ Yes ☐ No
- If "Yes:"
- | Your affiliation/level of membership | Beginning Date (mm/dd/yyyy) | Ending Date (mm/dd/yyyy) |
|--------------------------------------|-----------------------------|--------------------------|
| <input type="text"/>                 | <input type="text"/>        | <input type="text"/>     |
- 10.** Have you **EVER** ordered, incited, called for, committed, assisted, helped with, or otherwise participated in any of the following:
- A.** Acts involving torture or genocide? ☐ Yes ☐ No
- B.** Killing any person? ☐ Yes ☐ No
- C.** Intentionally and severely injuring any person? ☐ Yes ☐ No
- D.** Engaging in any kind of sexual contact or relations with any person who was being forced or threatened? ☐ Yes ☐ No
- E.** Limiting or denying any person's ability to exercise religious beliefs? ☐ Yes ☐ No
- 11.** Have you **EVER**:
- A.** Served in, been a member of, assisted in, or participated in any military unit, paramilitary unit, police unit, self-defense unit, vigilante unit, rebel group, guerrilla group, militia or insurgent organization? ☐ Yes ☐ No
- B.** Served in any prison, jail, prison camp, detention facility, labor camp, or any other situation that involved detaining persons? ☐ Yes ☐ No
- C.** Been a member of, assisted in, or participated in any group, unit, or organization of any kind in which you or other persons used any type of weapon against any person or threatened to do so? ☐ Yes ☐ No

Family Name:

A -

RSC Case #:

**Part 11. Admissibility (continued)**

**D.** Assisted or participated in selling or providing weapons to any person who to your knowledge used them against another person, or in transporting weapons to any person who to your knowledge used them against another person? ☐ Yes ☐ No

**E.** Received any type of military, paramilitary, or weapons training? ☐ Yes ☐ No

**12.** Have you **EVER**:

**A.** Recruited, enlisted, conscripted, or used any person under age 15 to serve in or help an armed force or group? ☐ Yes ☐ No

**B.** Used any person under age 15 to take part in hostilities, or to help or provide services to people in combat? ☐ Yes ☐ No

**13.** Have you, by fraud or willful misrepresentation of a material fact, **EVER** sought to procure, or procured, a visa, other documentation, or entry into the United States or any other immigration benefit? ☐ Yes ☐ No

**Do not write below this line. For Government use only.****THIS SECTION IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE U.S. GOVERNMENT OFFICIAL RESPONSIBLE FOR ADJUDICATING THIS REGISTRATION.**

I, the undersigned, do swear or affirm that I know the contents of this registration subscribed by me, including any attached documents, and that they are true to the best of my knowledge, and that corrections numbered \_\_\_\_ to \_\_\_\_ were made by me or at my request. Each and every question and instruction on this form was read to me in \_\_\_\_\_, a language in which I am fluent. I understand each and every question and instruction on this form, as well as my answer to each question. I agree to report any changes in family composition, such as births, deaths, marriages, divorces and engagements, to the U.S. Government via the Resettlement Support Center.

\_\_\_\_\_  
(True and Complete Signature of Registrant)

OPTIONAL: I authorize USCIS to release information contained in or pertaining to my application for refugee status to the U.N. High Commissioner for Refugees, other U.S. Government agencies, and other resettlement countries. I understand that no information regarding my refugee claim will be shared with the government of the country from which I am seeking refuge. I understand that I am not required to sign this waiver, and I do so voluntarily.

\_\_\_\_\_  
(True and Complete Signature of Registrant)

Subscribed and sworn to before me by the above named registrant at \_\_\_\_\_ on \_\_\_\_\_  
(Location) (Date, mm/dd/yyyy)

RE-INTERVIEW (if applicable): I, the undersigned, hereby reaffirm the contents of this registration and my answers to every question on this form, as well as the answers I have provided in my interview on this date.

\_\_\_\_\_  
(True and Complete Signature of Registrant)

Subscribed and sworn to before me by the above named registrant at \_\_\_\_\_ on \_\_\_\_\_  
(Location) (Date, mm/dd/yyyy)

**Interpreter's Certification and Signature**

I certify that: I am fluent in English (the same language provided in Part 10., Item B. in Item Number 1.; I have read to this registrant every question and instruction on this form, as well as the answer to every question, in the language provided in Part 10., Item B. in Item Number 1.; and the registrant has informed me that he or she understands every instruction and question on the form, as well as the answer to every question, and the registrant verified the accuracy of every answer.

1. Name of Interpreter

\_\_\_\_\_

2. Signature of Interpreter

\_\_\_\_\_

3. Name of Interpreter (Re-interview)

\_\_\_\_\_

4. Signature of Interpreter (Re-interview)

\_\_\_\_\_

**Interviewing Officer Signature**

5. Name, Title, and Signature of Interviewing Officer

\_\_\_\_\_

6. Name, Title, and Signature of Interviewing Officer (Re-interview)

\_\_\_\_\_



Family Name:

A -

RSC Case #:

**Part 12. Additional Information About Your Registration for Classification as Refugee  
Continuation Sheet**

If you need extra space to provide any additional information within this form, use the space below. If you need more space than what is provided, you may make copies to complete and file with this form or attach a separate sheet of paper. Include your name, your Alien Registration Number (A-Number) (if any) and RSC Case Number (if any) at the top of each sheet: indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

**1.a. Page Number****1.b. Part Number****1.c. Item Number****1.d.**

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**2.a. Page Number****2.b. Part Number****2.c. Item Number****2.d.**

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**3.a. Page Number****3.b. Part Number****3.c. Item Number****3.d.**

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**4.a. Page Number****4.b. Part Number****4.c. Item Number****4.d.**

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Registrant's (Applicant's) Signature

Date of Signature (mm-dd-yyyy)

Family Name:

A -

RSC Case #:

## Instructions

### How To Fill Out Form I-590

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this form, use the space provided in **Part 12. Additional Information About Your Registration for Classification as Refugee Continuation Sheet**. Type or print the registrant's name and Alien Registration Number (A-Number) (*if any*) and Resettlement Support Center ("RSC") Case Number (*if any*) at the top of each continuation sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which the answer refers.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None," unless otherwise directed.
4. If you do not completely fill out this form or fail to submit required documents listed in the Instructions and your biometrics, if required, processing of your request will be delayed, and USCIS may reject, close, or deny your form.
5. **Signature.** Each form must be properly signed. For all signatures on this form, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the form on your behalf. A legal guardian may also sign for a mentally incompetent person.
6. **Biometrics.** You may be required, if you are 13 1/2 years of age or older to provide fingerprints, photograph, and/or additional signature to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records. You will be informed when and where you need to attend a biometric services appointment. If you fail to attend your biometric services appointment, USCIS may reject, close, or deny your form.
7. **Requests for More Information.** We may request that you provide more information or evidence to support your form. You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of your form. If you submit original documents when not required, the documents may be destroyed or remain a part of the record, and USCIS will not automatically return them to you.
8. **Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification must include the translator's signature. USCIS recommends the certification contain the translator's printed name and the date and the translator's contact information. Translations prepared and signed by an RSC employee working for the U.S. Department of State or under contract will be considered as complete and accurate.

**Submission of Form** - The RSC with jurisdiction in the registrant's region shall assist the registrant in the completion and submission of Form I-590, Registration for Classification as Refugee.

**Registration** - A separate Form I-590 is required for each registrant. Form I-590 on behalf of a child under 14 years of age may be submitted by the parent or guardian.

## USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this form, and the associated evidence, is collected pursuant to 8 U.S.C. 1522(b) and 8 U.S.C. section 1157.

**PURPOSE:** The primary purpose for providing the requested information on this form is to determine eligibility for refugee classification and resettlement in the United States.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in the denial of your benefit request.

**ROUTINE USES:** The information you provide on this form may be shared with other Federal, state, local, and foreign government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001 - Alien File, Index, and National File Tracking System, DHS/USCIS-017 - Refugee Case Processing and Security Screening Information, and the STATE-60 - Refugee Case Records, which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy) and [www.state.gov](http://www.state.gov)]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

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### **Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for Form I-590 is estimated at 3 hours for gathering information; 20 minutes (.33 hours) for submitting biometric information; 1 hour for review the request; and 2 hours for collecting DNA evidence *(if applicable)*. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No 1615-0068. **Do not mail your completed Form I-590 to this address.**

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 1:58 PM  
**To:** Ginzburg, Roman; Swanson, Trina M; Leigh, Jessica K; Nicholson, Maura J; Peralta Mihalko, Maria P (Pilar); Jacobs, Alexander L  
**Cc:** Lenkowsky, Matthew  
**Subject:** Call with Joel Nantais and meeting Thursday

All,

Joel gave me a call this afternoon to provide some updates and also discuss next steps for the FTJ-R initiative. We decided to schedule a kick off meeting tomorrow, as Maura and I will be tied up most of the next two weeks and Joel will also be out the week after next. We want to be sure we are coordinated on the path forward, but then this will devolve to a working group – where it is already well on its way. Here is what I learned:

- IAC Checks:

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- State/CA met with [REDACTED]  
[REDACTED] State/CA is drafting procedures/updating the FAM and wants to be sure this is rolled out properly to the field, as they have been hit with so many new procedures of late. Joel believes that this will take 2-3 weeks.
- I flagged the issue regarding posts that do not issue foils and our desire to move expeditiously to have them issue foils. Joel will look into this and the working group should also take this as an action item.
- [REDACTED] and so the working group should look to see if we have redundant processes and eliminate as appropriate.

- EFR:

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- State needs guidance from us on what data points are needed for the EFR so that they can determine the best way to get that information to USCIS for the cases currently pending at post
- State needs guidance to State on the cases pending at Post (see above) and at the NVC. State is trying to get information on how many cases are pending, but Joel believes the number is low. State has about 76 cases pending at the NVC and we may just want them to send those to IASB so IASB can RFE for the I-590, or we may just want them to send IASB those from SAO countries – something to think about.
- While we did not discuss this, I am flagging that for all new cases, USCIS should be completing the ERF, where applicable, before sending the packet to the NVC. We just need to figure out how best to relay any information identified via the EFR. I think we also should be tracking this to see if it adds value or should be adjusted/changed in the future.

If you think we should also invite PRM to the meeting on Thursday, please forward the invite as appropriate.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

## Shirk, Georgette L

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**From:** Clough, Chelsea M  
**Sent:** Wednesday, December 27, 2017 1:10 PM  
**To:** Strack, Barbara L  
**Cc:** Chiorazzi, Anne; Roeschke, Joseph E (Eli); Leary, Sara E; Lenkowsky, Matthew  
**Subject:** Draft BFR guidance- FTJ/SAO  
**Attachments:** Interim Guidance on FTJ and Refugee Applications 12.27.17 DRAFT.docx

Hi Barbara,

Please find attached draft BFR guidance reflecting the recent preliminary injunction. I did my best to incorporate the various emails, including the DOJ email Ron forwarded.

We will need to update the "BFR Status" section (how USCIS officers will confirm if the BFR is verified either at interview or at hold lift), once we know exactly how PRM will be handling this in WRAPS. I also added FTJ language, mostly pulled from Jennifer's Sunday email.

Lastly, Amy Bhalla reached out to RSC Africa and, with respect to RAD's Q2 Africa processing locations, below are the number of CIS-ready SAO nationals in the pipeline (cases/individuals):

Location	Cases / individuals for SAO nationals
Uganda (Hoima and Kampala)	Hoima – 1 / 1
	Kampala – 116 / 364
Tanzania (Makere)	0 / 0
Burundi (Ruyigi, Muyinga and Bujumbura)	0 / 0
Rwanda (Byumba)	0 / 0

Please let me know how else I can help or what revisions you'd like. My travel plans are postponed due to a snowstorm in our path, so I'll be around (at least online) the rest of today and likely tomorrow.

Thanks,

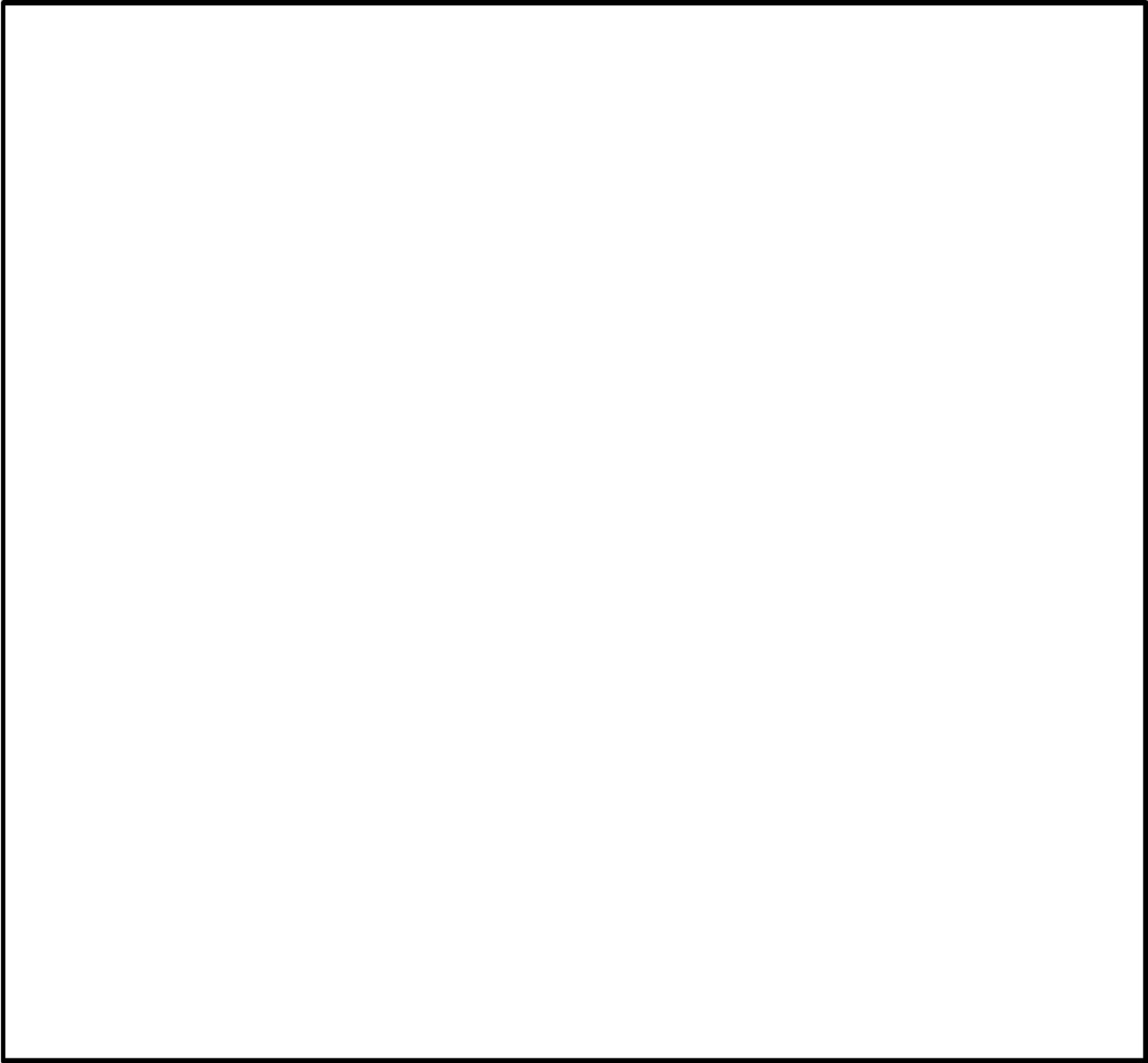
Chelsea

Chelsea Clough  
HQ Refugee Officer, Policy  
USCIS, Refugee Affairs Division  
☎: (202) 531-8245  
✉: [chelsea.clough@uscis.dhs.gov](mailto:chelsea.clough@uscis.dhs.gov)

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(b)(5)

Interim Guidance for Processing Follow-to-Join and Refugee Applications  
(December 27, 2017)



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(b)(5)

For Official Use Only (FOUO)



(b)(5)

For Official Use Only (FOUO)

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 1:30 PM  
**To:** Lenkowsky, Matthew; Emrich, Matthew D  
**Subject:** FW: I-730 FTJ refugees with travel documents

Sorry, I copied the wrong Matt!

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 2:23 PM  
**To:** 'Nantais, Joel D'; Ingraham, Hilary E  
**Cc:** Ginzburg, Roman; Swanson, Trina M; Nicholson, Maura J; Leigh, Jessica K; Strack, Barbara L; Stone, Mary M; Chiorazzi, Anne; Emrich, Matthew D  
**Subject:** I-730 FTJ refugees with travel documents

Joel and Hillary,

I have received confirmation from CBP that I-730 refugee beneficiaries who have been issued travel documents can travel will not have any problems at a POE. They also understanding that I-730 asylee beneficiaries will continue to be issued travel documents.

I plan to confirm with International Operations staff that if they get questions from IOM about this, they can let them know that individuals who have already received a travel document can travel. We are aware of at least on case in Frankfurt at the moment.

Hillary, Is this something PRM could reach out to IOM about?

Joel, I think it might be helpful to also include information about this in the guidance CA is issuing today.

I also touched base with USCIS Communications about getting posted some web content that would include information about this, as well as noting that the pause does not apply to asylee following-to-join. If there is any other information you think it would be helpful to get posted, let us know.

Let me know if you want to discuss.

Thanks,

Joanna

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USCIS Refugee, Asylum and International Operations Directorate

Joanna.Ruppel@uscis.dhs.gov  
202-272-1625

## Shirk, Georgette L

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**From:** Roeschke, Joseph E (Eli)  
**Sent:** Thursday, November 30, 2017 6:26 PM  
**To:** Stone, Mary M; Lenkowsky, Matthew  
**Cc:** Chiorazzi, Anne  
**Subject:** I-730 conference call today

Hello,

I was able to participate in the conference call today at 2:30 regarding the I-730 processing update. I just wanted to provide you with a summary of the meeting, I'm happy to talk in more detail as well if you would like.

The following people were on the invite (bold indicates confirmed attendance, at least one other person in attendance that I did not confirm): **Spruell, Delicia A**; Gauger, Kelly A; **Ingraham, Hilary E**; Smith, Jennifer L; Ruppel, Joanna; **Ginzburg, Roman**; **Swanson, Trina M**; Leigh, Jessica K; Nicholson, Maura J; Strack, Barbara L; Stone, Mary M; **Nantais, Joel D**; Scarlatelli, Adam W; Hoffmann, Erin R; Kaplan, Dean M

In summary, this call was held to discuss the process that would be used to conduct processing of emergency I-730 FTJ-R cases during the current pause in I-730 processing. PRM, RPC, Consular Affairs, IO, and RAD all participated on the call. From what I gathered on the call the cases at issue are Rohingya cases in Calcutta that were referred to as "high profile." Evidently we are going to move forward with processing these expedite cases on a case-by-case basis, similar to the RSC model used in Thailand and Kenya. The RSC in Delhi is currently working with USCIS staff to coordinate these interviews in Calcutta. Moving forward we will process these emergency cases in locations where an RSC office or sub-office is present. The RSC would receive the approved I-730 petition, provide the I-730 to IO, IO conducts the travel interview, the paperwork would return to RSC to complete final processing and coordinate with IOM for travel arrangements. If approved, the derivative would receive a travel letter.

With regards to the long term fix in which we bypass the NVC and IO conducts the I-730 interview and the travel interview, this is still in the works. According to DOS if this requires a system change, as opposed to a process change, it could take much longer to move over to this process. In the meantime, we will proceed with the case-by-case RSC system discussed. If we have a consular only case with no RSC in the region, consular will raise this with PRM and loop back to discuss.

I hope that provides insight. I took some notes during the call as well, which I'm happy to share if needed.

Please let me know if you have any questions or concerns.

Thank you,

Eli

**Joseph "Eli" Roeschke**  
**HQ Refugee Officer, Policy**  
DHS|USCIS|Refugee Affairs Division  
111 Massachusetts Ave NW, Suite 8000  
Washington, DC 20529  
☎: [REDACTED] (cell) | (202)272-1618 (office)  
✉: [Joseph.E.Roeschke@uscis.dhs.gov](mailto:Joseph.E.Roeschke@uscis.dhs.gov)

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**U.S. Citizenship  
and Immigration  
Services**

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## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, December 27, 2017 11:39 AM  
**To:** Emrich, Matthew D; Davidson, Andrew J  
**Cc:** Jacobs, Alexander L; Gipson, Angela E; Lenkowsky, Matthew; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Ginzburg, Roman; Swanson, Trina M; Kliska, Jennifer R; Leigh, Jessica K; Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T; Valverde, Michael; Renaud, Daniel M; Zellen, Lorie A; Higgins, Jennifer B; Colucci, Nicholas V  
**Subject:** I-730 refugee FTJ cases subject to EFR - how to handle pending cases  
**Importance:** High

Matt and Andrew,

As you know, RAIO has been working closely with FDNS to better align the vetting for I-730 refugee following to join beneficiaries (I-730 FTJ-R) with the vetting for principal I-590 applicants or derivative family members processed at the same time with the principal. The most significant changes are to 1) institute enhanced FDNS review (EFR) for beneficiaries who are from SAO countries and stateless persons who have habitually resided in SAO countries, as is done for principal refugees; and 2) ensure that information on I-730 FTJ-R beneficiaries is sent to the same vetting partners as principal refugees through the IAC process.

I understand that IO and FDNS are close to being able to begin the FDNS EFR process. This leaves us the question of how to handle cases that have already been transferred overseas (to State or USCIS) or to Field Operations, including those with approved I-730s. For RAIO, the number of pending SAO I-730 refugee cases previously approved or interviewed is approximately 700. While State cannot provide us the exact number of actionable pending I-730s with beneficiaries from SAO countries, it is likely that there are well over 800 (they have over 1,500 pending, but many may be closed out). We do not have the number that have been transferred to Field Ops and already interviewed, though we do not believe that number would be significant.

**For pending cases, our recommendation is to institute the EFR for all I-730 beneficiaries who were not interviewed or approved as of Oct 23 (the date of the joint memorandum).** Operationally, this will allow us to more seamlessly institute the review into the new process, by which the International Adjudications Support Branch (IASB) will send information to FDNS for the EFR before the I-730 is 1) transferred to an international office or domestic field office for final approval after interview or 2) approved and forwarded it to State for a travel eligibility determination after interview. We believe we will be in a better position to use any information received from the EFR before an I-730 has actually been approved or the beneficiary interviewed.

We propose targeting resources to implement the EFR as noted above, but would still want to give USCIS and consular officers discretion to request EFR of any case that has an approved I-730 or interview post Oct 23, if there are flags that indicate additional vetting is warranted, given the resource implications of transferring this workload back for EFR review and the potential limitations of use of the information with respect to an I-730 that has already been approved or cases for which an interview has already been conducted,.

Please let me know if you have concerns with this approach or would like to discuss.

Just to be sure you are in the loop regarding the IAC process, we are working on a phased approach to provide the same information to the vetting partners that is sent for principal refugees. First, we will be collecting and sending information from the I-590 [REDACTED] Once we can complete changes to the Form I-730 and I-

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590 to collect additional information, we will also send to the vetting partners certain information that currently is collected by the Refugee Support Centers for refugees that come through the USRAP.

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202-272-1625

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Tuesday, December 26, 2017 6:00 PM  
**To:** Strack, Barbara L; Lenkowsky, Matthew; Gipson, Angela E; Jacobs, Alexander L  
**Cc:** Leigh, Jessica K; Kliska, Jennifer R  
**Subject:** Proposed message for Jennifer H to FDNS leadership re EFR for I-730s

**Importance:** High

Barbara and Matt, per our discussion, for your review, below is a proposed message for Jennifer to send to Matt Emrich and Andrew Davidson.

Alex, welcome back! I hope you had happy holidays. Please also review and help me with adding in the stats, as I can't find Roman's message on that.

Angie, would also be terrific if you could review and I am happy to chat further.

This is just a very first rough cut and needs some work, but given how time sensitive this is, I would like to get the ball rolling with our collective thinking to get a decision. If FDNS leadership agrees, then Jennifer will send a message to D2 regarding this issue.

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Matt and Andrew,



Please let me know if you have concerns with this approach or would like to discuss.

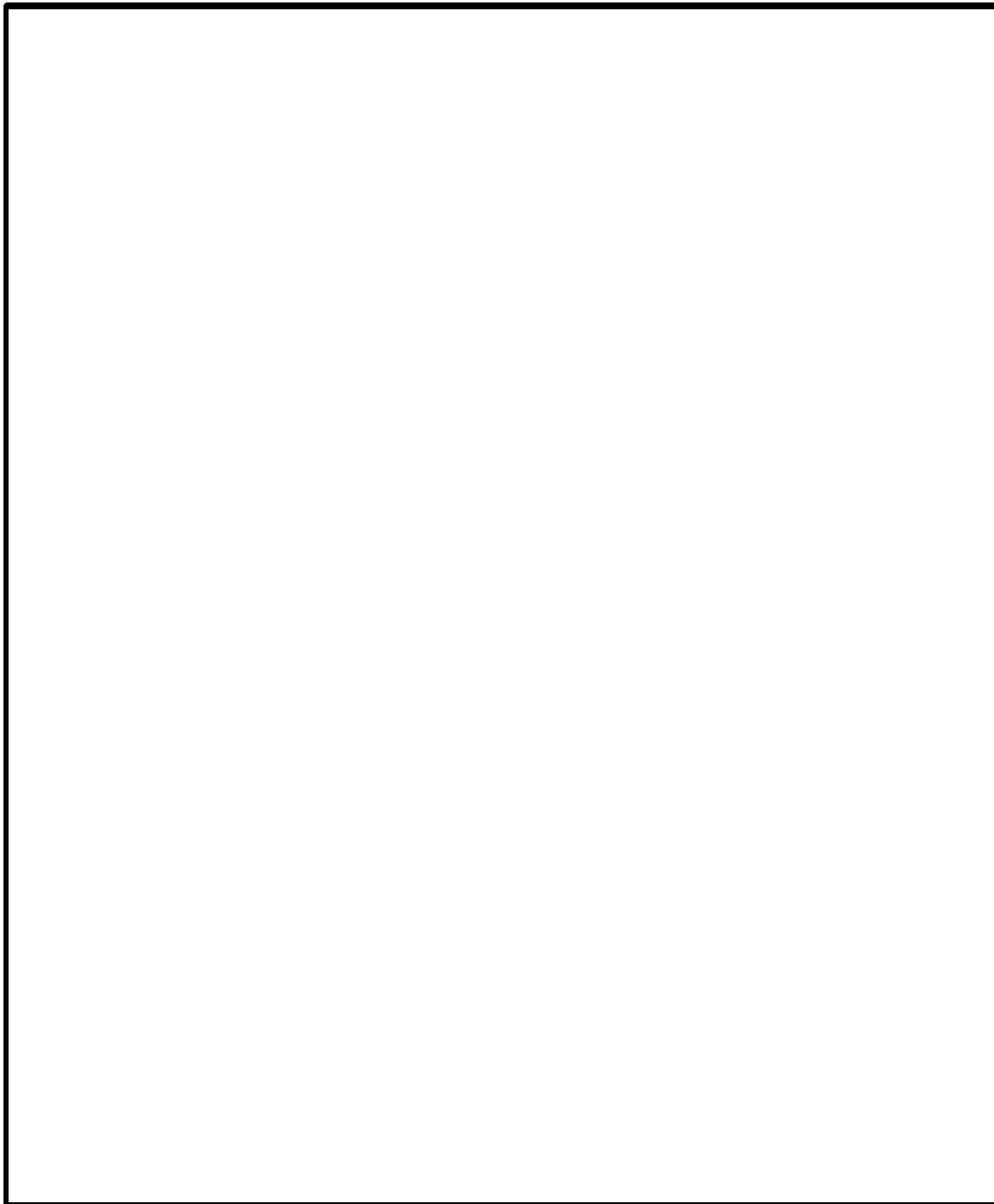
(b)(5)

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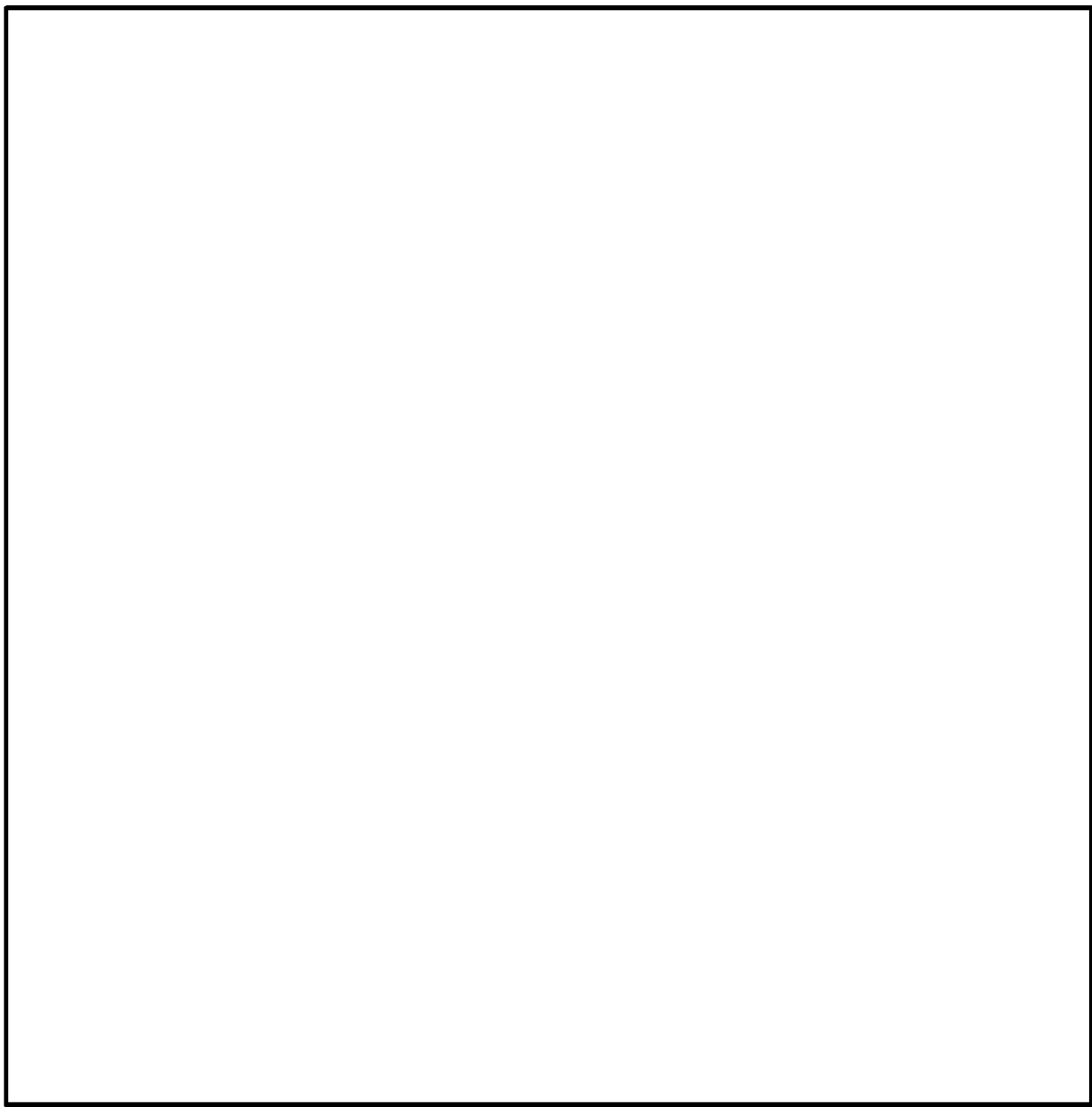
## RAIO Enhanced FDNS Review Process Discussion

(b)(5)

(2/15/2018)



(b)(5)



(b)(5)



(b)(5)



## Shirk, Georgette L

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**From:** Clough, Chelsea M  
**Sent:** Thursday, December 28, 2017 3:40 PM  
**To:** Zengotitabengoa, Colleen R; Whitney, Ronald W; RALD  
**Cc:** Ruppel, Joanna; Stone, Mary M; Kliska, Jennifer R; Strack, Barbara L; Stone, Mary M; Chiorazzi, Anne; Lenkowsky, Matthew; Roeschke, Joseph E (Eli); Leary, Sara E; Gipson, Angela E  
**Subject:** RE: HIGH PRIORITY: Draft BFR guidance- FTJ/SAO  
**Attachments:** Interim Guidance on FTJ and Refugee Applications DRAFT 12.28.17.docx

OCC colleagues: Please find attached for your review our proposed FTJ and BFR field guidance to comply with the preliminary injunction. IO has reviewed, and we are also forwarding to PRM today for review.

IO colleagues: Thanks so much for your revisions and comments; they are included in this cleaned-up version (with new language in response to your questions/comments are redlined for your review). RAD has no objection to this going out to the field management team today for comments.

Please let me know if you have any questions.

Thank you all,

Chelsea

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**From:** Kliska, Jennifer R  
**Sent:** Thursday, December 28, 2017 12:18 PM  
**To:** Strack, Barbara L; Stone, Mary M; Chiorazzi, Anne; Lenkowsky, Matthew; Clough, Chelsea M; Roeschke, Joseph E (Eli); Leary, Sara E; Gipson, Angela E  
**Cc:** Ruppel, Joanna  
**Subject:** FW: HIGH PRIORITY: Draft BFR guidance- FTJ/SAO

This time with Joanna included.

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**From:** Kliska, Jennifer R  
**Sent:** Thursday, December 28, 2017 12:17 PM  
**To:** Strack, Barbara L; Stone, Mary M; Chiorazzi, Anne; Lenkowsky, Matthew; Clough, Chelsea M; Roeschke, Joseph E (Eli); Leary, Sara E; Gipson, Angela E  
**Subject:** FW: HIGH PRIORITY: Draft BFR guidance- FTJ/SAO

RAD Colleagues

Attached are a few comments and suggested changes from IO HQ. Would you have any objections to us sharing this with our field management team for review? We'd send it out today with a due back of tomorrow morning.

We could also wait and send the next cleaned up draft to the field if you prefer.

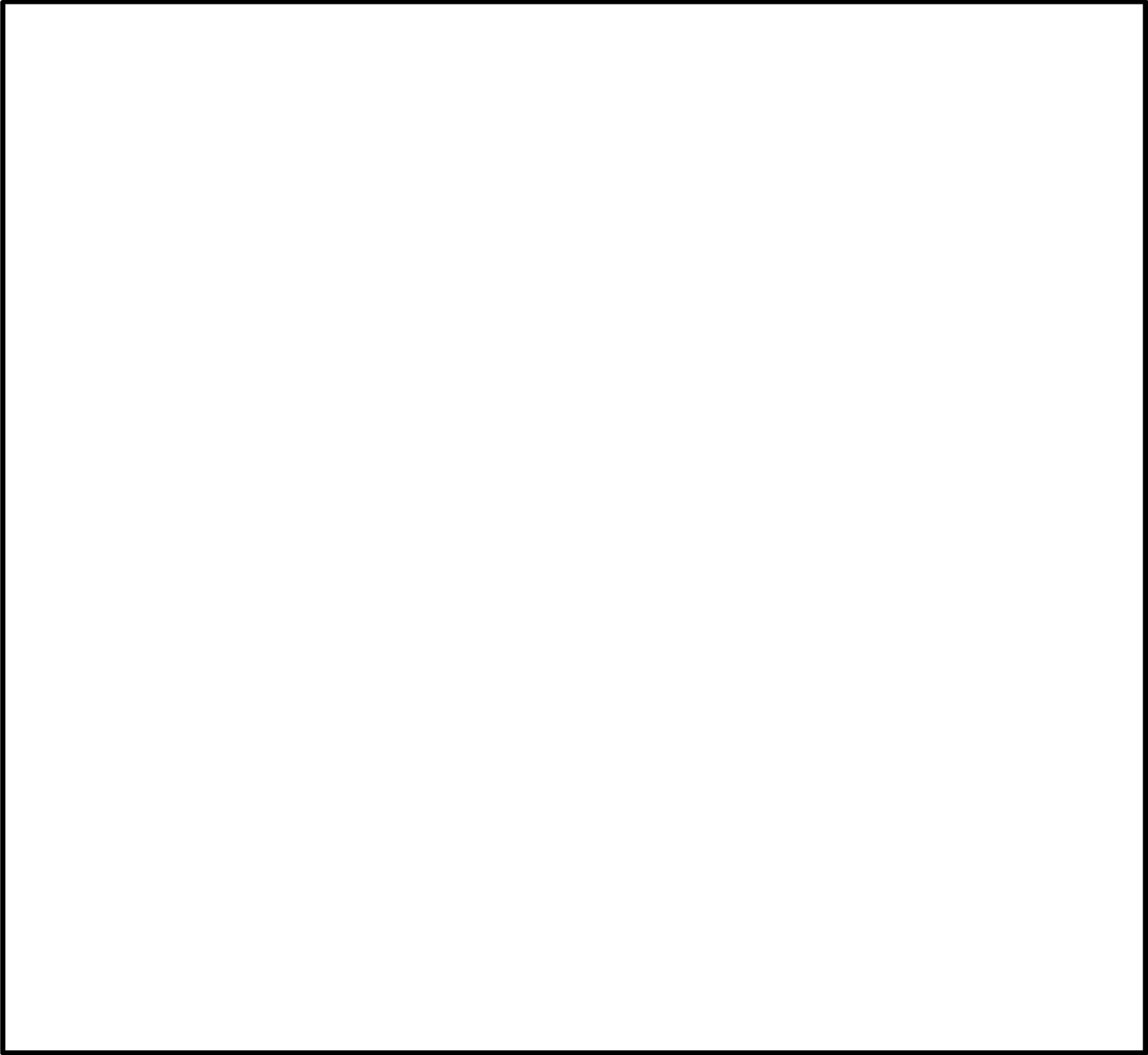
Thank you,

Jennifer

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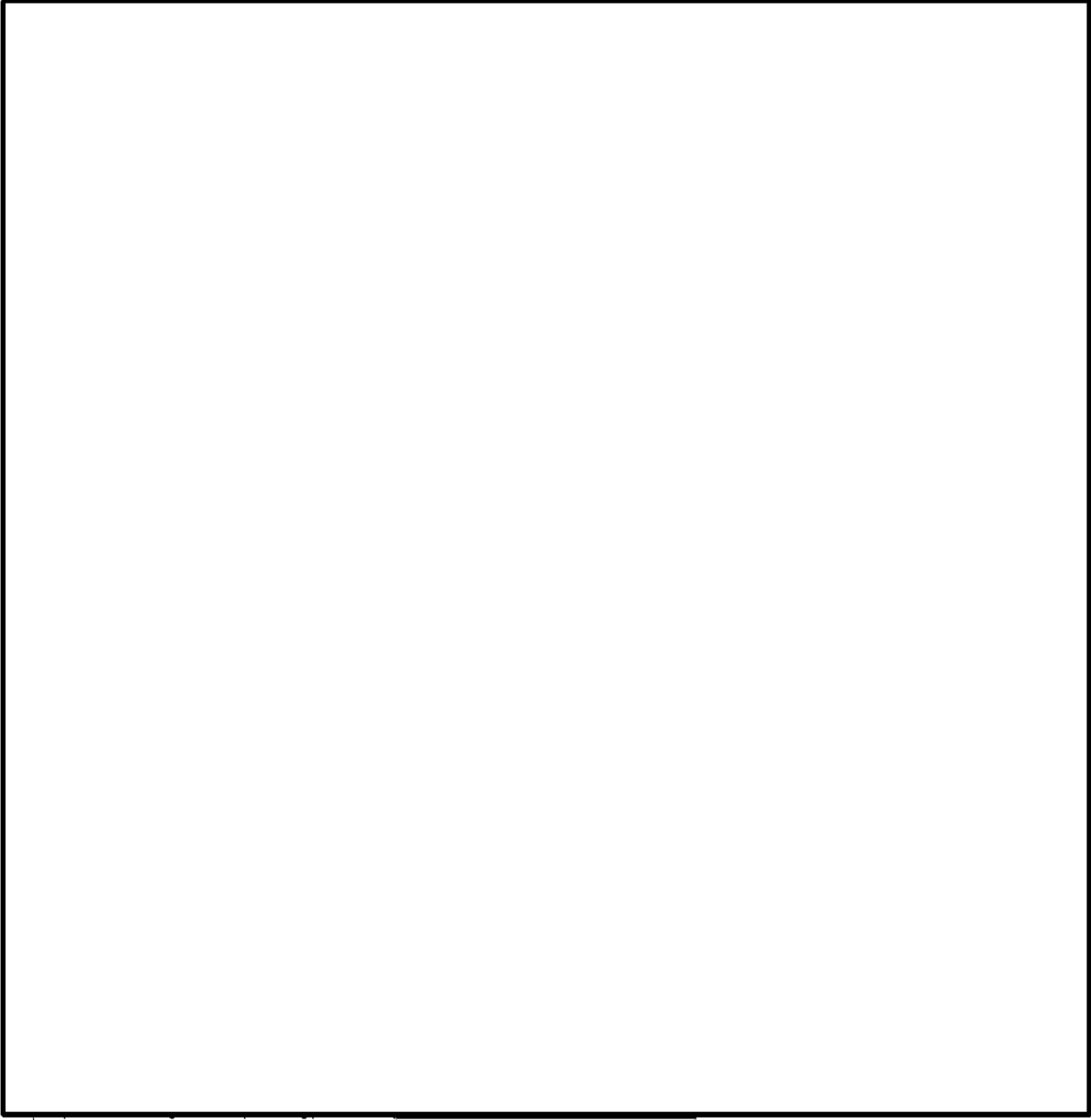
(b)(5)

Interim Guidance for Processing Follow-to-Join and Refugee Applications  
(December 28, 2017)



(b)(5)

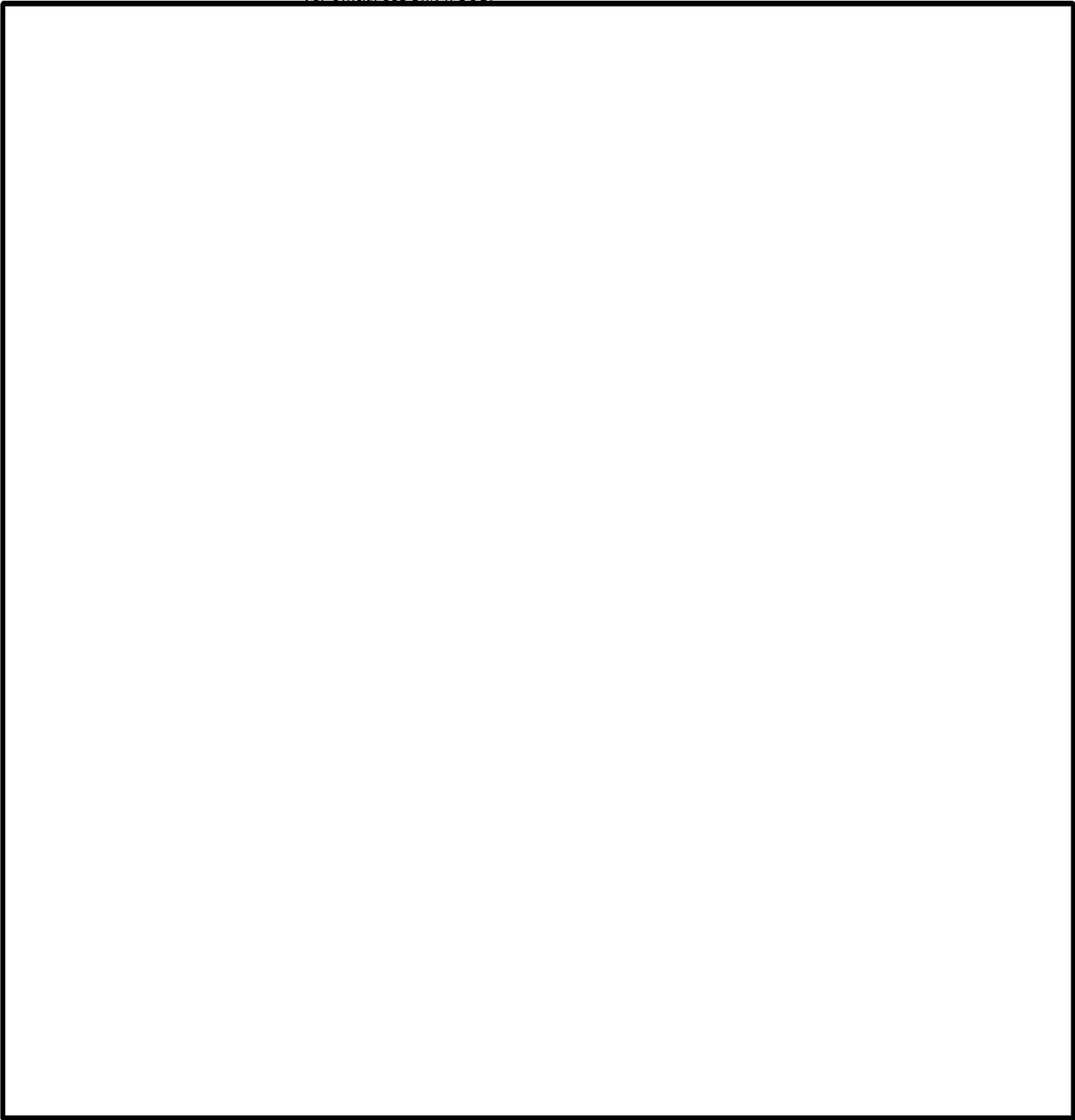
For Official Use Only (FOUO)





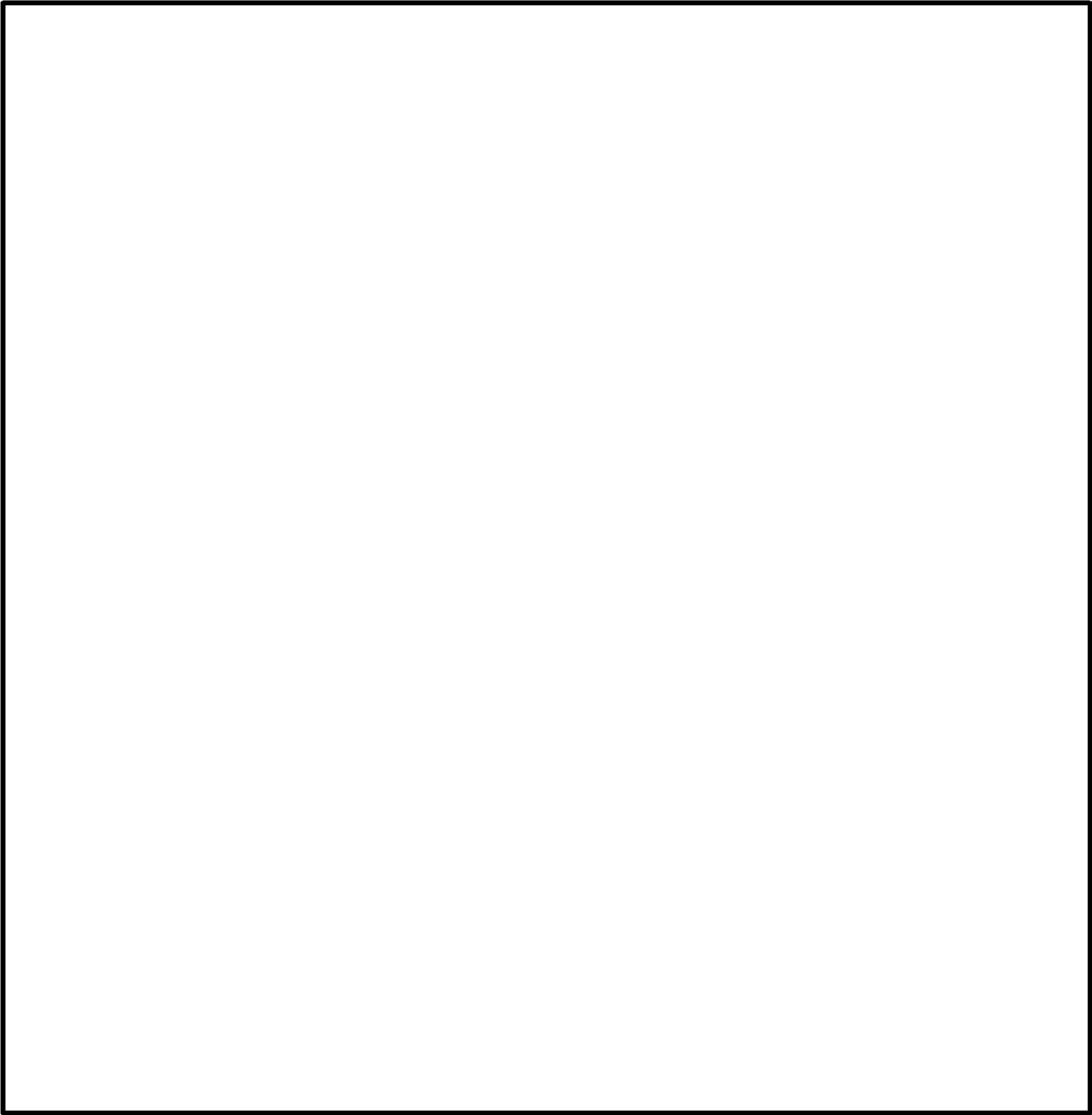
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For Official Use Only (FOUO)



(b)(5)

For Official Use Only (FOUO)

## Shirk, Georgette L

---

**From:** Nicholson, Maura J  
**Sent:** Monday, December 18, 2017 9:00 AM  
**To:** Ruppel, Joanna; Colucci, Nicholas V; Strack, Barbara L; Stone, Mary M; Lenkowsky, Matthew; Chiorazzi, Anne  
**Cc:** Higgins, Jennifer B; Dhabalia, Dimple D; Wheeler Roberts, Shannon L; Hartman, Tamar P; Swanson, Trina M; Ginzburg, Roman; Leigh, Jessica K; Jacobs, Alexander L  
**Subject:** RE: NEED BY NOON MONDAY: Screening/vetting briefing for S1  
**Attachments:** D1 Briefing Memo Section 6 JR 12-17-17\_RG MN.docx

Some additional edits from IO. Thanks!

---

**From:** Ruppel, Joanna  
**Sent:** Sunday, December 17, 2017 5:48 PM  
**To:** Colucci, Nicholas V; Strack, Barbara L; Stone, Mary M; Lenkowsky, Matthew; Chiorazzi, Anne; Nicholson, Maura J  
**Cc:** Higgins, Jennifer B; Dhabalia, Dimple D; Wheeler Roberts, Shannon L; Hartman, Tamar P; Swanson, Trina M; Ginzburg, Roman; Leigh, Jessica K; Jacobs, Alexander L  
**Subject:** NEED BY NOON MONDAY: Screening/vetting briefing for S1

Attached is a version with a rough first cut at the I-730 FTJ language. I will be completely tied up on interviews tomorrow morning and so off-line.

Maura – please work with Tamar and team to review and improve upon this first stab. In particular, please review my note regarding timing for beginning to implement the EFR.

Thanks all!

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Colucci, Nicholas V  
**Sent:** Sunday, December 17, 2017 1:18 PM  
**To:** Strack, Barbara L; Stone, Mary M; Lenkowsky, Matthew; Chiorazzi, Anne; Ruppel, Joanna; Nicholson, Maura J  
**Cc:** Higgins, Jennifer B; Dhabalia, Dimple D; Wheeler Roberts, Shannon L  
**Subject:** FW: Screening/vetting briefing for S1

I pulled together the attached draft memo based on the format FDNS used for the Section 5 briefing memo described below. It still needs a bit of work. We need to provide this to Lora tomorrow. I'd like IO and RAD to work together and send a final draft with changes tracked to me by noon tomorrow. Thank you, Nick

---

**From:** Davidson, Andrew J  
**Sent:** Saturday, December 16, 2017 6:10 PM  
**To:** Ries, Lora L; Emrich, Matthew D; Colucci, Nicholas V  
**Cc:** Askew, Marineka P; Higgins, Jennifer B; Stoddard, Kaitlin V  
**Subject:** RE: Screening/vetting briefing for S1

Lora,

FDNS will provide #2, #3 and #5 by early Monday. I suspect RAIO can provide #4. We were preparing these documents on Friday in preparation for D1's attendance.

Thanks,

Andrew

---

**From:** Ries, Lora L  
**Sent:** Saturday, December 16, 2017 9:46:18 PM  
**To:** Emrich, Matthew D; Davidson, Andrew J; Colucci, Nicholas V  
**Cc:** Askew, Marineka P; Higgins, Jennifer B; Stoddard, Kaitlin V  
**Subject:** RE: Screening/vetting briefing for S1

Matt/Andrew & Nick,

Please see D1's requests below to prepare for the Screening/vetting briefing.  
Is it doable to round these up by Monday?

Thank you.

Lora Ries  
Chief of Staff  
U.S. Citizenship and Immigration Services  
Department of Homeland Security  
(202) 372-5131 (c)

**From:** Cissna, Francis  
**Sent:** Saturday, December 16, 2017 4:08 PM  
**To:** Askew, Marineka P; Ries, Lora L; Stoddard, Kaitlin V  
**Subject:** Screening/vetting briefing for S1

In advance of the screening/vetting briefing for S1 on Wednesday at 3pm, I would like a few things:

1. Marineka - Could you see if it's possible for me to bring a +1 (Matt Ehmrich)?
2. An electronic copy of the "section 5" briefing memo from the briefing I got from fdns and raio last week.
3. Copies of all of the section 5 reports that have been issued so far.
4. The standard memo (in electronic form) on all the new refugee screening/vetting being done pursuant to the "section 6" directives, updated with the latest on the ongoing 90-day review.
5. A basic summary of all the screening/vetting we do on all the applicants/petitioners we get, by visa/application category. E.g. what checks do we do on adjustment applicants, h1b beneficiaries, O-1 beneficiaries, applicants for asylum, etc.? I think something like this may already be in one of the section 5 reports.

I expect we'll have to produce briefing materials for S1 for this briefing, so much of this may serve a double purpose.



U.S. Citizenship  
and Immigration  
Services

**BRIEFING MEMO COVERSHEET FOR THE DIRECTOR**

**TO:** L. Francis Cissna, Director

**FROM:** ~~Matthew Enrich~~ Jennifer Higgins, Associate Director  
~~Fraud Detection and National Security~~ Refugee, Asylum and International  
Operations Directorate

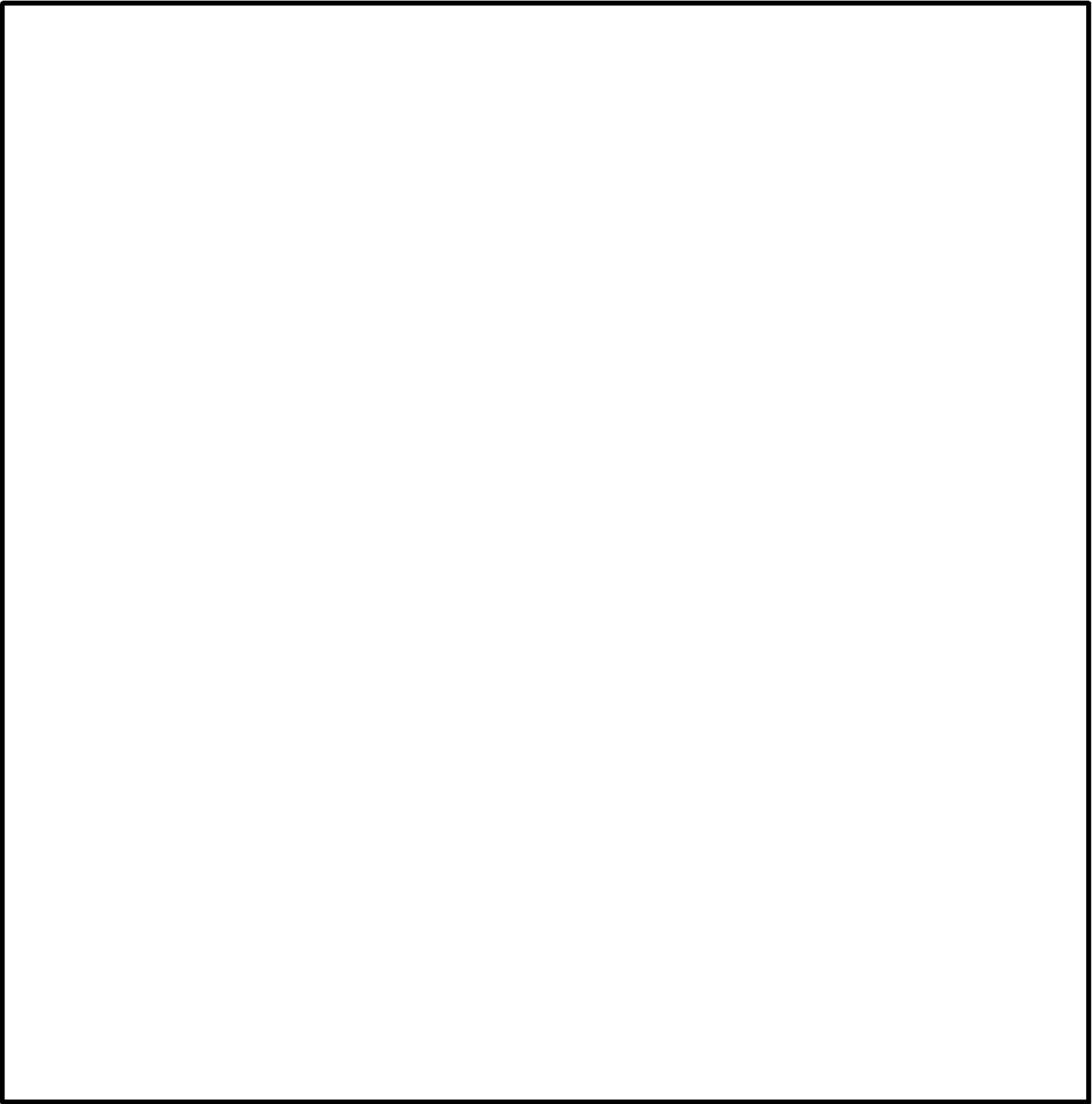
(b)(5) | **DATE:** December 17<sup>th</sup>, 2017

| **RE:** USCIS' Implementation Efforts for Section 65 of Executive Order 13780

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[www.uscis.gov](http://www.uscis.gov)

(b)(5)

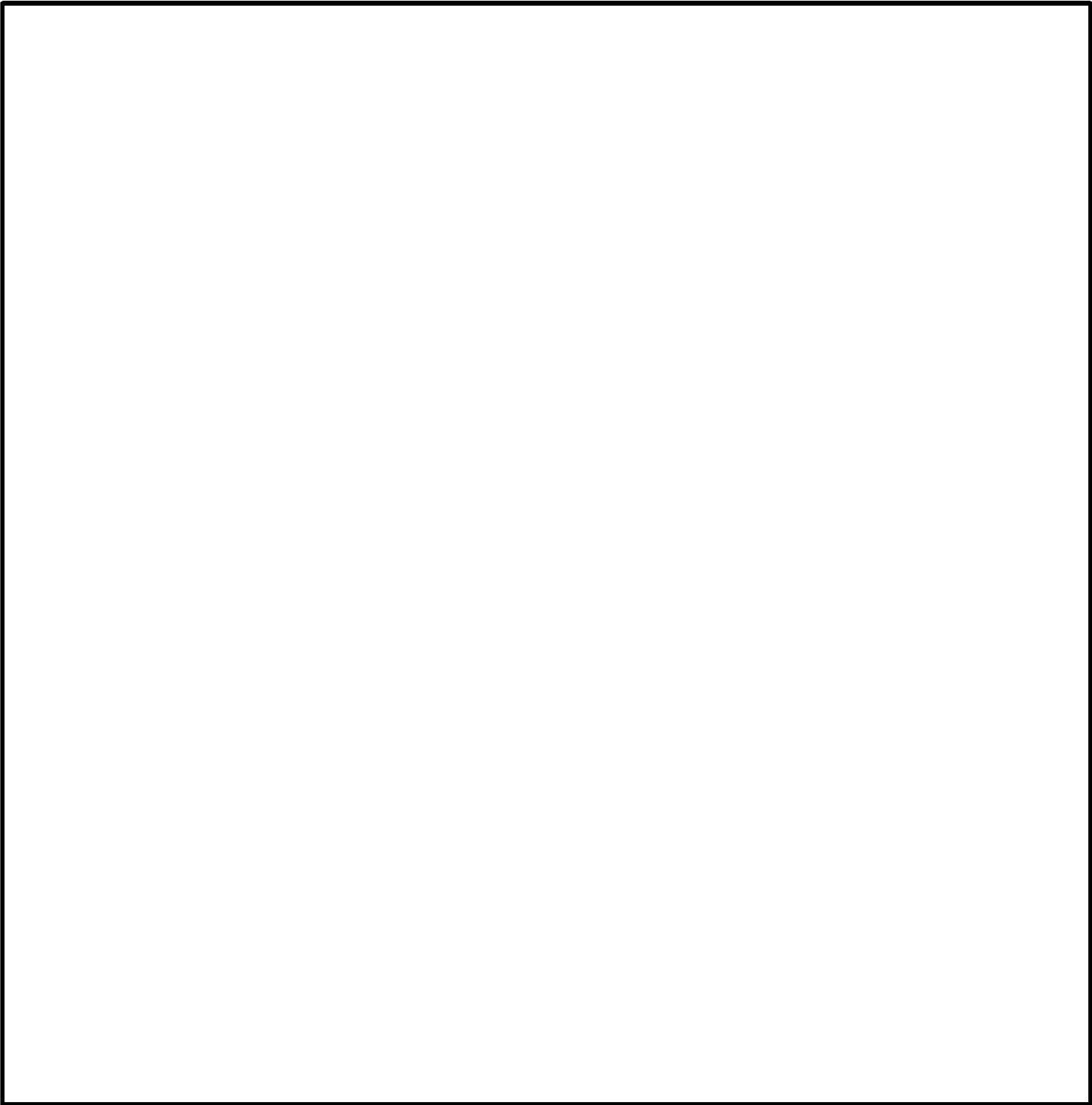


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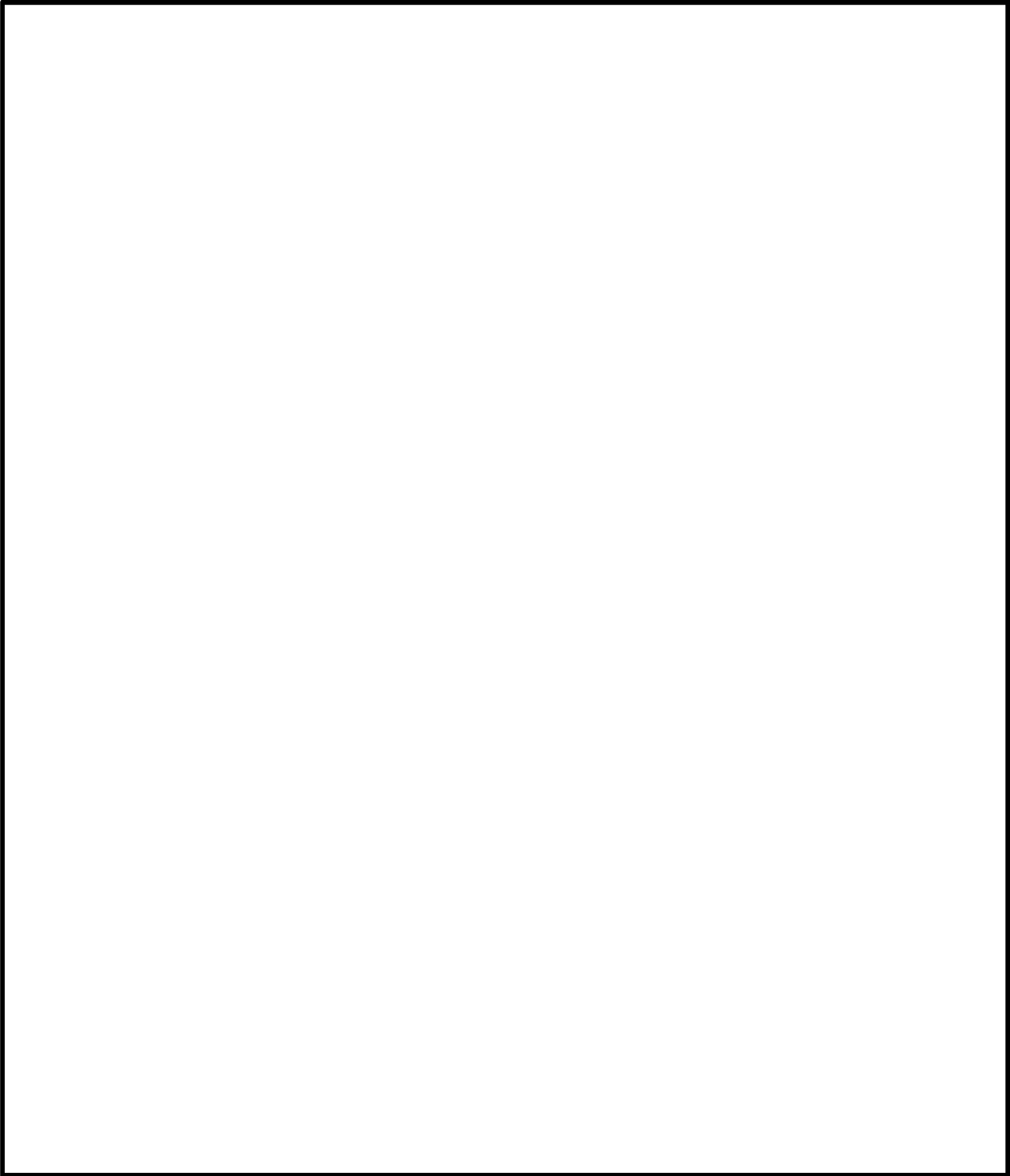


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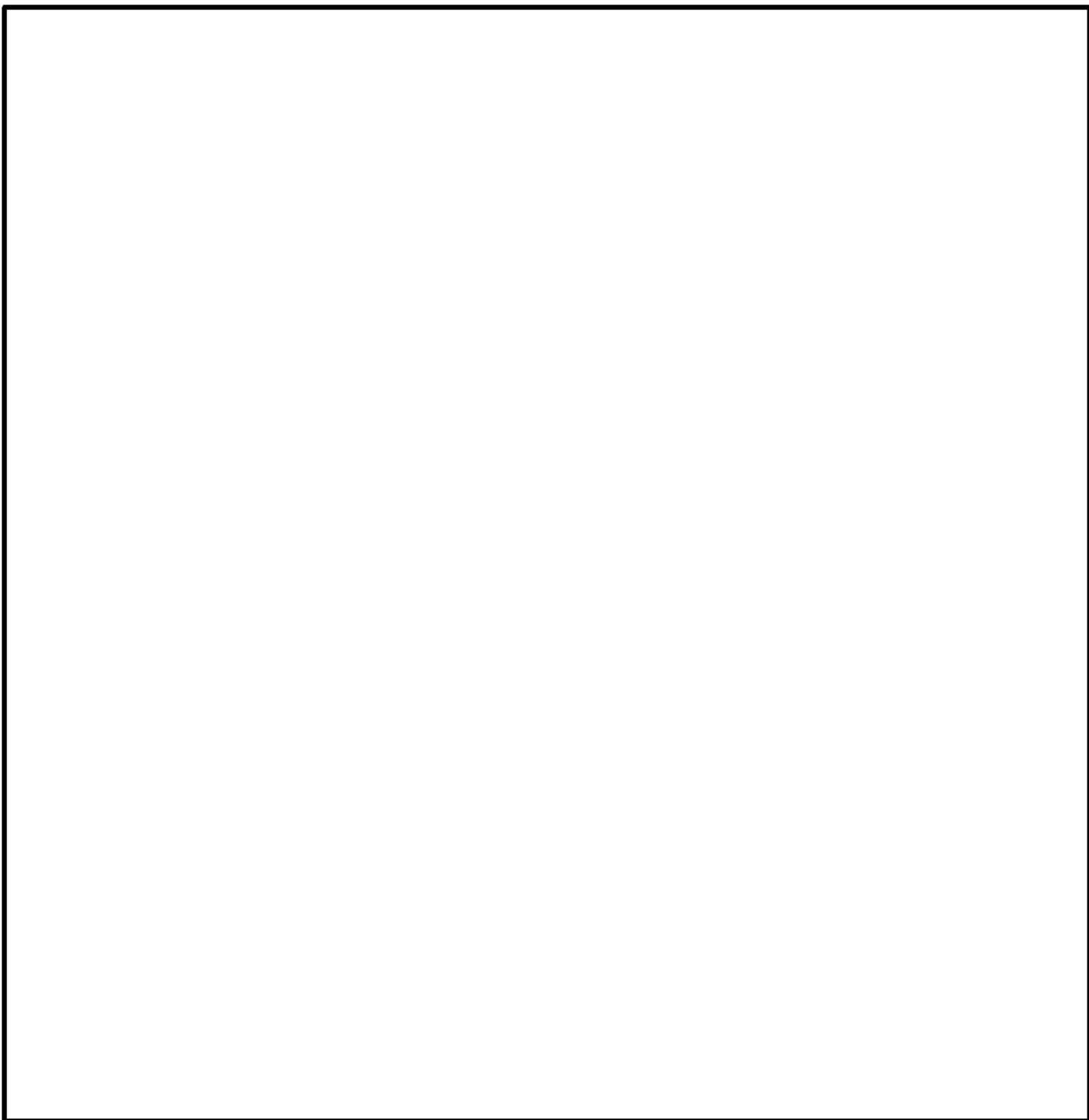


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(b)(5)



(b)(5)



## Shirk, Georgette L

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**From:** Zengotitabengoa, Colleen R  
**Sent:** Thursday, February 01, 2018 1:16 PM  
**To:** Higgins, Jennifer B; Colucci, Nicholas V; Stone, Mary M; Lenkowsky, Matthew; Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Swanson, Trina M  
**Cc:** Whitney, Ronald W  
**Subject:** RE: Outstanding refugee-related inquiries  
**Attachments:** RE: Outstanding refugee-related inquiries

And for your awareness, attached is a preliminary response from DOS.

**From:** Zengotitabengoa, Colleen R  
**Sent:** Thursday, February 01, 2018 2:10 PM  
**To:** Higgins, Jennifer B; Colucci, Nicholas V; Stone, Mary M; Lenkowsky, Matthew; Ruppel, Joanna; Nicholson, Maura J; Kliska, Jennifer R; Swanson, Trina M  
**Cc:** Whitney, Ronald W  
**Subject:** FW: Outstanding refugee-related inquiries  
**Importance:** High

RAIO colleagues,

We received the below long list of questions from DOJ about implementation of both new FTJ vetting and SAOs. Some of these questions are for DOS (both PRM and CA), some are for USCIS, and some are for both. I will coordinate with Meg Pickering on a joint response but I will need your help in answering some questions. I put my suggested answers in red, but please correct any of my suggested answers.

The questions highlighted below in yellow, and copied here, are ones that I think USCIS can answer:

(b)(5)



The questions highlighted below in blue, and copied here, are ones that I think USCIS can answer in conjunction with DOS:

(b)(5)

DOJ has asked if we can get our response back to them by tomorrow morning, if at all possible. If you can provide any answers that you have, I can clean it up and package it for return to DOJ.

As always, thank you so much.

Colleen

Referred to DOJ Civil Division











Kevin,  
We're working on getting you answers. Also adding my colleague, Ron Whitney.

Colleen

Referred to DOJ Civil Division





## Shirk, Georgette L

---

**From:** Ruppel, Joanna  
**Sent:** Friday, January 19, 2018 7:40 PM  
**To:** Higgins, Jennifer B; Strack, Barbara L; Stone, Mary M; Nicholson, Maura J; Lenkowsky, Matthew; Colucci, Nicholas V  
**Subject:** RE: Refugee Review Docs  
**Attachments:** 180119 - 90 Day Refugee Review PAG - CIS edits JR.docx

RAIO only.

I took a stab at providing the answers to the two questions regarding FTJ, but can't add more without talking to State or Jennifer K, who was going to chat with them today. Maura is completely out of pocket.

Also, for the memo, as drafted, it is a little vague about what would apply to following-to-join and what would not, by 3<sup>rd</sup> quarter. Since there are different legal authorities and different players, I want to be sure we are covered on that. Of concern for the FTJ would be (b)(5)



Those are my initial thoughts. I am not going to be able to do much more tonight. Would it be possible to get back more on this tomorrow? What is the drop dead date?

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Higgins, Jennifer B  
**Sent:** Friday, January 19, 2018 7:19 PM  
**To:** Strack, Barbara L; Stone, Mary M; Ruppel, Joanna; Nicholson, Maura J; Lenkowsky, Matthew; Symons, Craig M; Colucci, Nicholas V  
**Subject:** Refugee Review Docs

Need your thoughts on these. Latest version of PAG and an initial draft of the S1 memo to D1. Close hold, please.

Office of Public Affairs  
U.S. Department of Homeland Security



Homeland  
Security

# Public Affairs Guidance

## 90-Day Refugee Review

**CONTENTS:**

- Overview
- Background and Topline Messaging
- Rollout Timeline
- Products Timeline
- Press Release (external)
- RTQs (internal)

**OVERVIEW**

EXTERNAL OUTREACH	<ul style="list-style-type: none"><li>• Media call</li><li>• Congressional outreach</li><li>• Stakeholder outreach</li></ul>
PRODUCTS	<ul style="list-style-type: none"><li>• Press Release (DHS)</li><li>• RTQs</li></ul>

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## **BACKGROUND AND TOPLINE MESSAGING**

- On October 24, 2017, President Trump issued Executive Order (EO) 13815 allowing for the general resumption of the U.S. Refugee Admissions Program (USRAP). The resumption followed a 120-day pause during which enhanced vetting measures were identified to improve the security of the program.
- Section 3 of EO 13815, “Addressing the Risks Presented by Certain Categories of Refugees,” required that within 90 days the DHS Secretary determine whether to modify or terminate any actions taken to address the security risks posed by refugee admissions, in consultation with the Secretary of State and the Director of National Intelligence, as appropriate and consistent with applicable law.
- DHS co-administers the USRAP with the Department of State in a manner consistent with these determinations and its statutory authorities—and in consultation with DOJ and ODNI.
- In the ensuing 90 days, 11 countries whose nationals require in-depth Security Advisory Opinion (SAO) vetting were independently assessed for risk to the national security and welfare of the U.S. if those nationals were admitted as refugees.
- As a result of that review and in consultation with DOS, ODNI, and DOJ, DHS Secretary Nielsen made the following determinations :

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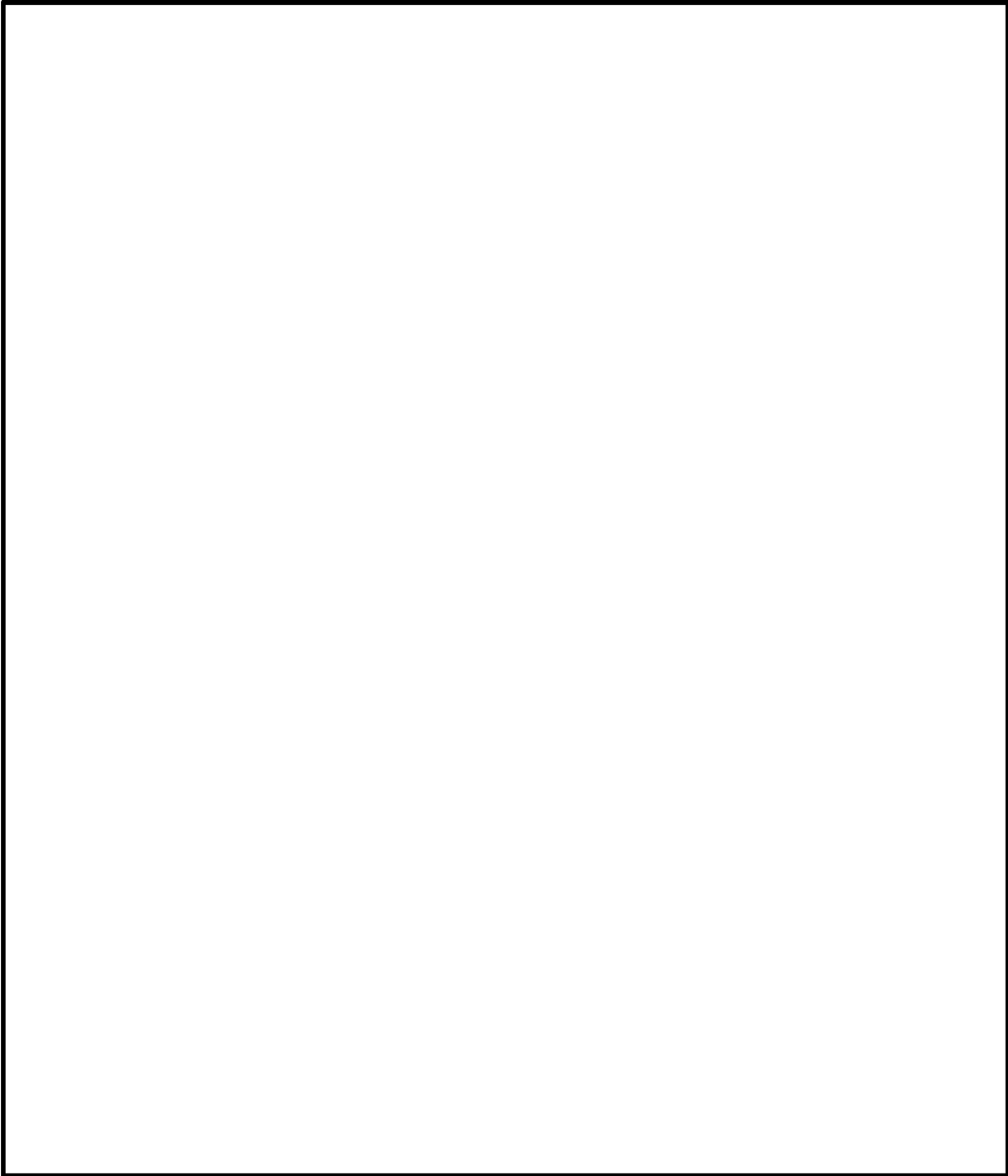
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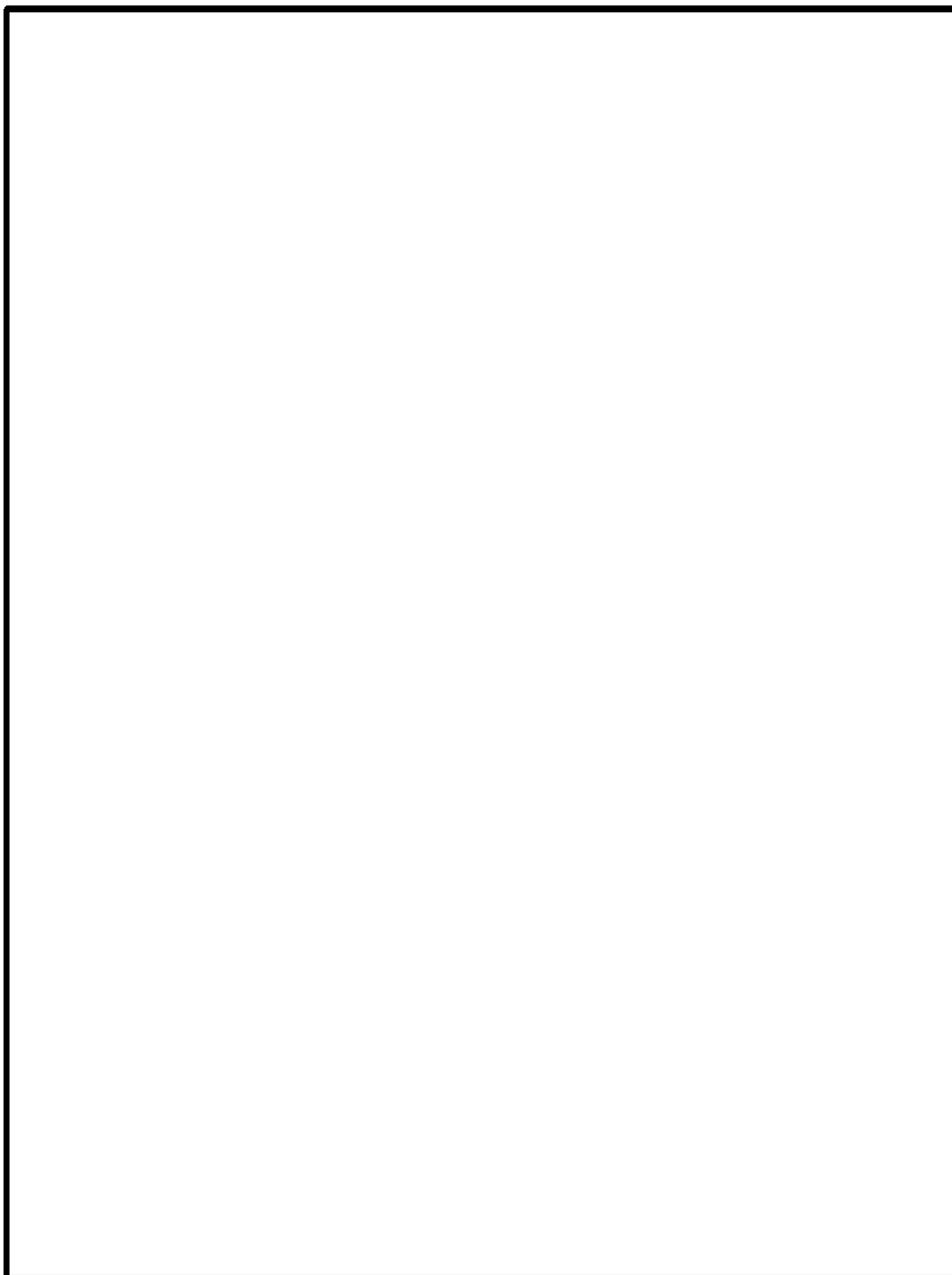
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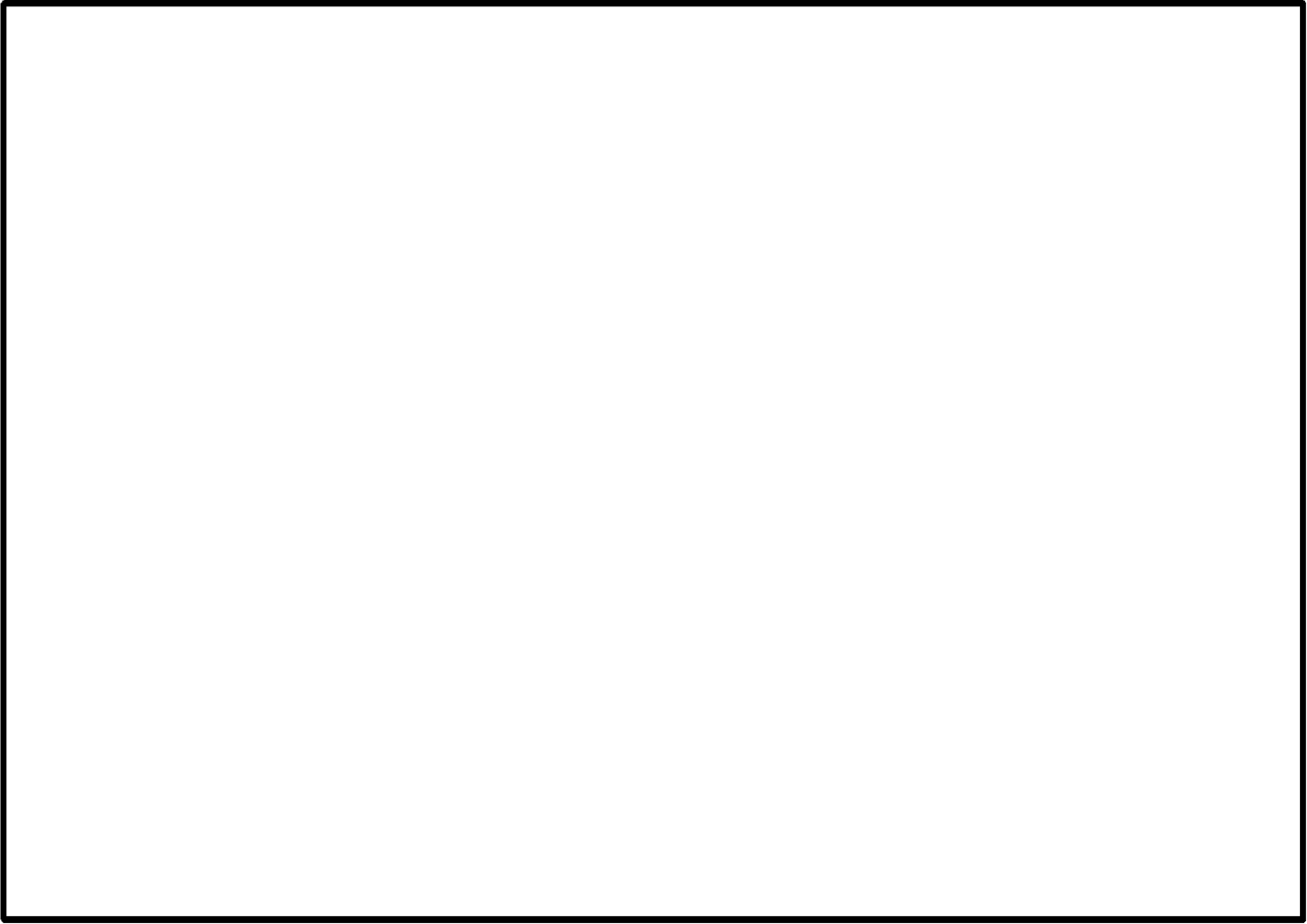
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## Shirk, Georgette L

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**From:** Nicholson, Maura J  
**Sent:** Thursday, March 08, 2018 7:13 PM  
**To:** Lenkowsky, Matthew; Ruppel, Joanna; Stone, Mary M; Chiorazzi, Anne  
**Cc:** Benedict, Deborah L; Kliska, Jennifer R; Ginzburg, Roman  
**Subject:** RE: Refugee Screening Process Deep Dive \*\*DATE/TIME CHANGE\*\*  
**Attachments:** Refugee and FTJ-R Screening - 20180308\_RAD\_RG.docx; Refugee and FTJ-R Screening - 20180308\_CLEAN.docx

Thanks, Matt – really helpful. Our further edits are attached – red-lined and clean. I’ve shared the clean version with CA this evening to get their chop as they do much of the FTJ-R vetting for us. Hoping to get their input/clearance by early afternoon tomorrow so we can finalize the paper for review by others. Thanks!

---

**From:** Lenkowsky, Matthew  
**Sent:** Thursday, March 08, 2018 12:58 PM  
**To:** Nicholson, Maura J; Ruppel, Joanna; Stone, Mary M; Chiorazzi, Anne  
**Cc:** Benedict, Deborah L; Kliska, Jennifer R  
**Subject:** RE: Refugee Screening Process Deep Dive \*\*DATE/TIME CHANGE\*\*

So we went ahead and took a quick stab at updating this as well as adding in I-590 refugee processing.

Note that I tended to simplify some of the FTJ vetting by noting that “certain” FTJ beneficiaries would require some checks. This was intended to reference the distinction between the four (I think?) different types of vetting FTJs could receive, but not drag this paper down so far into the weeds that it became impossible to follow.

Also, for everyone’s awareness, I spoke with Casie this afternoon about Monday’s meeting. What she is really hoping to get is a sense of how the security screening information is incorporated into the overall adjudication, not a discussion about how we adjudicate overall. The concept was that we could note that there are a number of different factors that impact adjudication, including claim, credibility, admissibility, etc., but to really focus on the impact of screening results. That is why I included some language

Best,

---

**Matt Lenkowsky**  
Branch Chief, Security Vetting & Program Integrity  
Refugee Affairs Division, US Citizenship and Immigration Services  
202.272.9046 (o)  
[REDACTED] (c)

(b)(6)

---

**From:** Nicholson, Maura J  
**Sent:** Thursday, March 08, 2018 8:39 AM  
**To:** Lenkowsky, Matthew; Ruppel, Joanna; Stone, Mary M; Chiorazzi, Anne  
**Cc:** Benedict, Deborah L; Kliska, Jennifer R  
**Subject:** RE: Refugee Screening Process Deep Dive \*\*DATE/TIME CHANGE\*\*

I’m wondering if something higher level would also be helpful. I’ve drudged up the attached which we first provided post-Boston Marathon but which we could further update to reflect the current status. We could tailor this to reflect

just FTJ-Rs. When we drafted this, it was in a structure similar to a doc RAD had on the I-590s. Will also check within IO if anything more recent has been drafted that would better serve our purposes.

---

**From:** Lenkowsky, Matthew  
**Sent:** Thursday, March 08, 2018 7:52 AM  
**To:** Ruppel, Joanna; Stone, Mary M; Chiorazzi, Anne  
**Cc:** Nicholson, Maura J  
**Subject:** RE: Refugee Screening Process Deep Dive \*\*DATE/TIME CHANGE\*\*\*

FDNS SCO pulled together a sort of checklist that actually goes agency wide looking at what checks are done. We chopped on it at the time it was last updated in December, so it is fairly accurate (with the caveat that do not have the [REDACTED]). Also this doesn't cover adjudication, of course.

(b)(7)(e)

Best,

---

**Matt Lenkowsky**  
Branch Chief, Security Vetting & Program Integrity  
Refugee Affairs Division, US Citizenship and Immigration Services  
202.272.9046 (o)  
[REDACTED] (c) (b)(6)

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, March 07, 2018 7:15 PM  
**To:** Stone, Mary M; Lenkowsky, Matthew; Chiorazzi, Anne  
**Cc:** Nicholson, Maura J  
**Subject:** RE: Refugee Screening Process Deep Dive \*\*DATE/TIME CHANGE\*\*\*

Also, Jennifer asked that RAD take the lead to pull together a briefing paper we can provide. Is there a one-pager on all the checks that we can update to include there enhancements since the EOs? Will also need to coordinate with IO on what this will look like. Either one paper or two with same structure. Thoughts?

Joanna

Joanna Ruppel  
Acting Chief, Refugee Affairs Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

---

**From:** Ruppel, Joanna  
**Sent:** Wednesday, March 07, 2018 3:43:23 PM  
**To:** Stone, Mary M; Lenkowsky, Matthew; Chiorazzi, Anne  
**Subject:** FW: Refugee Screening Process Deep Dive \*\*DATE/TIME CHANGE\*\*\*

I will not be able to attend them. Hoping Mary Margaret, Matt and Anne can cover for RAD. +

Joanna Ruppel







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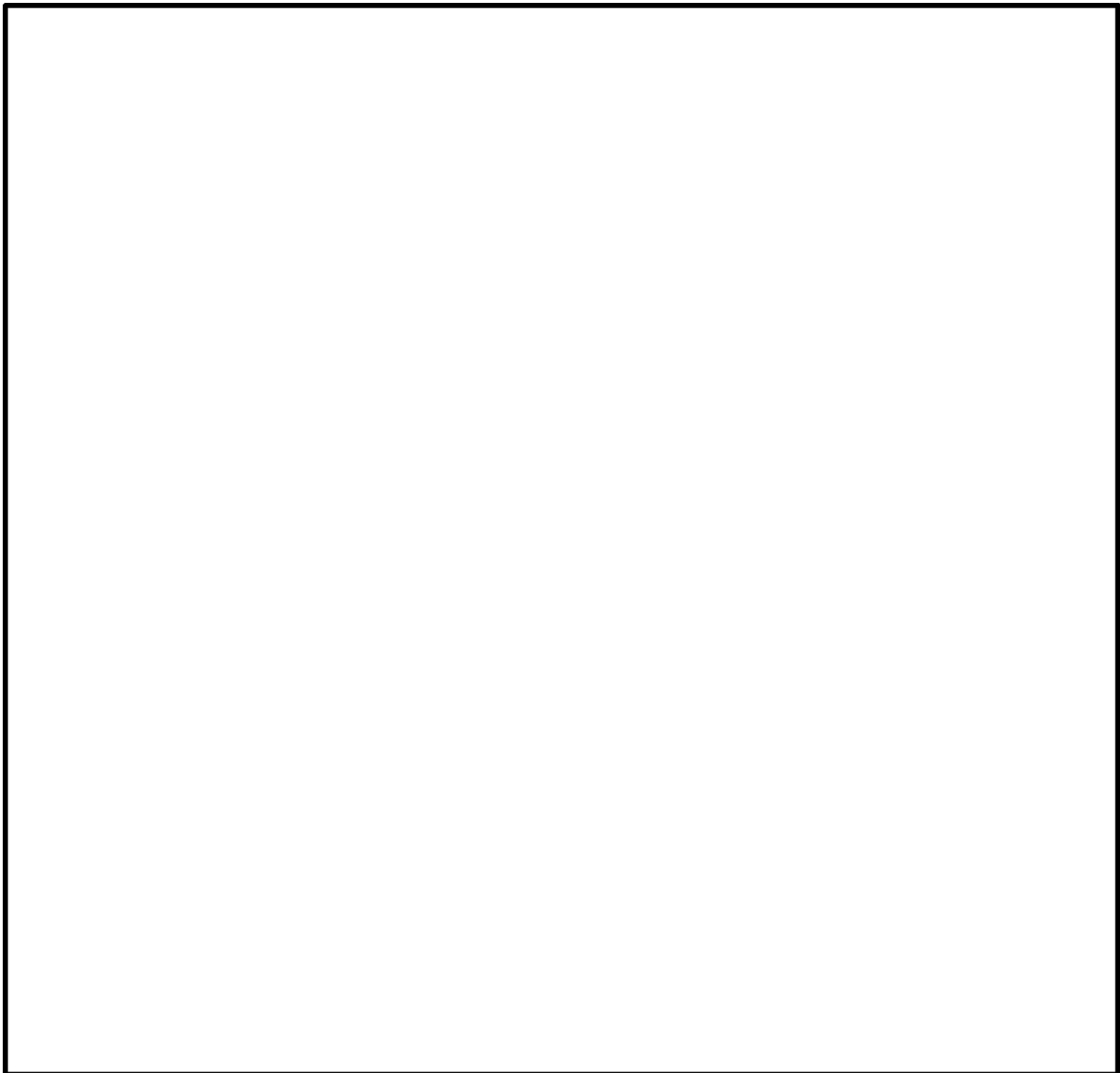
**Security Screening**  
**Refugee and Refugee/Asylee Follow-to-Join Beneficiaries Overseas**  
(Visas 93 and Visas 92, respectively)  
*January 2016*  
March 2018

(b)(5)

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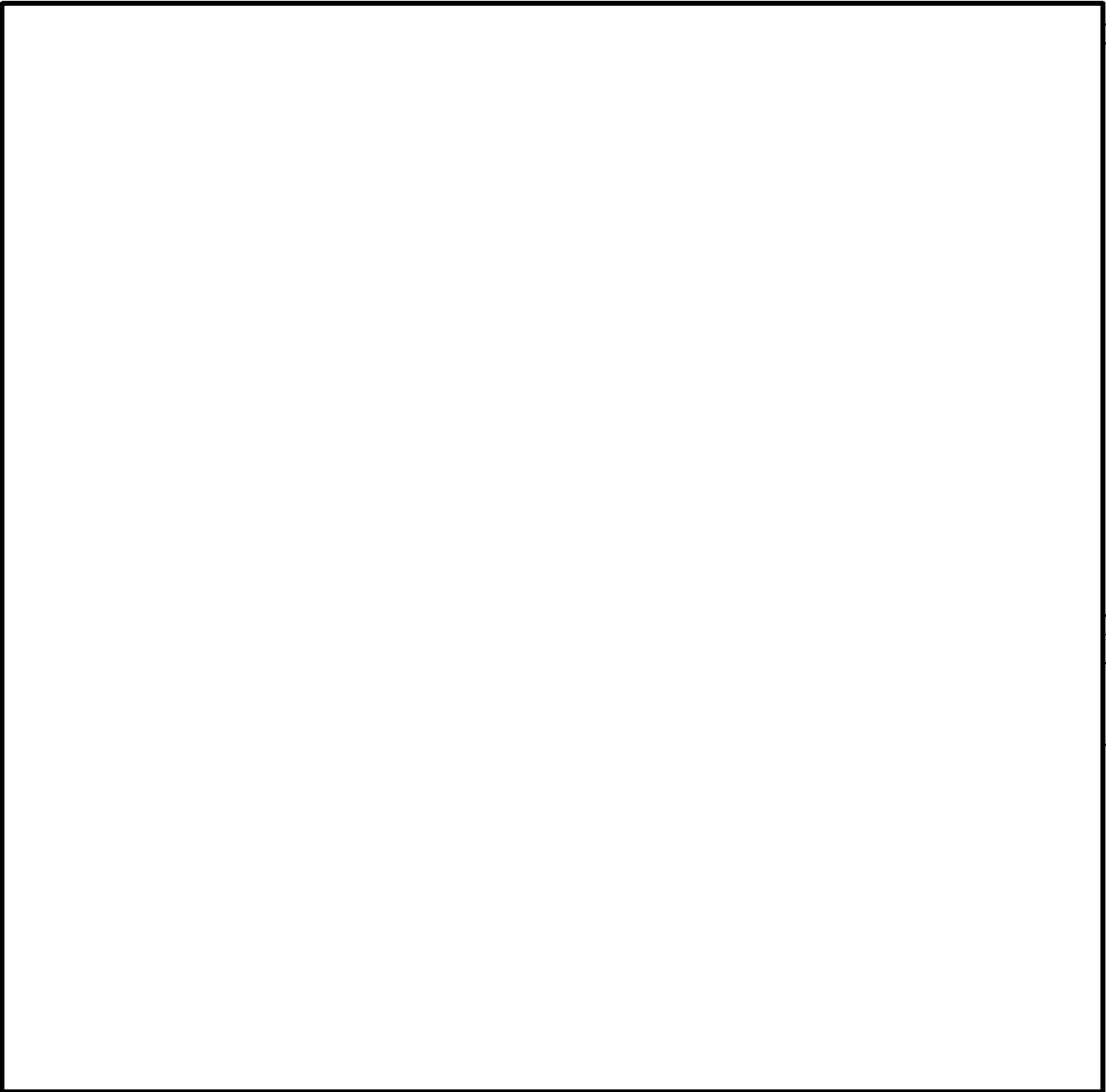
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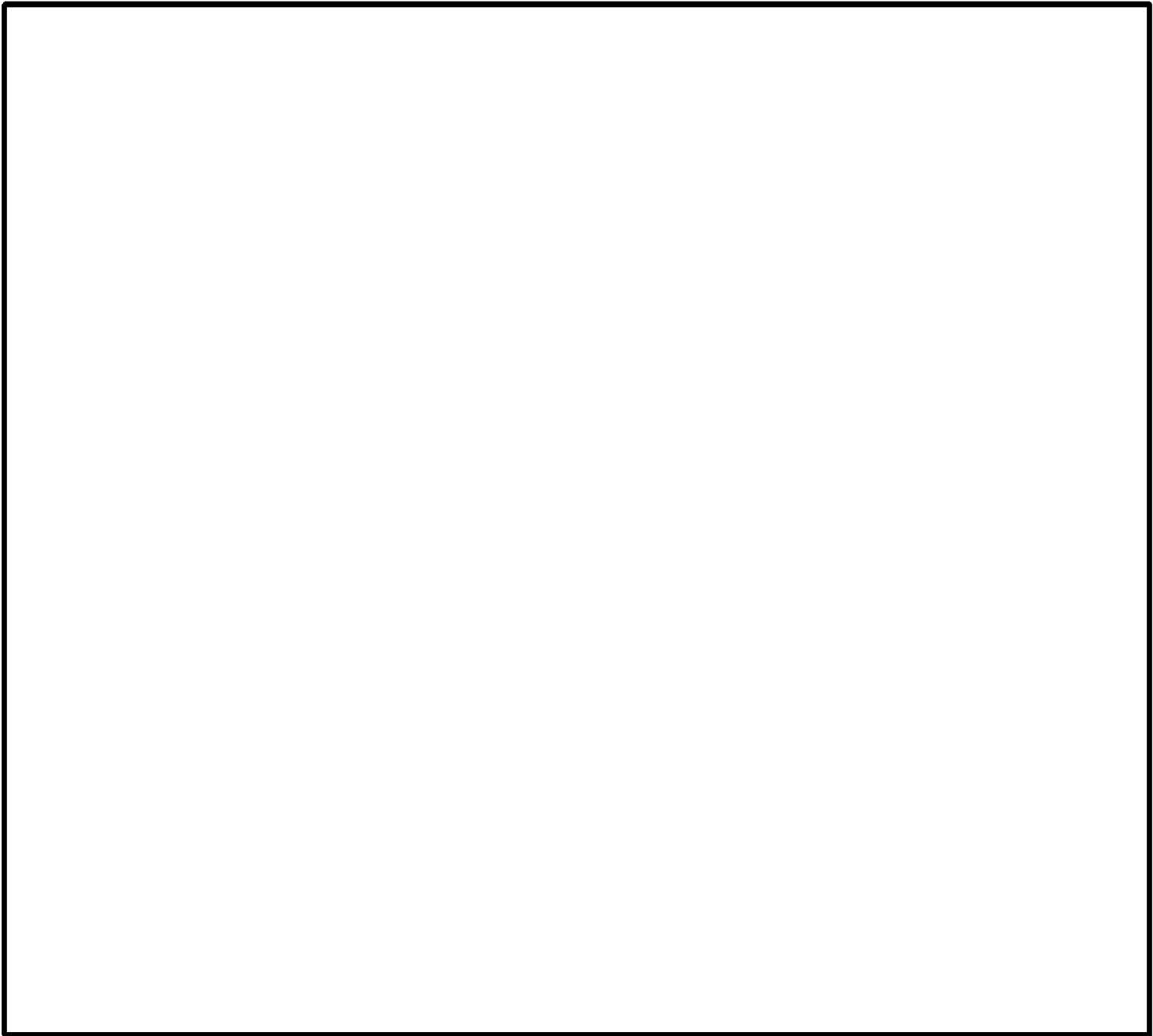
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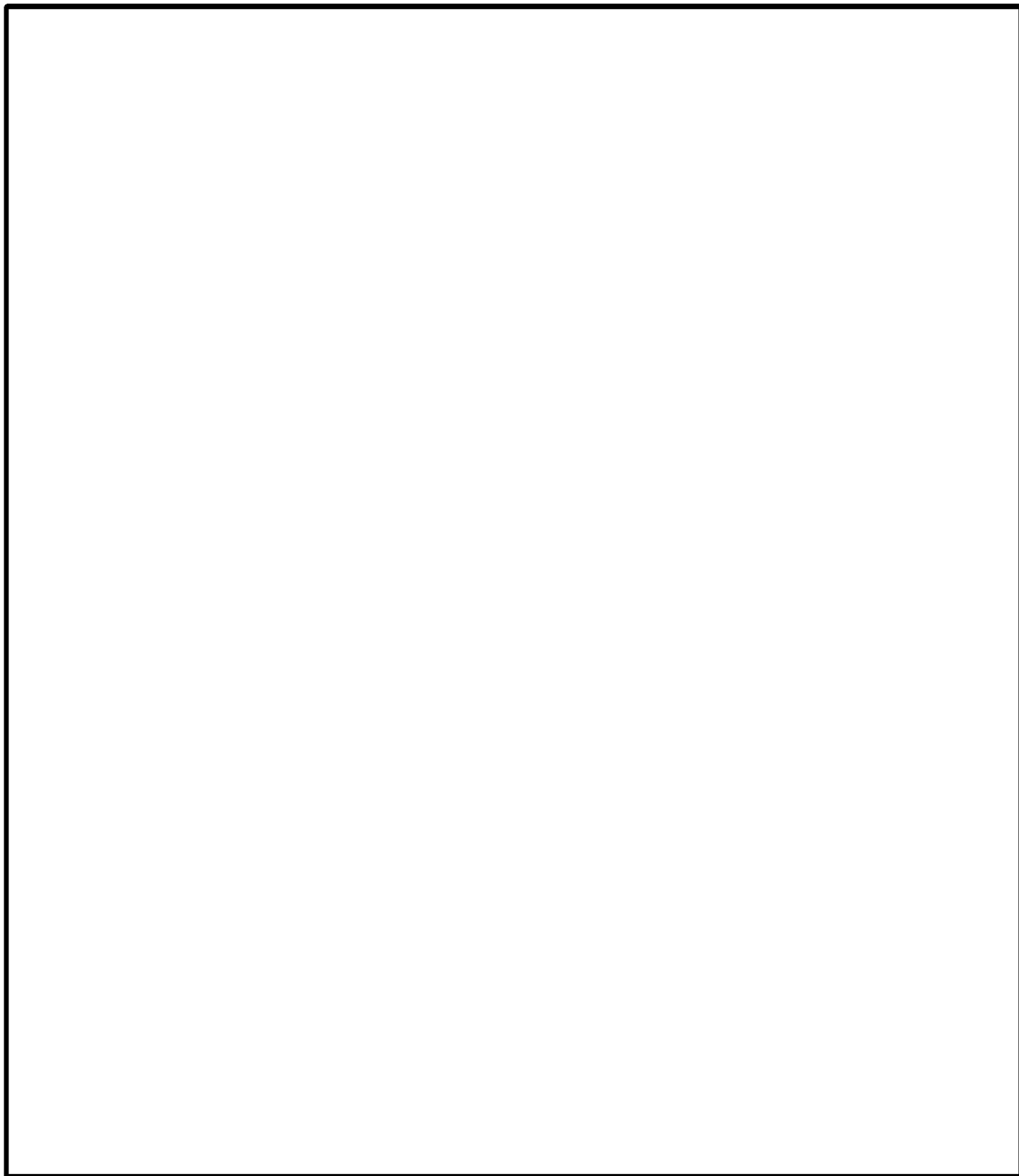
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**Security Screening**

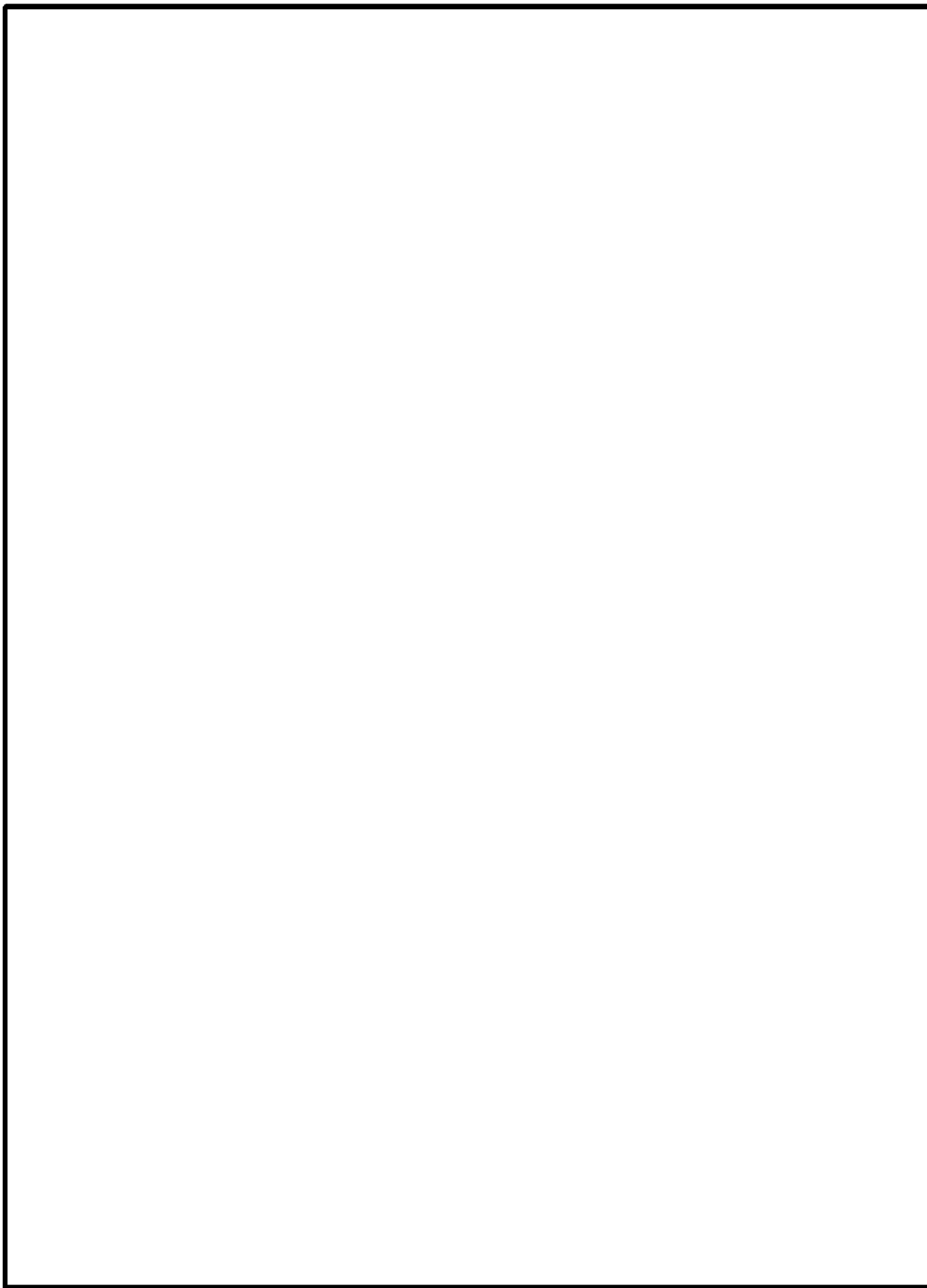
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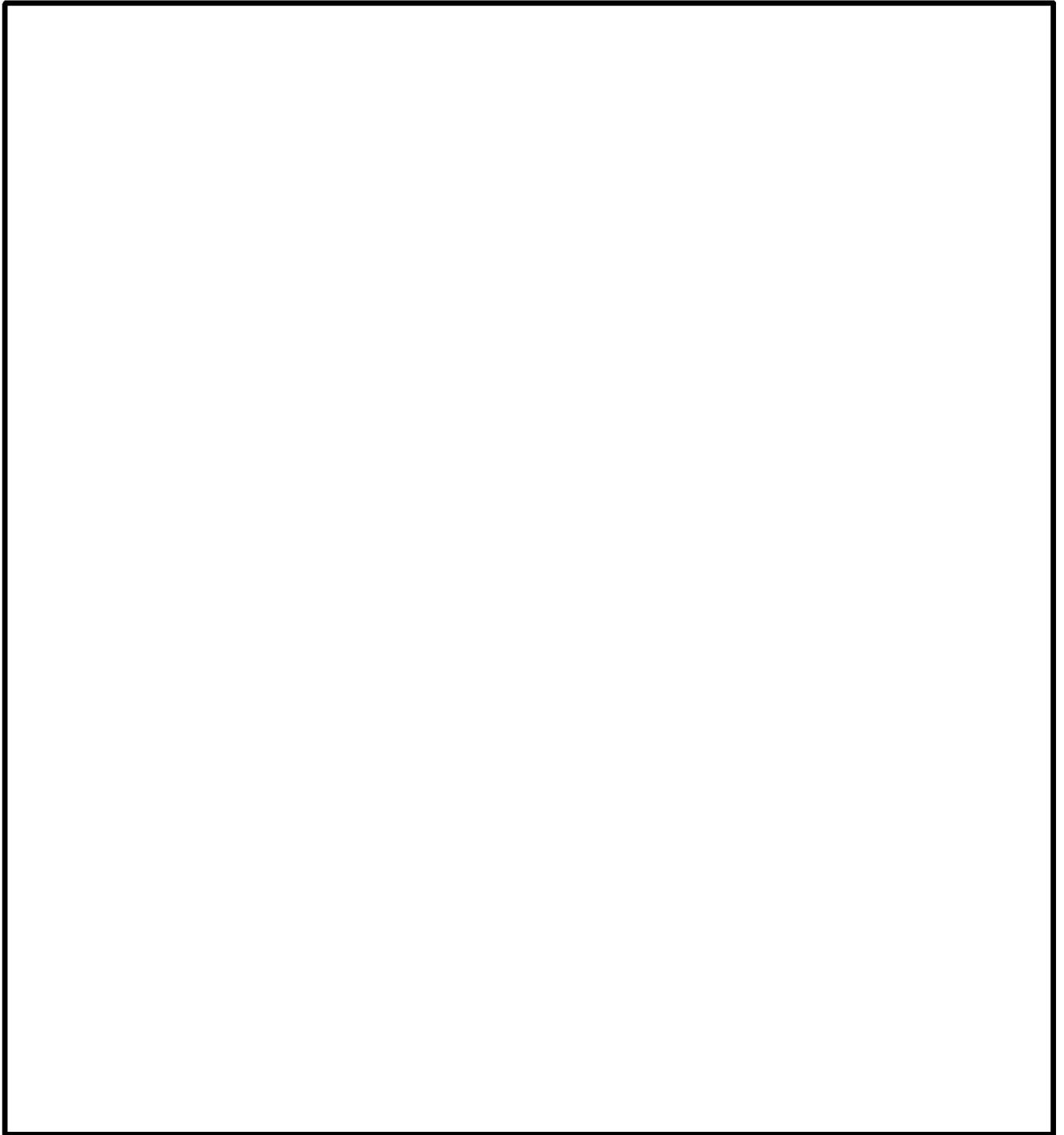
**Refugee and Refugee Follow-to-Join Beneficiaries Overseas**

**March 2018**



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## Shirk, Georgette L

---

**From:** Ruppel, Joanna  
**Sent:** Thursday, January 04, 2018 10:31 AM  
**To:** Clough, Chelsea M; Leary, Sara E  
**Cc:** Chiorazzi, Anne; Strack, Barbara L; Stone, Mary M; Kliska, Jennifer R; Nicholson, Maura J; Ginzburg, Roman; Jacobs, Alexander L; Swanson, Trina M; Lenkowsky, Matthew  
**Subject:** RE: USCIS Draft BFR guidance- FTJ/SAO  
**Attachments:** Interim Guidance on FTJ and Refugee Applications DRAFT 1.4.18 PRM edits.....docx  
**Importance:** High

Removing State for a moment. In discussions with State/CA yesterday, we confirmed that they have not implemented the new SAO requirement for I-730 FTJs, nor has IO, and this won't happen until they issue their ALDAC later next week, because it is part of the changes they are making to get the full IAC. So we are going to have to change this language. Adding the IO SME's to assist with some suggested alternate language. We can do it where the RSC processes, but not anywhere else, yet. (b)(5)

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

Referred to U.S. Department of State

**From:** Clough, Chelsea M [<mailto:Chelsea.Clough@uscis.dhs.gov>]

**Sent:** Wednesday, January 03, 2018 9:47 AM

**To:** Leary, Sara E; Smith, Jennifer L; Jordan, John; Siram, Sumitra; Gauger, Kelly A; Ingraham, Hilary E

**Cc:** Chiorazzi, Anne; Strack, Barbara L.; Stone, Mary; Kliska, Jennifer R; Ruppel, Joanna

**Subject:** RE: USCIS Draft BFR guidance- FTJ/SAO

Hi Jen,

Just wanted to follow up on this. Is PRM planning to send comments on the BFR guidance? We are hoping to move this along today.

Thank you,

Chelsea

---

**From:** Leary, Sara E

**Sent:** Friday, December 29, 2017 6:00 PM

**To:** Smith, Jennifer L; Clough, Chelsea M; Jordan, John; Siram, Sumitra; Gauger, Kelly A; Ingraham, Hilary E

**Cc:** Chiorazzi, Anne; Strack, Barbara L; Stone, Mary M; Kliska, Jennifer R; Ruppel, Joanna

**Subject:** RE: USCIS Draft BFR guidance- FTJ/SAO

Hi Jennifer,

Tuesday is fine.

Happy New Year!

Sara

Referred to U.S. Department of State

**From:** Clough, Chelsea M [<mailto:Chelsea.Clough@uscis.dhs.gov>]

**Sent:** Thursday, December 28, 2017 4:59 PM

**To:** Smith, Jennifer L; Hilary Ingraham ([IngrahamH@wrapsnet.org](mailto:IngrahamH@wrapsnet.org)); Jordan, John; Siram, Sumitra; Gauger, Kelly A

**Cc:** Leary, Sara E; Chiorazzi, Anne; Strack, Barbara L.; Stone, Mary; Kliska, Jennifer R; Ruppel, Joanna

**Subject:** USCIS Draft BFR guidance- FTJ/SAO

PRM colleagues,

Please find attached RAD and IO's draft proposed FTJ and BFR field guidance to comply with the preliminary injunction. It is currently with counsel for review. We welcome your feedback and further discussion on this.

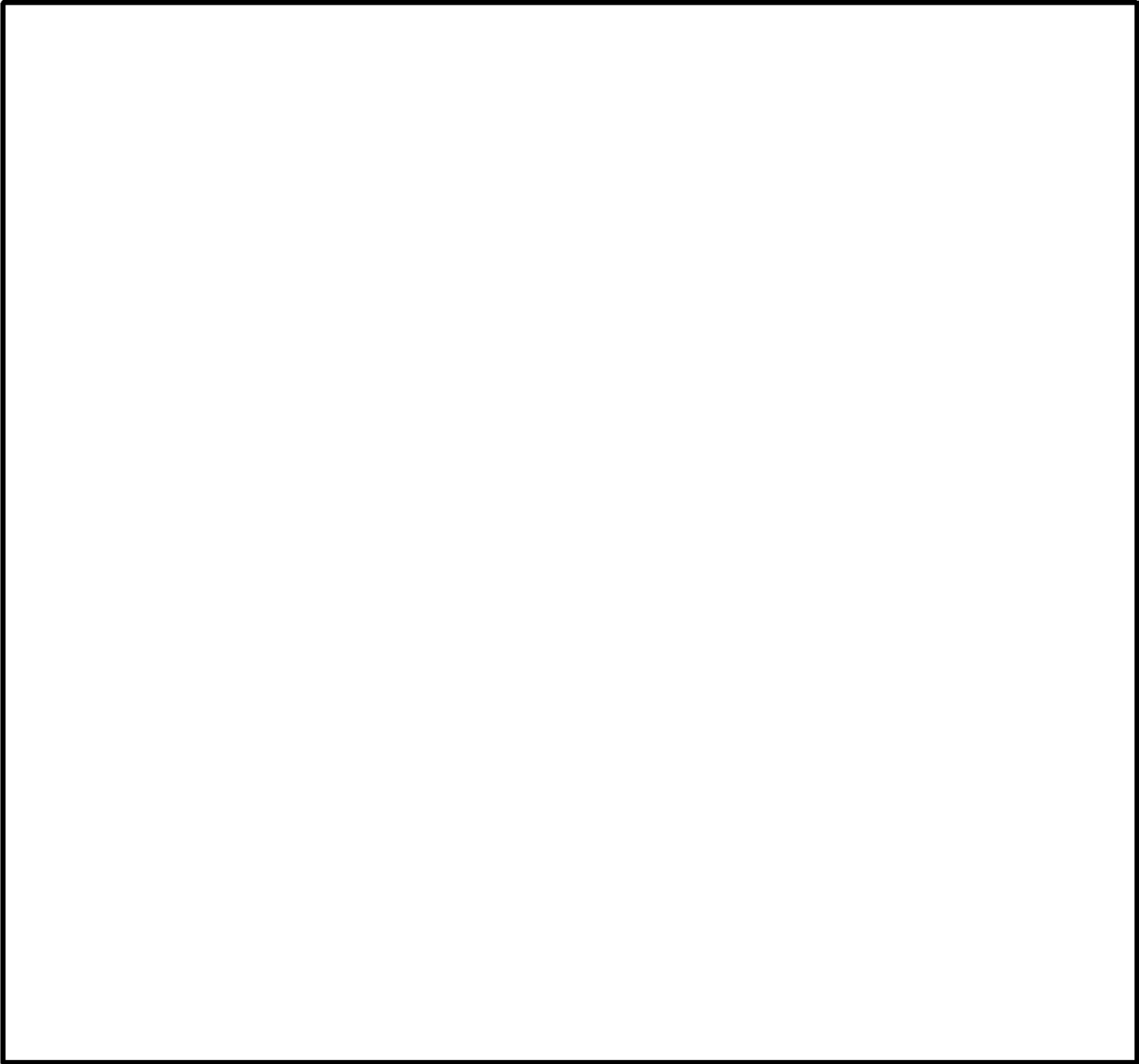
Thank you,

Chelsea

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Interim Guidance for Processing Follow-to-Join and Refugee Applications  
(December 28, 2017)




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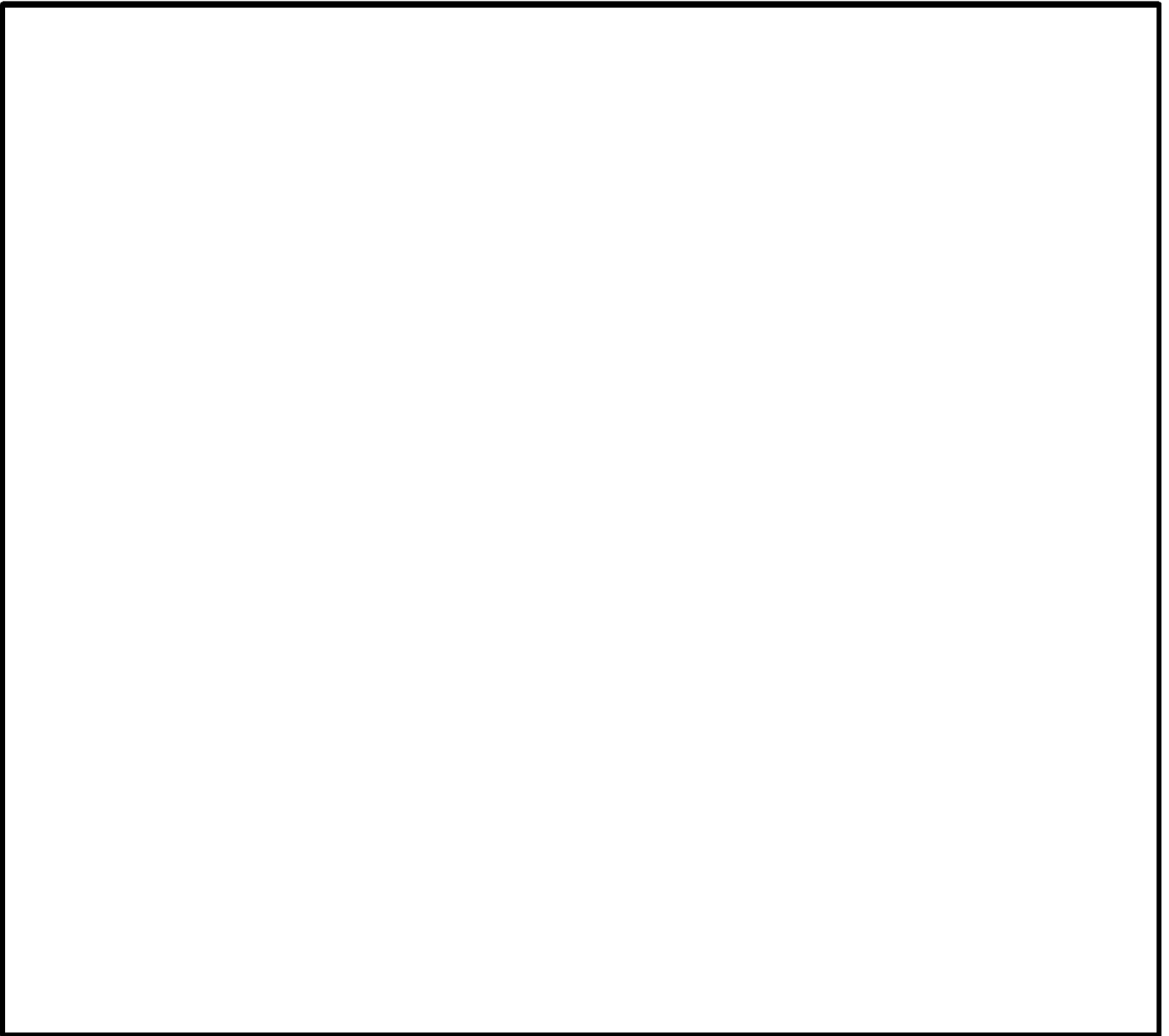
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**Shirk, Georgette L**

Referred to U.S. Department of State


**From:** Lenkowsky, Matthew [<mailto:matthew.lenkowsky@uscis.dhs.gov>]  
**Sent:** Monday, January 15, 2018 1:57 PM  
**To:** Help <[Help@wrapsnet.org](mailto:Help@wrapsnet.org)>  
**Cc:** John Jordan <[JordanJ@state.gov](mailto:JordanJ@state.gov)>; Hilary Ingraham <[IngrahamHE@state.gov](mailto:IngrahamHE@state.gov)>  
**Subject:** WO 106192 request for quick statistical report for 90 day review

Help Desk –

In order to provide additional inputs into the 90 Day Review, we need to get a final count of how many FTJ-Rs were admitted in FY2017. Are you able to run a report that just reflects the count, based on admission date between 1 October 2016 and 30 September 2017? Note that this includes all Follow to Join/V93s, not just those processed by the RSCs.

(If it helps, we were able to get the older FTJ-R admission data from the Yearbook of Immigration Statistics report you previously ran, since we could filter that by admission date and case priority = V93. If you could just repeat that run, only for FY17, that would be sufficient too; but I understand if that would take a bit longer, and we are in a rush).

Thanks,

**Matt Lenkowsky**  
Branch Chief, Security Vetting & Program Integrity  
Refugee Affairs Division, US Citizenship and Immigration Services  
202.272.9046 (o)  
 (b)(6)

















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**Department of State**  
**Bureau of Population, Refugees, and Migration**  
**Office of Admissions - Refugee Processing Center**  
**Refugee Arrivals**  
**by Priority and Nationality**  
**All Nationalities**  
**October 01, 2016 through September 30, 2017**

---

*received U.S. Refugee Admissions Program (USRAP) Reception and Placement (R&P) benefits are not included in this report.*

## Shirk, Georgette L

---

**From:** Lassen, Brett H (Brett)  
**Sent:** Wednesday, October 25, 2017 8:05 AM  
**To:** Chavez, Miguel A; Figueroa, Miguel I; Guevara, Claudia X; Lujan, William P (Patrick); Miramontes, Joel; Nicolas, Margarette B; Nunez, Rodolfo P; Rebatta, Marilyn H; Sinclair-Smith, Suzanne  
**Cc:** Prophete, Ginette Y; Garza, Daisy; Sloop, Evan D; Garcia-Cay, Gabriel F; Russo, Elisabeth Y; Van Thull, Patrick A; Hon, Marcus E  
**Subject:** FW: Clarification - E.O. regarding resumption of the United States Refugee Admissions Program

I just want to be sure that you all saw this email – there were several that went out last evening but this one includes the current instructions for handling the I-730 cases (see highlighted section below). Based on the CAMINO reports, the pending FTJ refugee cases are all in HAV but if any other offices have I-730 FTJ refugee cases follow the guidance below until RAIO issues additional instructions.

Thanks!

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**From:** Ruppel, Joanna  
**Sent:** Tuesday, October 24, 2017 7:58 PM  
**To:** RAIO - International Ops - ALL  
**Subject:** Clarification - E.O. regarding resumption of the United States Refugee Admissions Program

Sorry for the second message, but I noted a slight gap in that I did not mention I-730 approvals, so corrected below. Please refer to this version.

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**From:** Ruppel, Joanna  
**Sent:** Tuesday, October 24, 2017 8:17 PM  
**To:** RAIO - International Ops - ALL  
**Subject:** E.O. regarding resumption of the United States Refugee Admissions Program

IO Colleagues,

As many of you have seen, today the President signed an Executive Order on Resuming the United States Refugee Admissions Program with Enhanced Vetting Capabilities:

<https://www.whitehouse.gov/the-press-office/2017/10/24/presidential-executive-order-resuming-united-states-refugee-admissions>

DHS also published information about the results of the 120-day review and new measure that are being put in place as a result:

<https://www.dhs.gov/news/2017/10/24/improved-security-procedures-refugees-entering-united-states>

[https://www.dhs.gov/sites/default/files/publications/17\\_1023\\_S1\\_Refugee-Admissions-Program.pdf](https://www.dhs.gov/sites/default/files/publications/17_1023_S1_Refugee-Admissions-Program.pdf)

Guidance will be issued shortly regarding these measures. Pending issuance of additional guidance, IO staff must not approve or issue any travel documents to approved I-730 refugee beneficiaries or stamp as approved

any I-590 refugee case. Please also do not schedule any I-730 refugee beneficiary interviews pending further guidance. There is no need to cancel any interviews previously scheduled.

I am looking forward to sharing more information with you as I can. Don't hesitate to forward any questions through District management.

Thank you,

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Monday, January 29, 2018 9:30 PM  
**To:** RAIO - Oversea Managers  
**Cc:** Kliska, Jennifer R; Nicholson, Maura J  
**Subject:** FW: Message from the RAIO Associate Director: Update on 90-day USRAP Review

FODs, DDs, and DDDs,

Please touch base with your staff to be sure that they have read the memo from Jennifer Higgins to IO and RAD outlining the actions we must take to comply with the Secretary's memo. IO and RAD will be working closely to carry out the directives and will be providing further guidance in the near future. As always, it is tremendously helpful for us to receive questions/concerns from the field so that we can ensure that HQ guidance is operationally reasonable and that all IO staff have the information and tools they need to implement any changes. Please forward any questions/concerns to Jennifer Kliska.

You also will be receiving guidance on the I-730 refugee FTJ enhancements (resulting from the 120-day review) in the next few days. We are just awaiting some final clearances. Thank you for your continued flexibility and adaptability as we implement these changes. As with any changes, we will be looking for your continued feedback once implemented, so we can adjust operational guidance as needed.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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**From:** Higgins, Jennifer B  
**Sent:** Monday, January 29, 2018 6:33 PM  
**To:** RAIO - ALL1  
**Subject:** Message from the RAIO Associate Director: Update on 90-day USRAP Review

Dear RAIO Colleagues,

Today, DHS Secretary Nielsen directed USCIS to implement certain security and procedural enhancements to more effectively prevent fraud and identify potential national security risks within the U.S. Refugee Admissions Program (USRAP).

As you already know, following the issuance of [EO 13815](#) which allowed for the general resumption of the USRAP, DHS components (including the DHS Office of Policy and USCIS), the Department of State (DOS), and our law enforcement and intelligence community partners conducted a review to assist the Secretary in determining which additional safeguards, if any, were necessary to ensure that the admission of nationals of, and certain stateless persons who last habitually resided in, countries on the Security Advisory Opinion (SAO) list does not pose a threat to the security and welfare of the United States. This 90-day review included an in-depth threat assessment of each SAO country from the intelligence community, as well as a review of all relevant information related to ongoing or completed investigations involving refugees admitted to the United States.

RAIO colleagues in the Refugee Affairs Division (RAD) and International Operations (IO) participated in the 90-day review, and I appreciate their efforts to support this very important and worthwhile endeavor. Their thoughtful, detailed, and thorough analysis and insights were integral in assisting the DHS Secretary in making her determination.

Based on the results of the 90-day review, Secretary Nielsen determined that:

1. Additional screening and vetting protocols for SAO nationals are required.
2. For the FY2019 annual report to Congress on proposed refugee admissions, USCIS, working with DOS, will adopt a more risk-based approach to the USRAP by taking into account national security risk as well as operational and resource realities when considering the overall refugee admissions ceiling, regional allocations, and the groups of refugee applicants that will be considered for resettlement.
3. DHS, in concert with its interagency partners, should conduct a full review of the SAO "Merlin" list and, within six months, propose an updated list as appropriate based on broader public safety and national security considerations, including terrorism threats, transnational organized crime, and other concerns.

Consistent with all judicial orders in effect, I have issued an implementing memorandum outlining the specific actions RAIO must take to comply with Secretary Nielsen's direction to implement the additional screening and vetting protocols referenced in #1 above. As you will see outlined in the memorandum, RAIO will work within USCIS and with interagency partners to introduce a number of measures designed to enhance the security of the USRAP including but not limited to: additional training and guidance to adjudicators on national security indicators, more in-depth interviews for certain refugee applicants, guidance on adjudicative discretion, and guidance on considering derogatory information connected with a family member or associate.

Where applicable and consistent with the authorities related to processing petitions for Form I-730, *Refugee/Asylee Relative Petitions*, USCIS will work with DOS to develop and implement processes to apply these enhancements to the processing of refugee following-to-join family members.

RAD and IO are working on implementing each of the actions referenced in the memorandum over the next days, weeks, and months. In the meantime, please don't hesitate to reach out through your chain of command with any questions. I am grateful to the RAIO team for all of their efforts in ensuring that the United States can continue to admit eligible refugees while protecting the national security and welfare of the United States.

As always, thank you for your hard work and dedication,

Jennifer B. Higgins  
Associate Director  
Refugee, Asylum and International Operations Directorate  
U.S. Citizenship and Immigration Services

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*With honor and integrity, we will safeguard the American people, our homeland, and our values.*

## Shirk, Georgette L

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**From:** Ruppel, Joanna  
**Sent:** Wednesday, October 25, 2017 3:04 PM  
**To:** RAIO - International Ops - ALL  
**Subject:** I-730 refugee FTJ with travel documents

All,

In follow-up to some of the questions from my calls with APAC and EMEA, this is to confirm that I-730 refugee beneficiaries who have been issued travel documents can still travel. I received confirmation from CBP that I-730 refugee beneficiaries who have been issued travel documents can travel will not have any problems at a POE. They also understand that I-730 asylee beneficiaries will continue to be issued travel documents.

Joanna

Joanna Ruppel  
Chief, International Operations Division  
USCIS Refugee, Asylum and International Operations Directorate  
[Joanna.Ruppel@uscis.dhs.gov](mailto:Joanna.Ruppel@uscis.dhs.gov)  
202-272-1625

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(b)(6)

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**From:** Ginzburg, Roman  
**Sent:** Wednesday, May 02, 2018 1:09 PM  
**To:** Baggerly, David B  
**Cc:** Thornburg, Trudi J; IOHQFDNS; Swanson, Trina M; Tomlyanovich, William J (Bill); Peralta Mihalko, Maria P (Pilar); Mancuso, Deborah T  
**Subject:** RE: National Security (CARRP) I-730 Refugee Cases

Hi David,

Under Phase IIB, only "approvable" petitions should be transferred abroad. Sorry, has CARRP vetting already been completed on these cases? My understanding is that such vetting should continue to occur at TSC/NSC for FTJ-A cases regardless if bene resides in country with USCIS international office or not.

Also adding Bill for his awareness of the issue.

-Roman

**From:** Mancuso, Deborah T  
**Sent:** Wednesday, May 02, 2018 12:14 PM  
**To:** Baggerly, David B <David.B.Baggerly@uscis.dhs.gov>; Peralta Mihalko, Maria P (Pilar) <Maria.P.PeraltaMihalko@uscis.dhs.gov>  
**Cc:** Thornburg, Trudi J <Trudi.J.Thornburg@uscis.dhs.gov>; IOHQFDNS <iohqfdns@uscis.dhs.gov>; Ginzburg, Roman <Roman.Ginzburg@uscis.dhs.gov>; Swanson, Trina M <Trina.M.Swanson@uscis.dhs.gov>  
**Subject:** RE: National Security (CARRP) I-730 Refugee Cases

David,

I'm sorry I don't have an answer for you. I'm including our I-730 Adjudication subject matter experts (Roman Ginzburg and Trina Swanson) and FDNS colleagues (via the IOHQFDNS shared mailbox) for their guidance. While still with International Operations, Scott recently transitioned out of FDNS, so I'm dropping him from the email.

Best regards,  
Deborah

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**From:** Baggerly, David B  
**Sent:** Wednesday, May 02, 2018 5:43 AM  
**To:** Mancuso, Deborah T; Peralta Mihalko, Maria P (Pilar); Pullen, Scott R  
**Cc:** Thornburg, Trudi J  
**Subject:** RE: National Security (CARRP) I-730 Refugee Cases

Deborah, Pilar, and Scott,

We have a family pack of CARRP I-730 asylum cases that need to be relocated overseas under phase IIB. What would be the correct procedure for sending those out?

**David Baggerly**  
Supervisory Immigration Services Officer  
DHS | USCIS | NSC | National Security Adjudication Unit  
Room 145 | EX0436 | 402-219-6069  
david.b.baggerly@uscis.dhs.gov

(b)(7)(c)

**From:** Mancuso, Deborah T  
**Sent:** Thursday, April 12, 2018 11:37 AM  
**To:** Thornburg, Trudi J; Baggerly, David B  
**Cc:** Peralta Mihalko, Maria P (Pilar); Pullen, Scott R  
**Subject:** RE: National Security (CARRP) I-730 Refugee Cases

Trudi and David,

Thank you for the phone call this morning. Scott Pullen is our FDNS IO in Washington, DC. I understand from Scott that the appropriate location to transfer to is: "HQ-RAIO-OVS" [USCIS-RAIO-International Operations Division]

I defer to Scott for additional information.

Thank you,  
Deborah

**Deborah T. Mancuso**  
Supervisory Adjudications Officer  
International Adjudications Support Branch (IASB)  
USCIS | RAIO | International Operations Division  
Anaheim, CA | (714) 780-4457

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**From:** Thornburg, Trudi J  
**Sent:** Wednesday, April 11, 2018 1:55 PM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; IASB, USCIS  
**Subject:** RE: National Security (CARRP) I-730 Refugee Cases

Thank you!

**Trudi Thornburg** | Supervisory Immigration Services Officer  
DHS | USCIS Nebraska Service Center | National Security Adjudication Unit  
(402) 219-6409  
RMI44 | EX 653  
[Trudi.J.Thornburg@uscis.dhs.gov](mailto:Trudi.J.Thornburg@uscis.dhs.gov)

[REDACTED] (b)(7)(c)

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**From:** Peralta Mihalko, Maria P (Pilar)  
**Sent:** Wednesday, April 11, 2018 3:51 PM  
**To:** Thornburg, Trudi J  
**Cc:** Mancuso, Deborah T; Teferra, Leikun; IASB, USCIS  
**Subject:** RE: National Security (CARRP) I-730 Refugee Cases

Hi, Trudi,

First let me thank you again for your call those few months ago and letting me have input on when to send the cases. Yes, we're ready to received them so please send them to us.

If you could have them send following the attached procedures we'll all appreciate that immensely. The address is correct.

I've added the 2 IASB SAOs and our shared mailbox.

Take care,

Pilar

Pilar Peralta Mihalko,  
Branch Chief, International Adjudications Support Branch (IASB)  
Office: (714) 780-4458 / Mobile [REDACTED]

(b)(6)

**From:** Thornburg, Trudi J  
**Sent:** Wednesday, April 11, 2018 1:24 PM  
**To:** Peralta Mihalko, Maria P (Pilar)  
**Subject:** National Security (CARRP) I-730 Refugee Cases

Hello Pilar,

A few months ago, I spoke with you regarding the transfer of Nebraska Service Center's I-730 CARRP cases to you. You had asked that we hold for a bit and to check back in mid-February. It is now mid-April and I am reaching out. I wanted to let you know that at this time we will be preparing our files for relocation. We have received the following address:

USCIS – International Operations Division  
International Adjudications Support Branch  
1585 S Manchester Ave  
Anaheim, CA 92802-2907

We will need to send these cases to someone's attention through overnight mail – who should we send too?

Thank you for your assistance,  
Trudi

**Trudi Thornburg** | Supervisory Immigration Services Officer  
DHS | USCIS Nebraska Service Center | National Security Adjudication Unit  
(402) 219-6409  
RMI44 | EX 653  
[Trudi.J.Thornburg@uscis.dhs.gov](mailto:Trudi.J.Thornburg@uscis.dhs.gov)  
[REDACTED]

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**Shirk, Georgette L**

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**From:** Lenkowsky, Matthew  
**Sent:** Monday, May 07, 2018 1:36 PM  
**To:** Ginzburg, Roman; Rebatta, Marilyn H; Kliska, Jennifer R  
**Subject:** Questions for NVC Customers (IO Inputs)  
**Attachments:** Questions for NVC Customers (IO Inputs).docx

As promised, my notes...let me know if I missed anything!

Best,

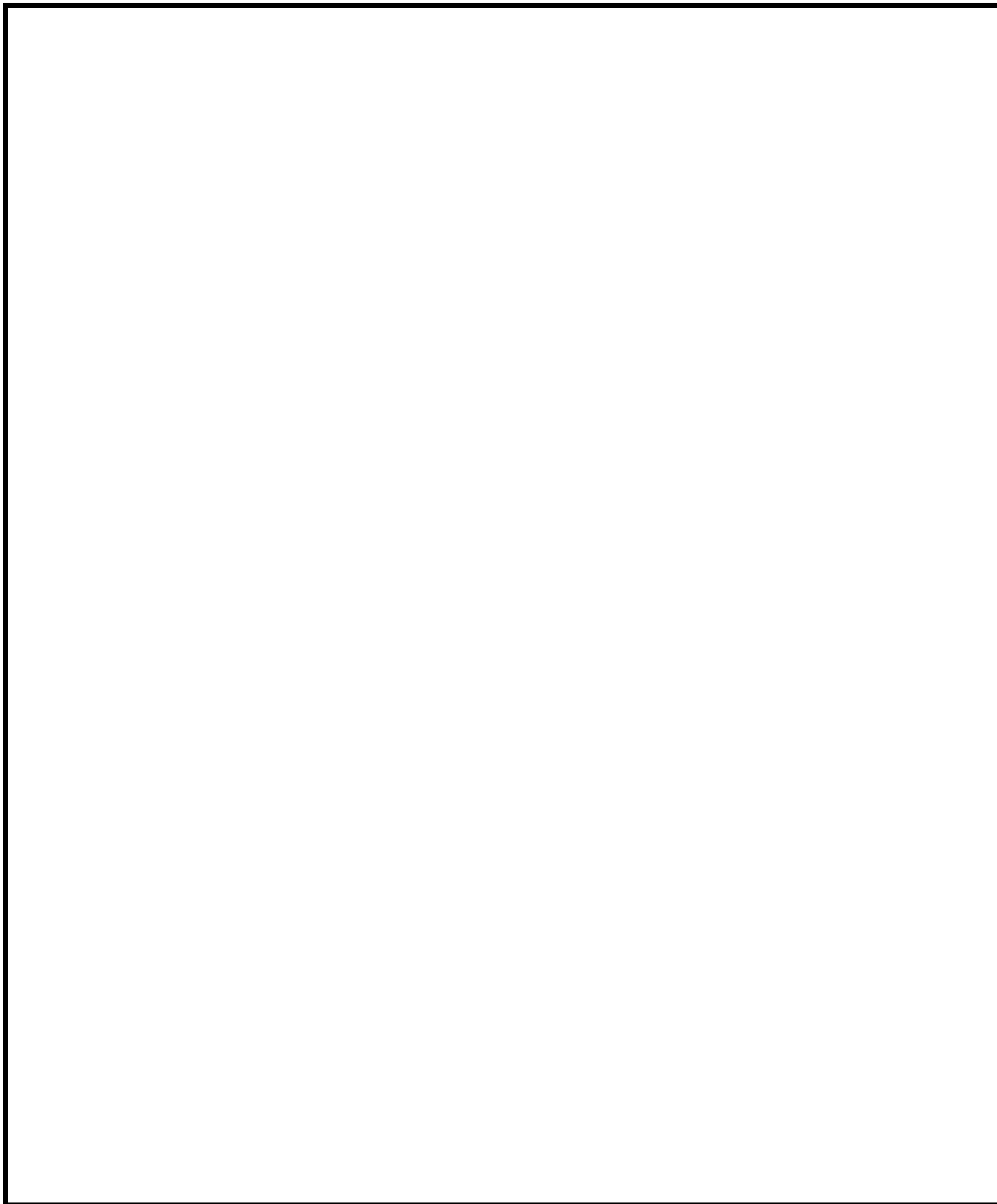
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**Matt Lenkowsky**  
Special Assistant  
Refugee, Asylum, and International Operations Directorate  
US Citizenship and Immigration Services  
202.272.9046 (o)

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**Questions for the NVC Customer:**



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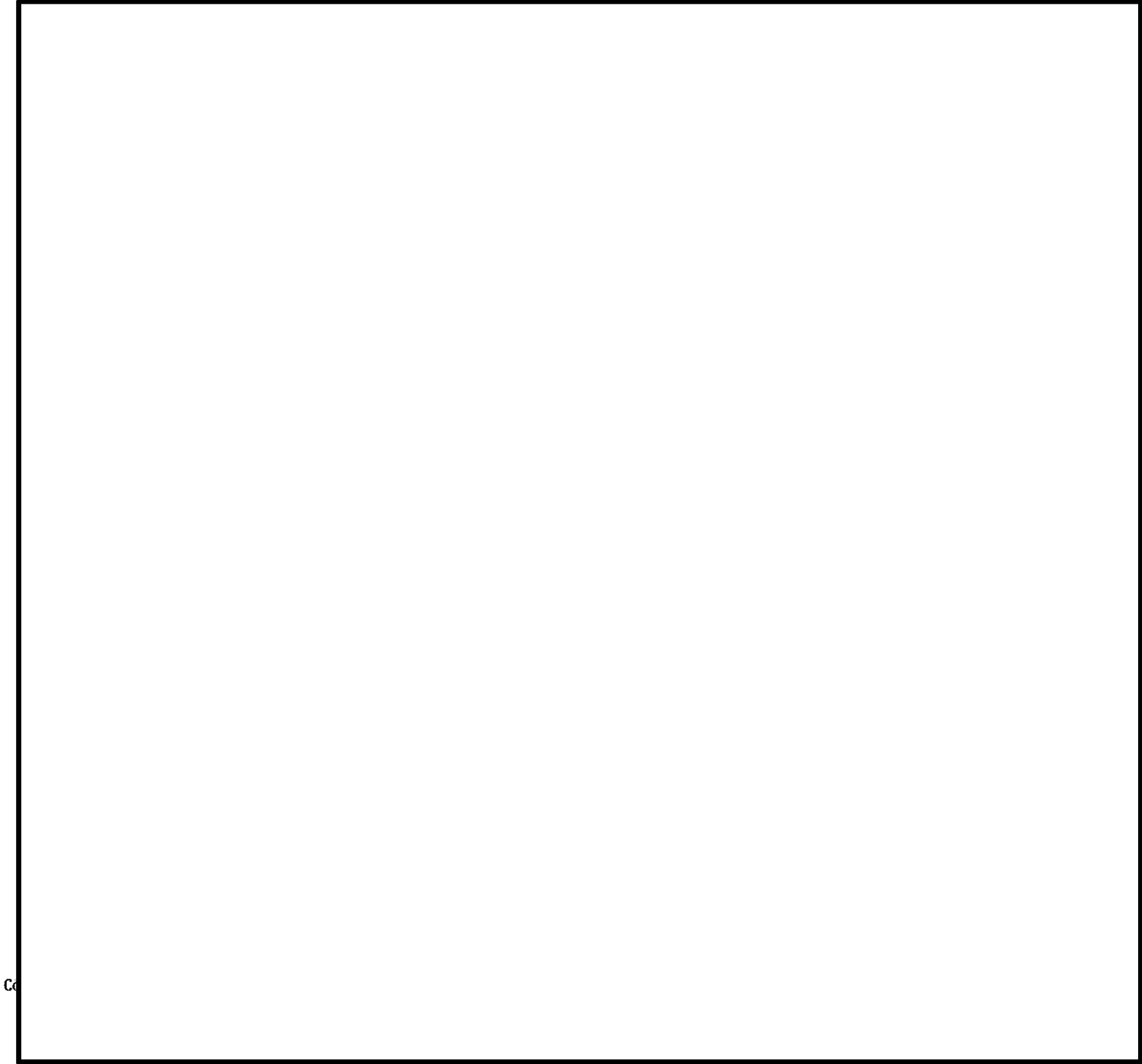
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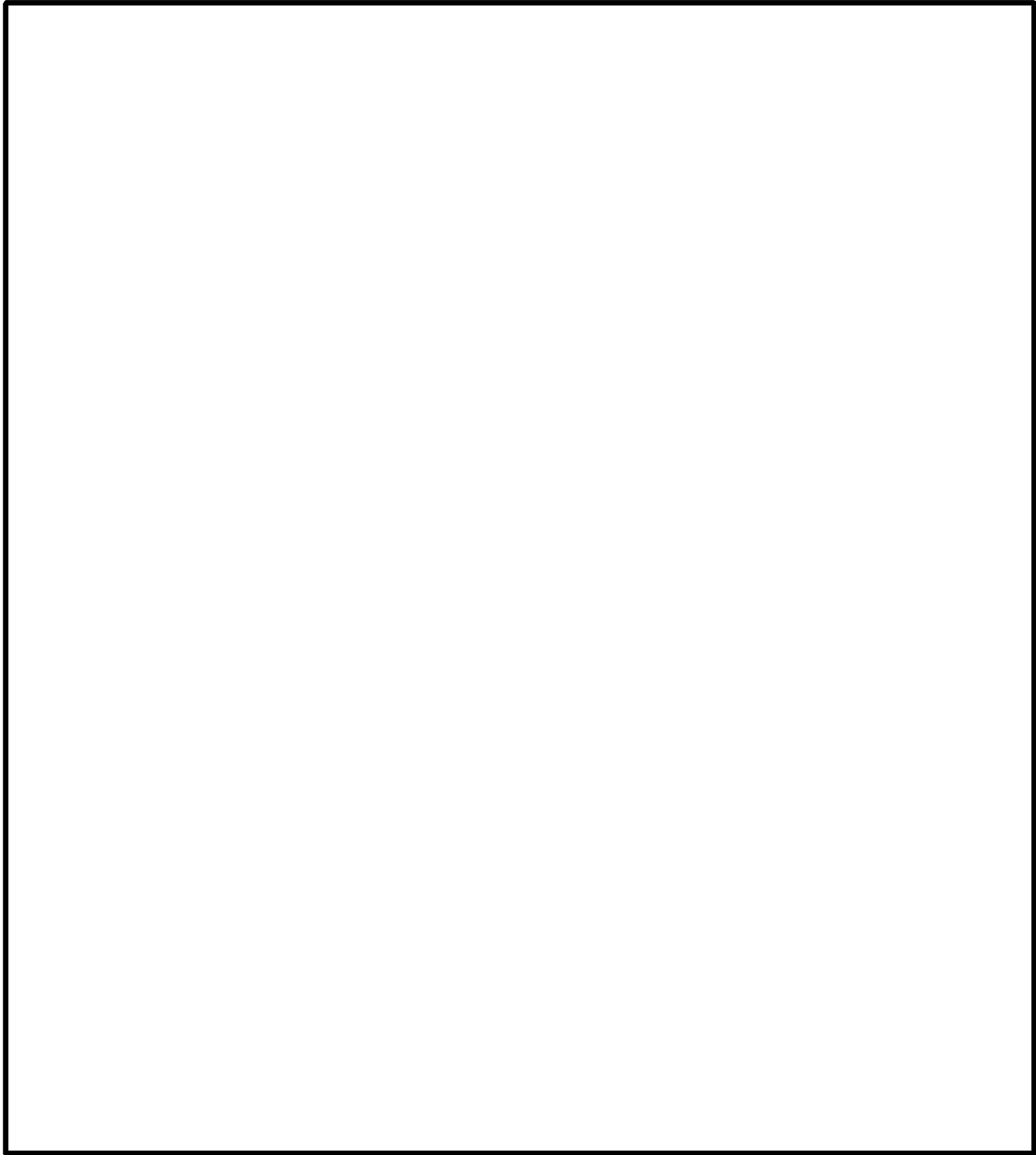


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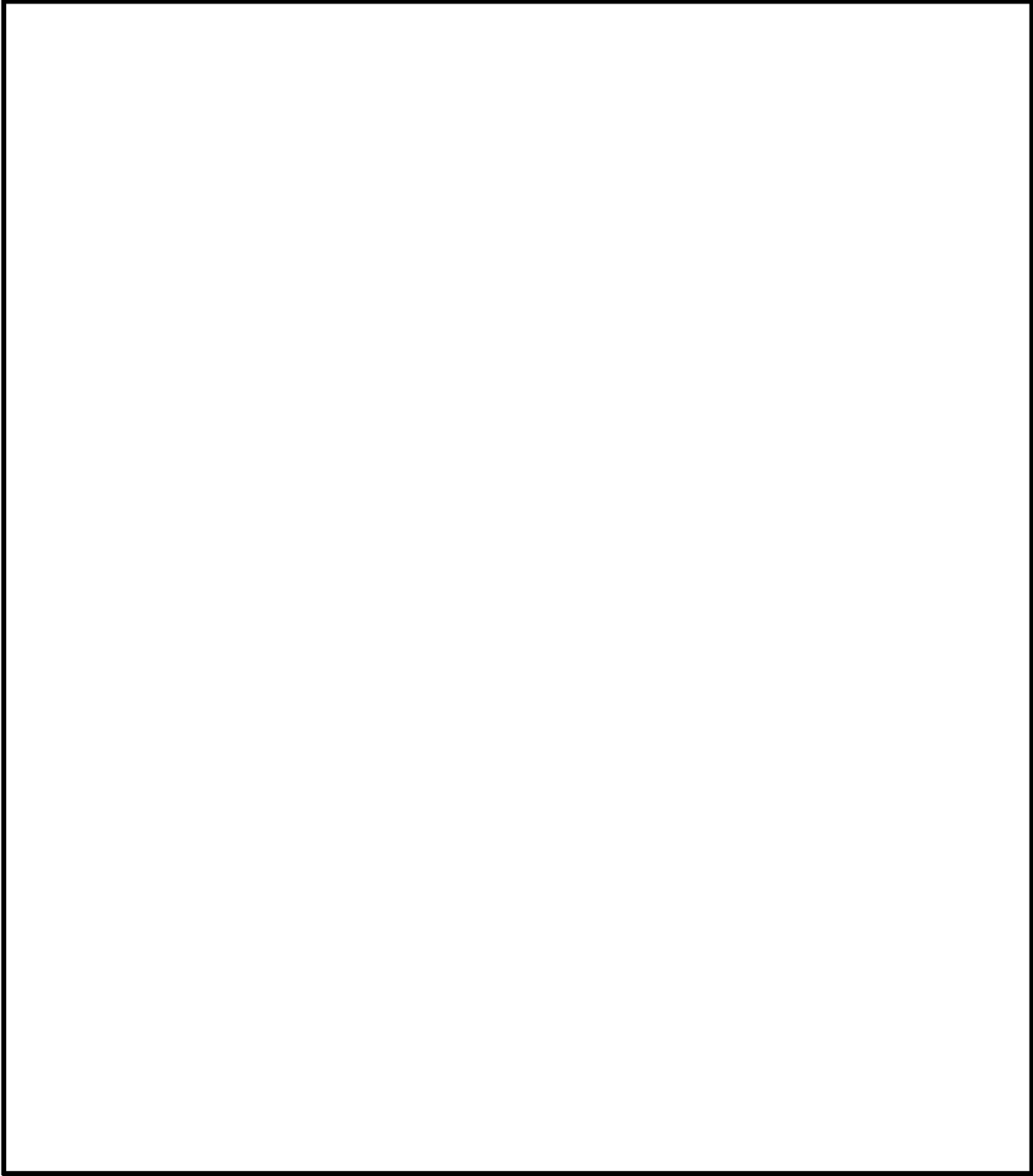
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## Shirk, Georgette L

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**From:** Ginzburg, Roman  
**Sent:** Monday, April 30, 2018 1:26 PM  
**To:** Lenkowsky, Matthew; Kliska, Jennifer R  
**Cc:** Rebatta, Marilyn H; Ghattas, Thierry A  
**Subject:** RE: Following to Join vetting  
**Attachments:** Refugee and FTJ-R Screening - 20180309 w CAVO CLEAN CLEAN.DOCX; Draft\_vetting summit\_FTJ\_A only.docx

Hi Matt,

Attaching several summary docs that may be helpful:

- *Refugee and FTJ-R Screening* – draft doc Maura spearheaded that's accurate for FTJ-R cases abroad
- *Vetting summit\_FTJ\_A only* – draft doc that should be accurate for FTJ-A cases abroad

Regarding I-730s for benes residing in US, NaBISCOP may be the best place to check for current requirements for FTJ-A cases processed by SCOPS. For domestic FTJ-R cases,

Below are stats for I-730 Receipts from Claims 3 for FY16 and FY17.

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### **I-730s Filed      FY 2016**

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<b>ASYLEE</b>	<b>9840</b>
In U.S.	2240
Outside U.S.	7514
Unknown	86
<b>REFUGEE</b>	<b>3439</b>
In U.S.	433
Outside U.S.	2971
Unknown	35
<b>Grand Total</b>	<b>13279</b>

### **I-730s Filed      FY 2017**

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<b>ASYLEE</b>	<b>9762</b>
In U.S.	2535
Outside U.S.	7227
<b>REFUGEE</b>	<b>3279</b>
In U.S.	489
Outside U.S.	2790
<b>Grand Total</b>	<b>13041</b>

Please let me know if I can be of further assistance.

-Roman

**From:** Lenkowsky, Matthew

**Sent:** Monday, April 30, 2018 12:33 PM

**To:** Kliska, Jennifer R <[Jennifer.R.Kliska@uscis.dhs.gov](mailto:Jennifer.R.Kliska@uscis.dhs.gov)>; Ginzburg, Roman <[Roman.Ginzburg@uscis.dhs.gov](mailto:Roman.Ginzburg@uscis.dhs.gov)>

**Cc:** Rebatta, Marilyn H <[Marilyn.H.Rebatta@uscis.dhs.gov](mailto:Marilyn.H.Rebatta@uscis.dhs.gov)>; Ghattas, Thierry A <[Thierry.A.Ghattas@uscis.dhs.gov](mailto:Thierry.A.Ghattas@uscis.dhs.gov)>

**Subject:** Following to Join vetting

Jennifer, Roman –

Hope all is well. Quick question.

Thierry and I have a meeting on Wednesday with the National Vetting Center DHS folks to discuss what form types they will be adding in to their vetting repertoire starting by CY19. Among those up for discussion are 589, 590, and 730. They want a high level discussion of what type of vetting (low and high side) is currently conducted on the forms, and maybe a bit of information of what it is going against/some of the technical pieces (i.e., how does data get to the vetting agencies, etc). The idea is to inform prioritization of form types, as we understand it, to tee up the senior level discussions. If we need to go more in depth, we can do an SME operational briefing at a later date.

To that end, do you have any high level flow charts (or equivalent) of vetting done on 730s? I know it varies by whether we're talking refugee or asylum, and whether domestic or overseas, but anything you have would be appreciated. We aren't planning to hand it out, just would be helpful to have on hand. Also, do you have any metrics on receipts?

Best,

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**Matt Lenkowsky**

Special Assistant

Refugee, Asylum, and International Operations Directorate

US Citizenship and Immigration Services

202.272.9046 (o)

(c)

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**Security Screening**  
**Refugee and Refugee Follow-to-Join Beneficiaries Overseas**  
March 2018

**Background**

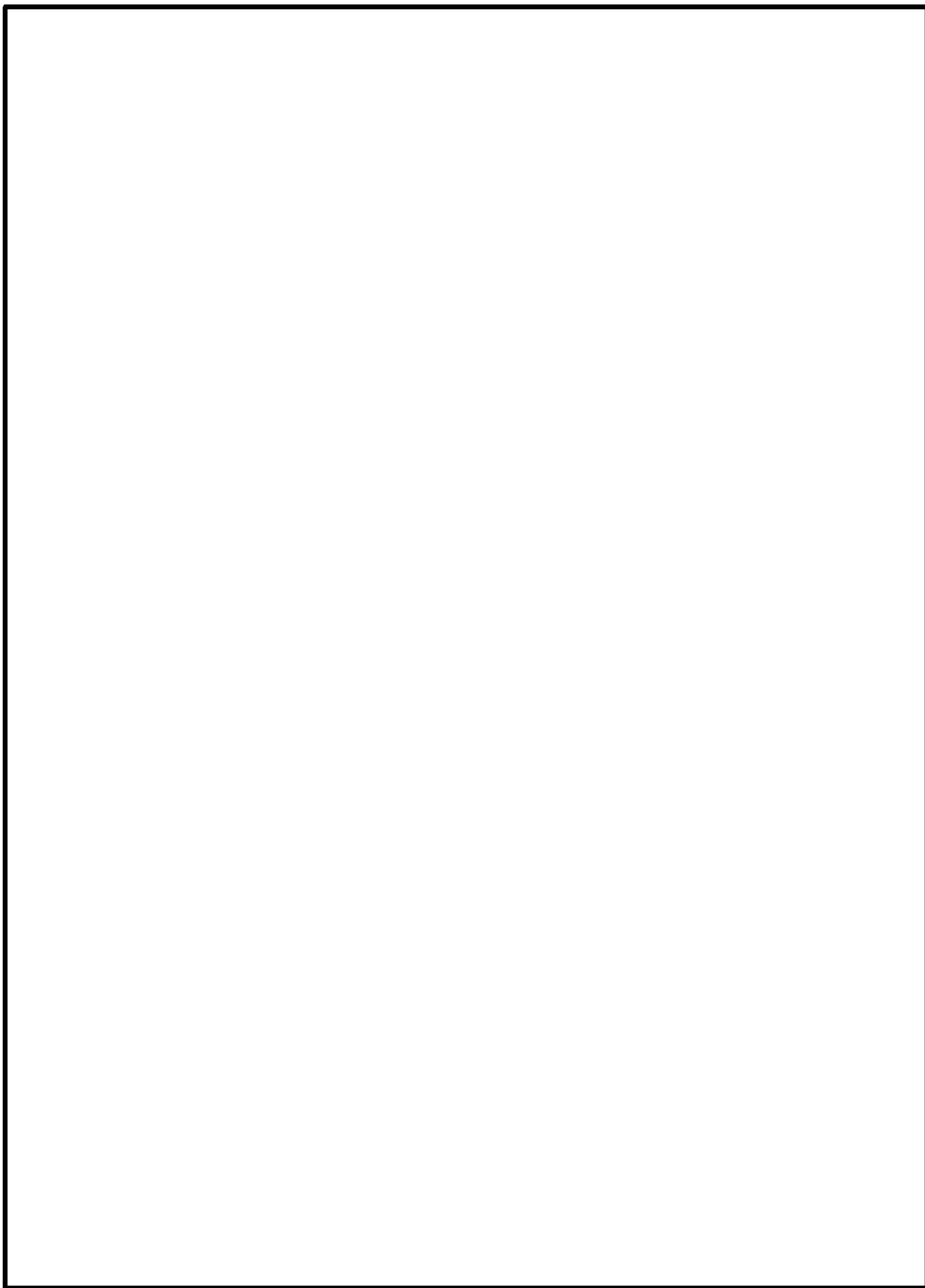
Under the *Immigration and Nationality Act (INA)*, an individual is a refugee if the individual is residing outside of his or her country of nationality or last habitual residence and is unable or unwilling to return to, and is unable and unwilling to avail him or herself of the protection of, that country because of past persecution or well-founded fear of future persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. An individual is not a refugee if he or she previously engaged in persecutory activity on account of one of those grounds. Refugee applicants are eligible for resettlement in the United States at the discretion of DHS, and must also be admissible to the United States. USCIS, in adjudicating refugee applications, evaluates the individual's claim, examines whether the individual is subject to have any inadmissibility grounds that would bar the individual from admission, and makes a totality of circumstances analysis to determine whether to recommend resettlement. A Customs and Border Protection (CBP) officer subsequently conducts final checks and is responsible for determining whether to admit the refugee to the United States consistent with CBP's border authorities.

Individuals who have been admitted as refugees may petition to have their spouses and unmarried children "follow-to-join" them to the United States. The Form I-730, *Refugee/Asylee Relative Petition*, is used for this purpose. Due to differences in the INA and different operational authorities between DHS and Department of State (DOS), processes for "follow-to-join" refugees may vary based on location and processing entity, and also have some distinctions from refugee processing.

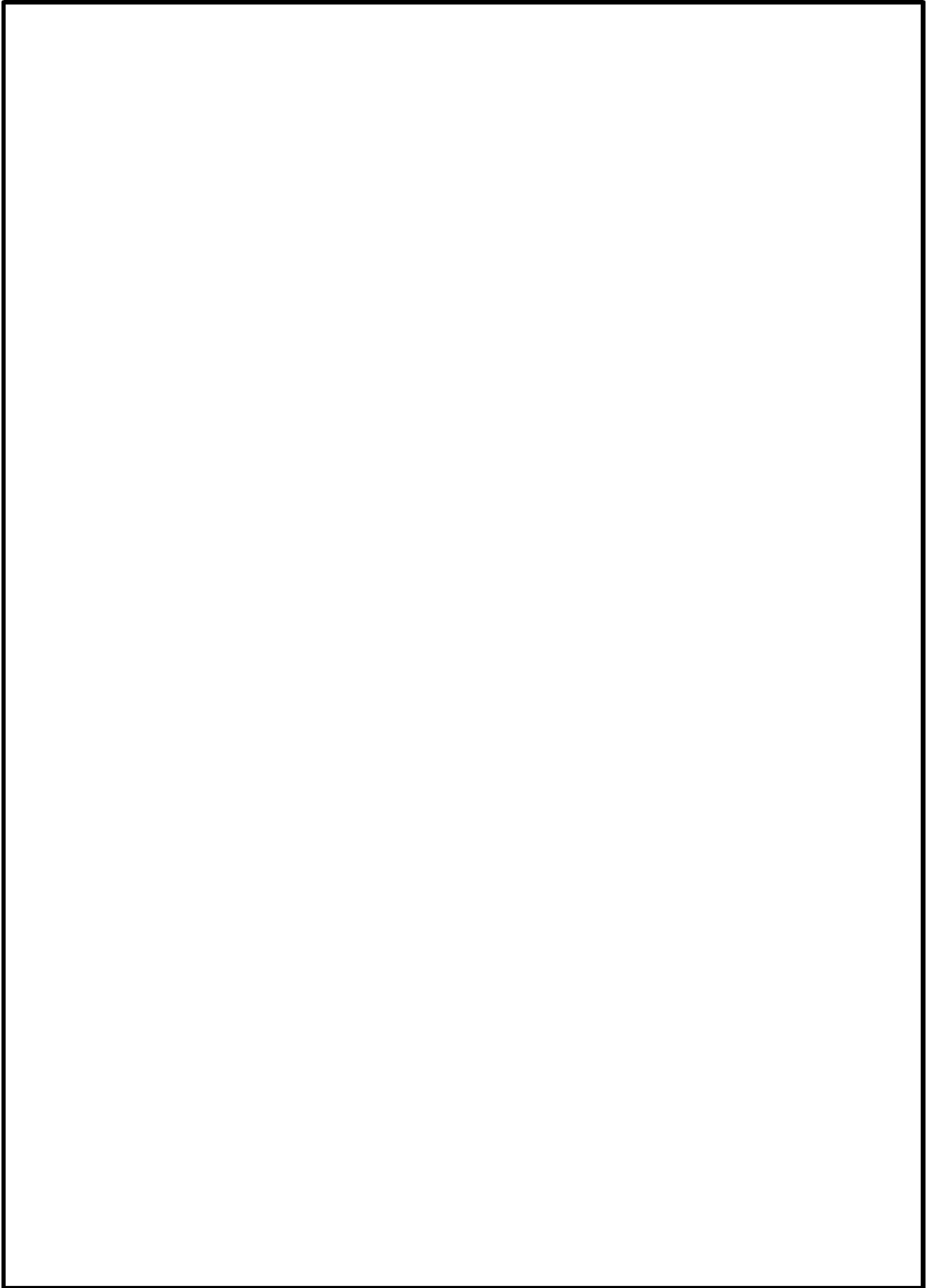
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**Security Checks**





**FOR OFFICIAL USE ONLY**



**FOR OFFICIAL USE ONLY**



Vetting Summit  
Form I-730: Following-to-Join Asylee Beneficiaries  
FTJ-R/A; V92/V93; YY/ZZ

Below is a draft summary of screening mechanisms used in FTJ-Asylee (Form I-730) processing. Next, are a list of pre-meeting questions from CA and answers from USCIS. The last section features questions to enable a deeper dive into specific vetting types.

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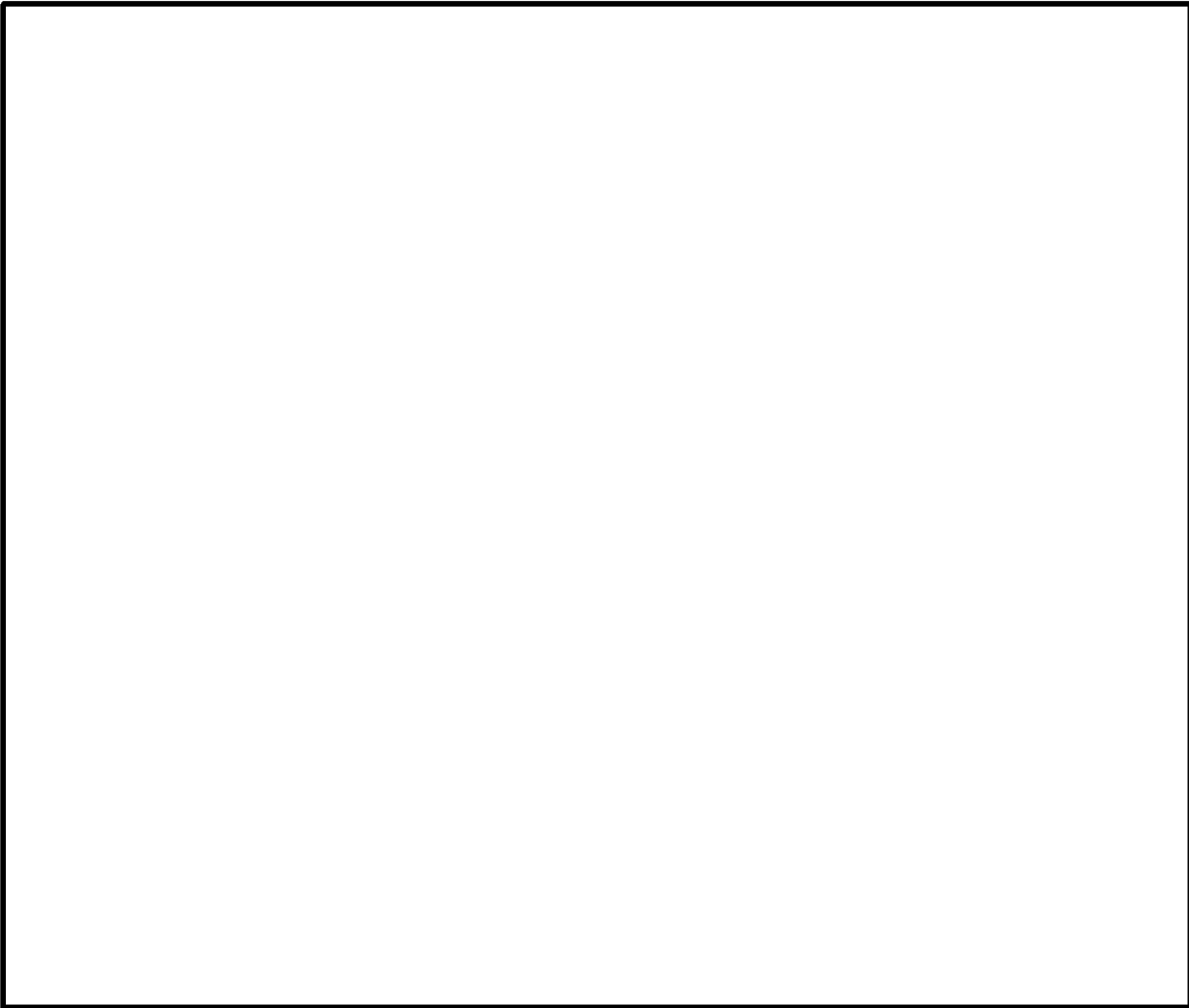
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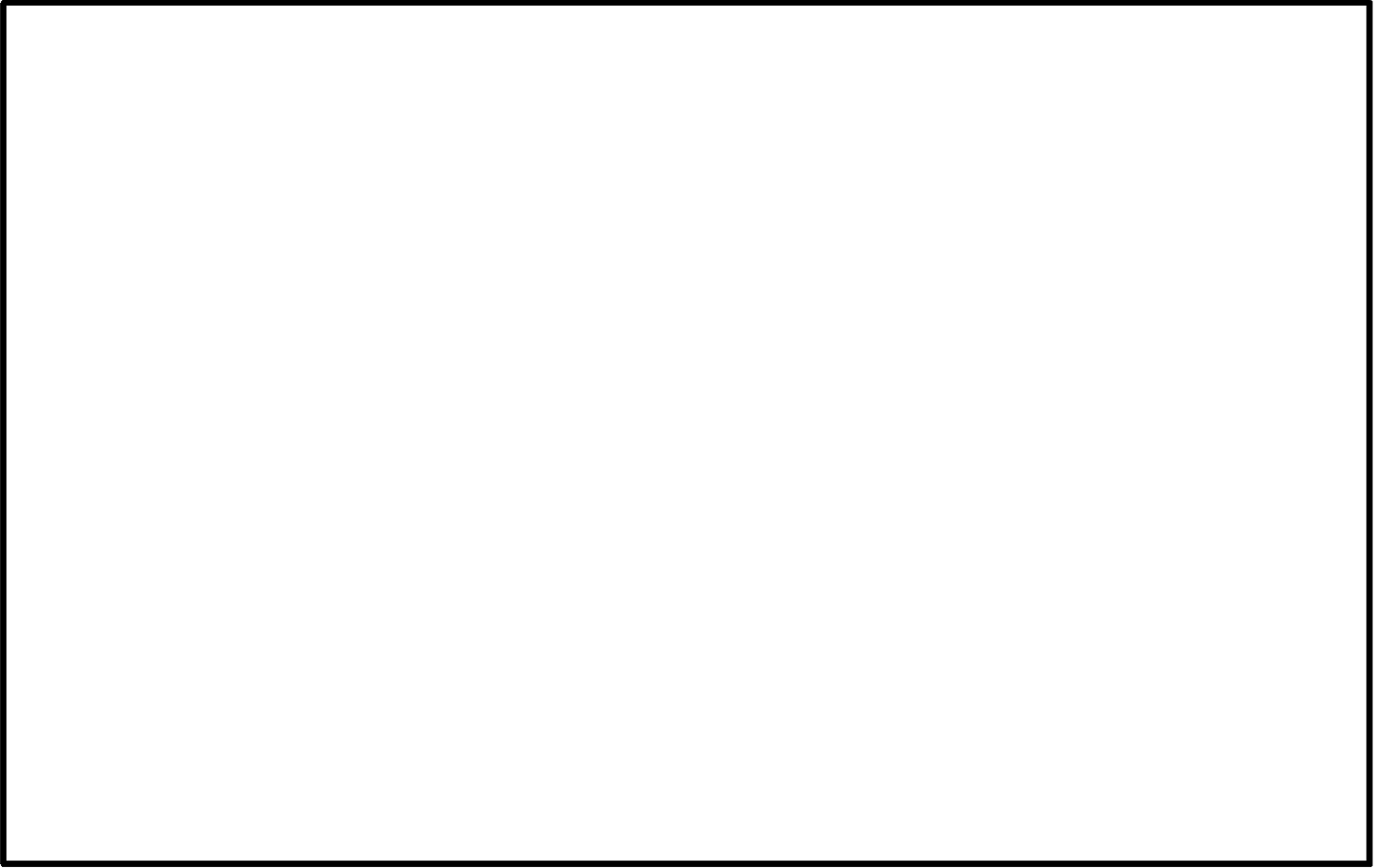
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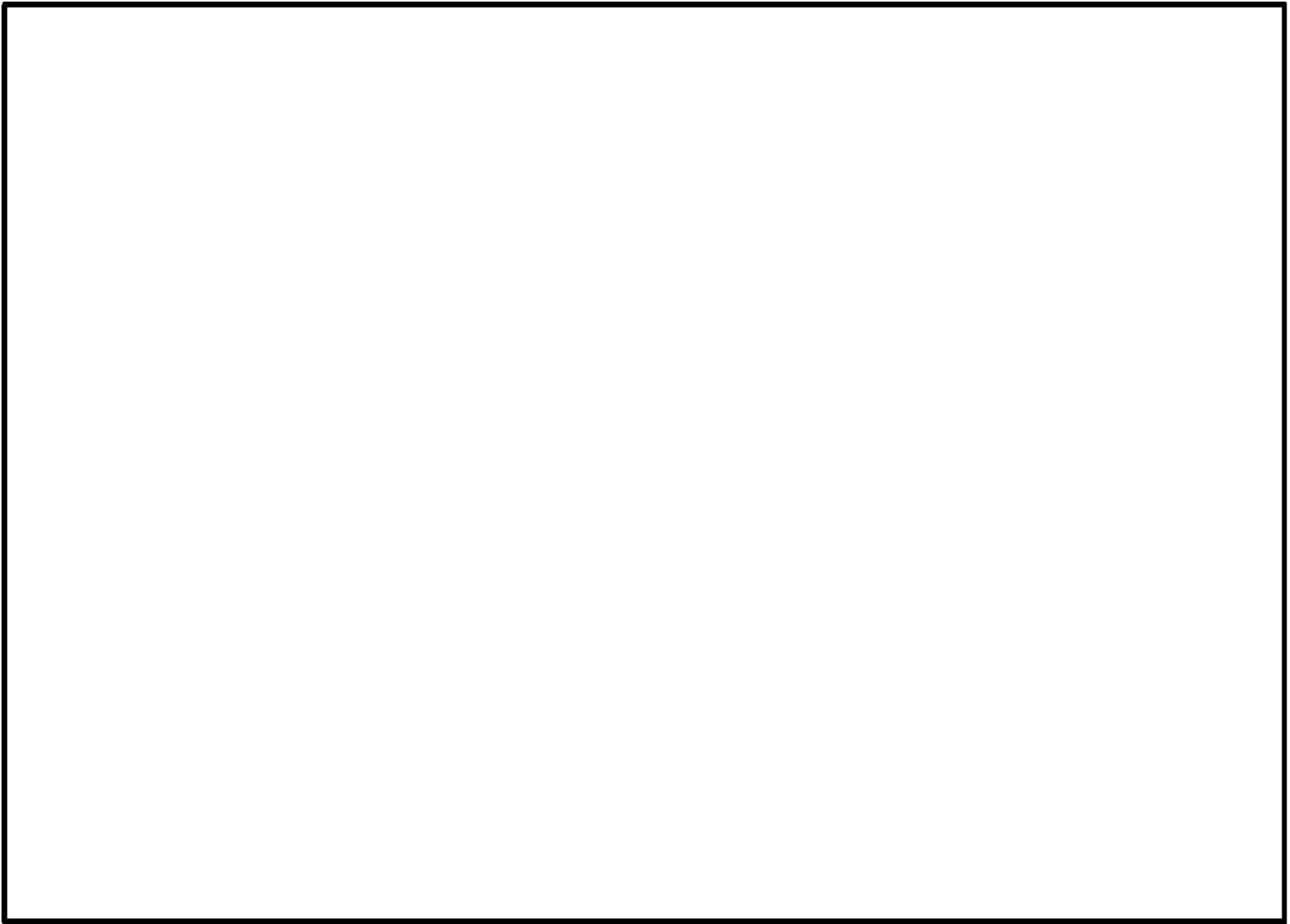
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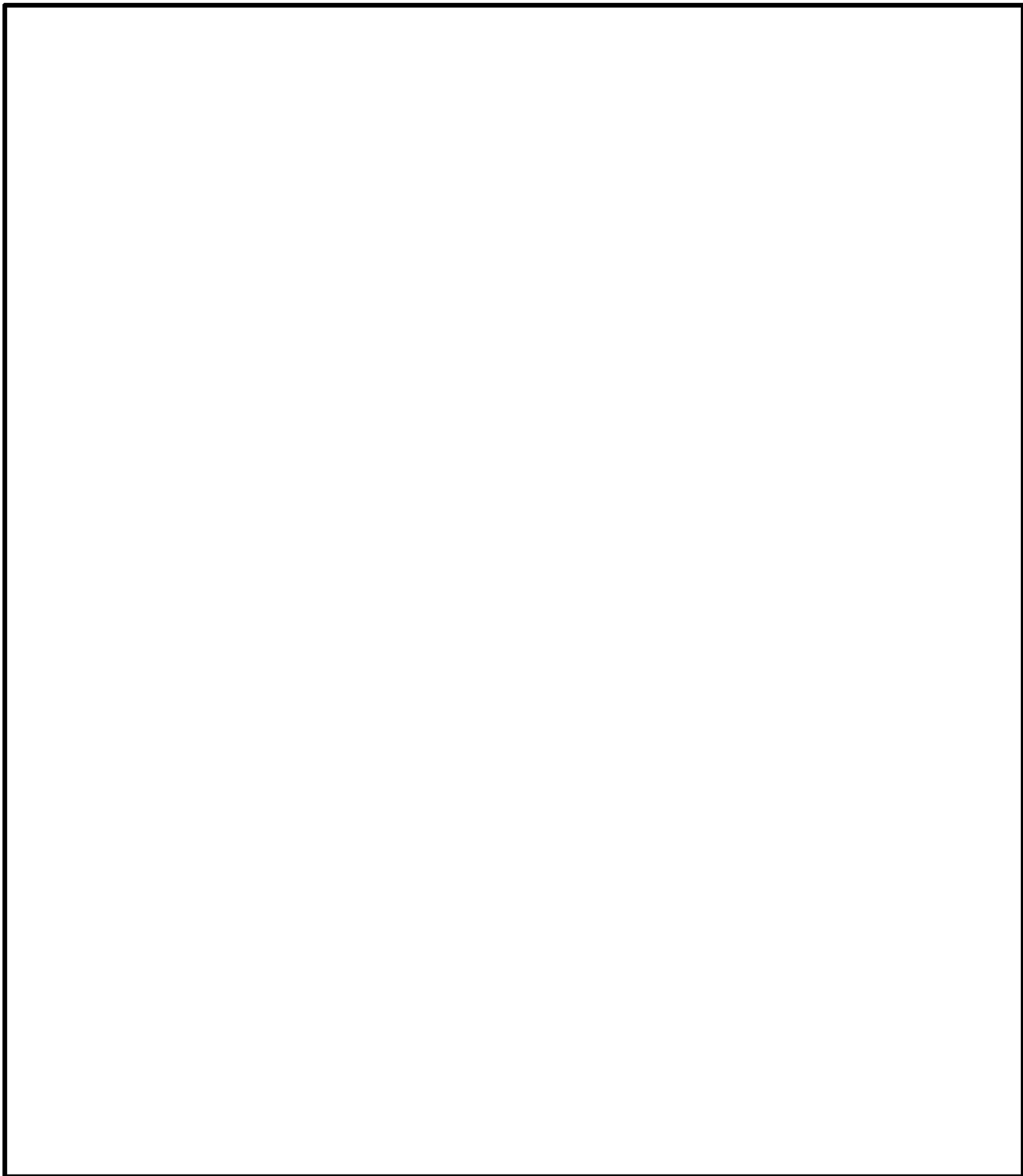
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**CA/VO Pre-Meeting Qs:**

1. **DOD ABIS checks:** Ideally, if USCIS has statistics on how many cases (outside of Afghans, Iraqis, and Somalis) where ABIS checks yielded information eventually leading to an ineligibility. If statistics are difficult to come by, perhaps some case examples that we could review on our end would be useful. This information would help us determine the value added on our end for expanding these checks to other groups.

USCIS was unable to design a database query to identify any DOD ABIS hits that resulted in the denial of Form I-590 or I-730.

CPMS and WRAPS databases do not separately track this info.

Full transfer of DOD ABIS holdings into IDENT has been authorized; however, the vast majority of the DOD ABIS holdings have not been ingested in IDENT. The transfer process is estimated to require 18 months.

USCIS has requested a list of DOD ABIS holding not in IDENT for nationalities other than Afghan, Iraqi, Pakistani and Somali.

USCIS will share a handout listing DOD ABIS record holdings by Nationality. Note, this handout is dated.

(b)(7)(e)

3. **MERP training:** This was the training schedule that I received from you a few months ago on MERP training. Do you have any other materials you could pass along?

MERP Overview: Middle East Refugee Processing (MERP) briefing was developed by USCIS Refugee Affairs Division (RAD). It is a one-week briefing to prepare adjudicators to work on the Iraqi, Syrian and Iranian caseloads. The MERP briefing provides a baseline in general country conditions, including history and current events. Sessions then delve into adjudicative issues such as persecutor bar, admissibility, and national security concerns for these caseloads. Presentations are delivered by experienced Refugee Officers, RAD HQ Security Vetting and Program Integrity partners, and RAD HQ Policy experts covering topics such as Iraqi and Syrian military, Iraqi and Syrian Ba'ath party, Iraqi Intelligence and Security, Government of Syria, post-2003 Iraqi Military issues, applying the persecutor bar and TRIG, and using adjudicative aids. The MERP briefing also covers additional topics such as LGBTI cases, credibility case examples, security vetting updates, country-specific identity document trainings, and Syrian enhanced review. There are also briefings from non-USCIS presenters, to include secure briefings hosted by FBI and DIA, as well as a presentation by the Human Rights Violators and War Crimes Unit from ICE. Adjudicating refugee officers are required to take MERP before their first refugee processing circuit ride in which they will interview Middle East cases or before working on the Middle East caseload at headquarters. MERP participants have also included officers from Asylum, International Operations, Office of Chief Counsel, Fraud Detection and National Security, District offices, and Canadian refugee offices. No officer may adjudicate Iraqi or Syrian refugee cases without having attended MERP in its entirety.

Officers are required to take MERP before their first circuit ride processing either Iraqi or Syrian cases or before working on the Middle East caseload at HQ and whenever more than one year has elapsed since that officer's last Middle East circuit ride or adjudication of both Iraqi and Syrian cases. Officers can still attend MERP if they want a refresher or there are particular sessions they need to attend for certain reasons, e.g. domestic assignment on Syrian pre-vetting, refresher on certain topics. Items that are new to MERP will be covered on the "new to MERP" section of the MERP ECN page and during the SVPI/Policy updates at the Pre-Departure Briefing.