



## H-1B Lottery Operating Procedures and Policies FOIA

Production reprocessed by USCIS after lawsuit filed (highlights in bold under "Key Information Included")				
Page range (PDF)	Agency Office	Date	Document	Key Information Included
pp 1-12	SCOPS	2/24/2014	Email from Stephanie M Doumani with attachment	Draft FY2015 H-1B cap documents vetted by Service Center Operations (SCOPS), Office of Chief Counsel (OCC), Office of Policy & Strategy (OP&S).
13-14	SCOPS	1/13/2014	Email from Stephanie M. Doumani forwarding 2008 analysis	Breakdown of 2008 H-1B cap subject filings
15-17	SCOPS	3/18/2014	Email from Stephanie M. Doumani with revised draft rejection letter template attached	Rationale for rejection of H-1B cap subject filings. Note: Chile & Singapore cases no longer rejected if sent to wrong Service Center; to be forwarded instead.
18-38	Employment Branch	2/3/2014	Email from Jenny Chong	Draft FY2015 H-1B cap documents vetted by SCOPS, OCC, OP&S
39-49	SCOPS	4/1/2014	Email from Gwen Liang, Management and Program Analyst followed by related emails	<b>Discussion of FY2015 cap target numbers</b>
50-54	SCOPS	3/27/2014	Email with draft cap subject vs. cap exempt document attached	Draft of cap subject vs. cap exempt situations document withheld.
55-64	SCOPS	3/21/2014	Email from Stephanie M. Doumani	Sample rejection letters
65-77	Records Management Branch, SCOPS	3/31/2014	Email from Denis R. Peck, Chief, RMB	Discussion of criteria for when petitions are accepted or rejected. The following documents appear to be from the California Service Center. (See M. Sua email, also p.65). <ul style="list-style-type: none"> <li>• <b>Acceptability Review for FY15 I-129 H-1B Cap</b> (pp.66-68)</li> <li>• <b>CAP FY's 2015 I-129 Acceptability Checklist</b> (pp.69-72)</li> </ul>
78-87	SCOPS	2/18/2014	Email from Stephanie M Doumani followed by attached documents	Finalized FY15 Cap documents

88-133	SCOPS and Service Centers	2/12/2014	Email from Jessy J Benavente, followed by other emails from various USCIS and contractor personnel	Discussion of criteria for when petitions are accepted or rejected; also draft rejection letters and drafts of external FY2015 cap documents, including optional checklist. <b>Discussion re: "validating" FY2015 petition rejections so employer cannot resubmit for "government error" and a list of top 7 reasons for rejections of FY2014 petitions</b> (pp.127-28). Emails re: FY2015 H-1B cap target reset at p.129.
134-137	SCOPS	1/12/2015	Email from Denis R. Peck forwarding emails from FY2015 lottery	<b>Page from Service Center SOPs for H-1B acceptance at p.137</b>
138-143	California Service Center (CSC)	2/19/2014	Email from Mike T. Sua followed by other emails	More discussion of rejection criteria. Draft cap reject documents at 141-143
144-146	CSC	4/15/2014	Email from Juliet M. Fries re: Cap Lottery Pull Results and related emails	<b>See 4/15/2014 E. Tamahana email (p.144) for the number of petitions selected, including number of premium cases.</b>
147-149	Unknown		Document	<b>Acceptability Review for I-129 Cap (FY 2015)</b>
150-151	Unknown	4/13/2014	Email from Orest S. Fedak with charts of FY2014 and FY2015 cap season numbers	
152-154	SCOPS	4/13/2014	E-mail from Gwen Liang, Management and Program Analyst	<b>Discussion of FY2015 H-1B Cap Lottery (RNG) operation steps</b>
155-158	CSC	3/31/2014	Emails from Leida Lundquist, Supervisory Immigration Service Analyst re: rejection criteria	<b>I-129, I-907, I-539 reject check lists</b> , Rev 2 4/4/2013 (pp.157-158)
159-160	SCOPS	6/12/2012	Email from Shelly A. Sweeny re hitting the cap	Announcement of hitting H-1B cap [for FY2013]
161-164	Unknown	1/30/2014	Document	<b>VSC Cap FY2015 I-129 Acceptability Check List</b> , V[ersion?]01 1/30/14
165-167	VSC	2/5/2014	Email from Lauren J. Aucoin, followed by plan	<b>VSC Business Div. Capacity Plan</b> , a "long term plan" (April through Sept.) for addressing H-1B cap subject filings
168-181	Unknown	Unknown	Drafts	Draft FY2015 H-1B cap documents (for public information--final versions would have been posted on USCIS website)
182-182	Records Management Branch, SCOPS	3/13/2014	Email from Denis R. Peck, Chief, RMB	Transmitting finalized CSC and VSC FY 2015 plans of action for processing H-1B cap-subject petitions.

183-193	CSC (but VSC attachment)	3/4/2014	Email from Leida Lundquist, Supervisory Immigration Service Analyst, followed by VSC documents	<ul style="list-style-type: none"> <li>•<b>Email exchange (pp.184-185) re: whether there is a SOP for reject procedures.</b></li> </ul> Email attachments, for VSC, but preparer unknown: <ul style="list-style-type: none"> <li>• <b>Acceptability Review for I-129 CAP (FY 15) Quick Reference Sheet</b> (pp.186-190)</li> <li>• <b>CAP 2015 1st Sort Training Contents</b> , Updated 3/18/14 (p.191)</li> <li>• CIS review check lists for I-129 CAP, I-907, and I-539 (pp.192-193)</li> </ul>
194-199	CSC	3/13/2014	Email from Juliet M. Fries, followed by email string re: FY15 cap rejects handling	Includes plan re: handling duplicates
200-201	Records Management Branch, SCOPS	4/10/2014	Email from Denis R. Peck, Chief, RMB	Accounting 4/10/2014 as the selection date and petition received date for FY2015 lottery. Two CSC emails forwarding this email also at p.200
202-210	Unknown		Public information re: FY2015 H-1B cap season	Appears to be text of information that would be posted on USCIS website about the FY2015 H-1B Cap Season
211-222	Unknown		Drafts	Drafts of optional I-129 check list, F-1 "cap gap" Q&A, announcements re: start of FY2015 petition filings, continued acceptance of filings and cap reached. Unclear if premium processing announcement at p. 217 is draft or final text.
223-253	Contractor	1/31/2014	Draft FY2015 H-1B Cap Plans of Action	Drafts of CSC and VSC FY2015 action plans for processing of H-1B cap-subject petitions. Prepared for DHS USCIS by Longview-FedConsulting JV.
254-255	Records Management Branch, SCOPS	1/31/2014	E-mail from Denis M. Peck, Chief, RMB forwarding FY2008 analysis	FY2008 Cap results discussed
256-58	OCC	2/24/2014	Email from Micah Bump responding to inquiry re: draft of cap subject cap exempt situations document	The email chain is mostly redacted as M. Bump responds to 2/21/2014 email from S. Doumani, SCOPS, forwarding 2/21/2014 email inquiry from J. Fierro, CSC re: an example in draft referred to in 2/12/2014 S. Doumani email.
259-260	SCOPS	4/2/2014	Email from Gwen Liang, Management and Program Analyst	Discussion of USCIS Barcode Target of 97,000 and 3,000 manual rejects. Discussion of cap subject vs. cap exempt attached, which is redacted
261-264	Probably SCOPS (which circulated the draft)		Cap subject cap exempt situations document	These pages, which were withheld, appear to be the draft cap subject vs. cap exempt situation document that is the subject of pp. 256-258

265-267	SCOPS	3/25/2014	Email from Stephanie M Doumani with attachment	Draft FY2015 H-1B cap rejection letter.
268	Unknown	3/18/2014	Document	<b>CAP 2015 1st Sort Training Contents.</b>
269-310	"SCOSS Team" [Contractor?]		FY2015 H-1B Cap Matrix Review Mailroom Processing	" <b>Content Review</b> " (pp.276-293) " <b>Knowledge Review</b> " (pp.298-307)
311-312		4/4/2014	CIS Review Checklist (V[ersion?]01)	<b>For I-129, I-907 &amp; I-539</b>
313-330	Contractor	3/17/2014	FY2015 CSC H-1B Cap Plan of Action	<b>Final plan.</b> Prepared for DHS USCIS by CSC SCOSS Management, Longview - FedConsulting JV. After successful challenge, cap phases at pp.322-323 and processes and descriptions at pp. 323-324 produced in "Updated April 7" PDF. <b>Plan provides details as to the mechanics of how petitions are handled before and after the lottery. Note that USCIS, not the contractor, handles the RNG process (lottery).</b>
331-335			FY2013 H-1B Cap Rejection Letters	
336-336		2/12/2014	Email from Emisa Tamanaha	Discusses handling of H-1B cap rejections, including duplicates.
337-346	Unknown	Various dates on documents	Documents	<ul style="list-style-type: none"> <li>•One page, dated 2/28/2014, which appears to be part of a petition acceptability review (p.337)</li> <li>•Cap FY's 2015 I129 Acceptability Check List, V[ersion?]01 1/30/2014 (pp.338-342) (possible duplicate of pp.161-164)</li> <li>•Various FY2015 H-1B cap rejection letters (pp.343-346)</li> </ul>
347-348	CSC	4/25/2014	Email from J. Fierro responding to other emails in string	Confirming CSC stamp on LCA does not invalidate it. Out-of-scope redaction p.348 successfully challenged and page produced separately.
349-354			Documents. (Pages 349-350 are duplicates of pp.157-158)	<ul style="list-style-type: none"> <li>•<b>I-129 H-1B and "other" SOPS</b> (p.351)</li> <li>•<b>Acceptability Review for CAP (FY2015)</b> (pp.352-54) (possible duplicate of pp.147-149).</li> </ul>
355-361	SCOPS	11/10/2014	Email from Stephanie Doumani, part of email string (355-357) re: cap exempt and cap subject scenarios	<b>Discussion of cap-subject vs. cap-exempt situations document. Unredacted portion of Doumani e-mail shows that a final version of this document was issued to the Service Centers for use in adjudications.</b>

362-363	SCOPS	6/4/2012	Email from James E. McConnell re: FY2013 cap update, followed by email string	FY2013 cap count as of 6/1/2012 at p.363
364-365	Records Management Branch, SCOPS	2/15/2013	Email from Denis R. Peck re: processing H-1B cap rejects manually for FY2014, followed by email string	Discussion asking CSC to process FY2014 H-1B cap rejects manually like VSC already does.
366		6/12/2012	Email from Shelly A. Sweeny that FY 2013 H-1B cap reached on 6/11/2012	Discussion that lottery not needed for petitions received 6/11/2012; rejections because H-1B cap reached begin 6/12/2012.
367-368	SCOPS	4/3/2013	Email from Gwen Liang, Management and Program Analyst	<b>Email discusses the H-1B Cap Lottery (RNG) operation steps</b>
369-370	SCOPS	4/2/2014	Email from Gwen Liang, Management and Program Analyst	Discusses "gaps" between FY2014 Cap numbers and FY2015 Cap target numbers
371-373	SCOPS	2/15/2013	Email from Gwen Liang, Management and Program Analyst, followed by earlier emails in string	Emails discuss percentages of H-1B cap rejects at VSC and CSC and whether to process all H-1B cap rejects manually
374-376	SCOPS	2.26/2014	Email from Stephanie M. Doumani followed by emails in string re: 2/26 cap agenda	Emails discuss additional data elements needed to identify duplicate filings.
377-379	SCOPS	4/7/2014	E-mail from Gwen Liang, Management and Program Analyst, followed by emails in string	Cap Lottery Plan including barcode counts and target numbers for regular and master's cap petitions to be selected in lottery.
380-386	SCOPS	2/20/2013	E-mail from Tinnia M. Lauver followed by emails in string	Discussion of draft of H-1B Cap lottery (RNG) process. Some redactions. <b>2/11/2013 email from Gwen Liang at pp. 381-382 was produced unredacted because her proposal became part of the process.</b>
387-389	SCOPS	2/1/2012	Email from Gwen Liang, Management and Program Analyst followed by emails in string	Discussion re: initial FY2013 H-1B Cap planning teleconference. Redaction at p. 388 as to comments.

390-391	Probably CSC	2/12/2014	Email from Emisa Tamanaha	Discussing CSC FY2015 Cap Plan in preparation for call same day. Email is focused on trying to comply with Quality Workplace initiative.
392-392	Records Management Branch, SCOPS	3/13/2014	Email from Denis R. Peck, Chief, RMB	<b>Email refers to the CSC and VSC FY2015 action plans attached, dated 3/12/2014 as "finalized." These 3/12/2014 plans follow at pp. 393-410 (VSC) and 411-429 (CSC). However, there is a later CSC plan dated 3/17/2014, at pp. 313-330.</b>
393-429	Contractor	3/12/2014	FY2015 H-1B Cap Plans of Action	VSC (pp.393-410) and CSC (pp.411-429) FY2015 action plans for processing of H-1B cap-subject petitions. Prepared for DHS USCIS by Longview-FedConsulting JV. <b>The VSC plan is probably a final, since this is the latest dated plan. See 313-330 (the CSC plan dated 3/17/2014) for the significance of these plans.</b>
430-431	Probably VSC	Unknown	VSC Business Division Capacity Plan	
432-435	Unknown	Unknown	VSC I-129 H-1B Cap Case Determination Matrix	
436-437	VSC	2/12/2014	Email from David Gilbert	Email transmits <b>final of VSC Cap Reject Flowchart</b> (p.437)
438-439	VSC	2/4/2014	Email from Janice Cullen	Discusses last year's reject log and <b>some of the major reasons for H-1B cap rejections.</b>
440-444	VSC	1/24/2014	Email from Becky M. Stoddard followed by email string and attachment	Attachments identified as "SCOSS Team" [Contractor?] and are for VSC: <ul style="list-style-type: none"> <li>•<b>Cap [15] Incoming Mail Work Instruction</b> (pp.441-442)</li> <li>•<b>Cap [15] Review and Acceptability Work Instruction</b> (pp.443-444)</li> </ul>
445-446	VSC	3/27/2013	Email from Janice L. Cullen	Discussion includes a reference to a 2/27/2013 response to AILA about accepting fee checks with minor errors.
447-452	Unknown	Unknown	I-129 H-1B Cap instructions	<b>H-1B Cap instructions for determining if petition and data collection supplement have required information or have errors requiring rejection.</b> <ul style="list-style-type: none"> <li>•<b>Helpful hints</b> (p.452)</li> </ul>

453-454	VSC	2/21/2013	Email from Janice Cullen with FY2012 cap reject letter	FY2012 cap reject letter attachment (p.454)
455-481	Unkown	Unknown	Documents	<p><b>Acceptability Review for I-129 Cap (FY 15) CAP Quick Reference Sheet</b> (pp.455-459)</p> <p>The following documents are identified as "SCOSS Team" [Contractor?] and are for VSC:</p> <ul style="list-style-type: none"> <li>•<b>CAP [FY15] Incoming Mail Work Instruction</b> (pp.460-461)</li> <li>•<b>CAP [FY15] Barcode Process Work Instruction</b> (pp.462-464)</li> <li>•<b>CAP FY15 Review and Acceptability Work Instruction</b>, including <b>Acceptable CAP Review matrix</b> (pp.465-467)</li> <li>•<b>CAP [FY15] Verification Process</b> (pp. 468-474)</li> <li>•<b>CAP [FY15] I-129 Data Entry Work Instruction</b> (pp.475-481]</li> </ul>
482	VSC	1/25/2013	Email from Janice Cullen responding to contractor inquiry (which follows) re: handling FY2014 petitions selected in lottery but "deficient"	Cullen email provides draft text from H-1B rejection letter.
483	VSC	Unknown	Second page of an email from Mary Garceau, Immigration Services Officer 2, Business Div.	Unclear if p.483 relates to p. 482. Includes guidance(not dated) re: when H-1B cap applies to petitions for new employment.
484-485	VSC	4/25/2014	Email from Pamela R. Beauregard (p.484) and later emails in chain	<b>Request at p. 484 for explanation as to circumstances when petition revocation does not affect eligibility to extend status and when beneficiary must have new H-1B cap number. Responsive e-mail at pp.484-485 discusses "restoration" of visa number to the cap limit if H-1B petition revoked for fraud.</b>
486-487	VSC	4/9/2014	Email from Carrie Ryan, Section Chief, Business Div.	Announces that FY2015 cap reached, 4/7/2014 being last day for filing and discussing next steps in running the lottery (RNG).
488-490	Unknown	4/28/2014	Document	Identified as "SCOSS Team" [Contractor?] and for VSC: <b>Cap FY 2015 Rejects Work Instruction . Lists steps for handling rejected petitions, including bar coding.</b>

490-91	Unknown	Unknown	Document	Draft Optional Checklist for FY2015 Form I-129 H-1B filings.
493-495	Unknown as to Oppenheim email	12/17/2014	Email from Jennifer R. Oppenheim to unknown recipients forwarding email string 10/30/2014 from Ciro Parascandola, Deputy Chief, Business & Foreign Workers Div., OS&P and others	Email string originates with Kathleen Agustia re: SCOPS having requested Service Centers to provide scenarios so that SCOPS can provide guidance as questions arise re: whether H-1B petition is cap subject or cap exempt. <b>This email also notes that "SCOPS cannot electronically track the reason(s) a petitioner may have withdrawn a case, and therefore SCOPS does not reopen a case upon revocation."</b>
496-498	Unknown as to Oppenheim email	12/17/2014	Email from Jennifer R. Oppenheim to unknown recipients forwarding email string beginning 2/18/2014 from Kevin J. Cummings, Chief, Business & Foreign Workers Div., OS&P and others	Emails are soliciting comments for SCOPS on external [for public] cap documents
499-499	Unknown as to Oppenheim email	12/17/2014	Email from Jennifer R. Oppenheim to unknown recipients forwarding email string 11/25/2014 from Kevin J. Cummings, Chief, Business & Foreign Workers Div., OS&P and from Natalie S. Tynan	Emails concern comments on draft of updates to USCIS Issue Paper - H-1B Program for "S1's Upcoming Hearings"
500-502	SCOPS	Original issue paper dated 7/14/2014	Draft of Issue paper referred to in 498-499	Draft of background on H-1B visa program and questions and answers about processing and policies. Note that there is a statement at p. 501 that there has been no change in the policy regarding guidelines for determining employer-employee relationships and third-party placement.
503-521	Probably SCOPS	Unknown	Documents (drafts)	These pages may be the draft external [for public] cap documents referred to at pp.496-498. Drafts include information about when and where to file, documents to include, filing fees, etc., filing tips, "cap gap" Q&A, USCIS announcements re: premium processing, cap reached, beginning to, and continuing to, accept petitions.