



Bringing Solutions Through People and Processes

LongView-FedConsulting JV

**U.S. Department of Homeland Security (DHS)
U.S. Citizenship and Immigration Services (USCIS)
Service Center Operations Support Services (SCOSS)**

CSC FY 2015 H-1B CAP

Plan of Action

March 17, 2014

Prepared For:

Department of Homeland Security (DHS)
U.S. Citizenship & Immigration Services (USCIS)
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1. INTRODUCTION

The FY 2015 H-1B CAP Plan provides an overview of the project, a list of deliverables, and the resources required for use throughout the Life Cycle of the project. Commencing April 1, 2014 and continuing through May 5, 2015, Longview - FedConsulting JV (LVFCJV) will receive and process all new I-129 H-1B CAP petitions including cases falling under the H-1B CAP exemption for foreign nationals holding advanced degrees from U.S. universities.

Currently, USCIS will accept and process the first 75,000 I-129 H-1B and 25,000 I-129 H-1B Masters CAP petitions received at both the Vermont and California Service Centers. If the two centers receive more than 75,000 regular and 25,000 Masters petitions combined, within the first five business days, then a Random Number Generator (RNG) program will be used to select the first 75,000 regular and 25,000 Masters petitions. Both standard and advanced degree H-1B cases with employment start dates in FY 2015 (beginning October 1, 2014) may be filed up to six months before the date that the prospective employee is to begin work. For example, where employment is to begin on October 1, 2014, an H-1B petition may be filed as early as April 1, 2014. All normal receipts and processing of 'Non-Cap' incoming mail is considered out of the scope of this project, as it is considered part of 'normal everyday duties'. However, CAP resource allocations are typically made at the expense of staff normally assigned to daily processing and, as a result, affect our ability to maintain time compliance in all areas.

Standard H-1B cases filed beginning April 1, 2014 will count against the overall FY 2015 H-1B CAP, however, the standard H-1B CAP is reduced by the U.S.-Chile and U.S.-Singapore Free Trade Agreements (FTAs), which set aside a certain amount of H-1B numbers for professionals from those two countries each fiscal year. In practical terms, only just a certain amount for H-1B will be available in the standard H-1B pool for FY 2015, though some unused FTA Visas from FY 2014 may be recaptured and later made available for FY 2015 employment. Advanced-degree cases will count against the additional H-1B numbers made available pursuant to the provisions of the H-1B Visa Reform Act.

2. GOALS

To develop a Plan of Action (POA) that will allow the CSC SCOSS team to continue to process normal delivery of USCIS applications in addition to H-1B CAP with minimal disruption of Performance Work Standards (PWS).

The following are the preliminary goals of this project:

- To develop a POA that will allow the CSC SCOSS team to process the FY 2015 H-1B CAP in the most efficient and effective manner.
- To conduct same day presort/storage of all H-1B CAP cases.
- To be ready to implement Lottery Pulls and keying of the Premium Processing CAP cases as soon as the afternoon of April 14, 2014.
- To provide accurate numbers and feedback to USCIS in a timely manner.

3. ASSUMPTIONS



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The following are assumptions that are being used to generate our current plans:

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- The HIB CAP will be met by the end of the five day CAP window of April 1, 2014 through April 7, 2014 and a Lottery will be required.

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- Non-CAP premium filings will be prioritized to keep the oldest date current.

► Mailroom

- A late run will be added to the USPS mail run schedule on April 7, 2014 to ensure that all CAP mail is picked up prior to USPS closing.
- If mail is available at USPS before noon on Saturday April 5, 2014, a postal run will be made to pick up the mail that day.

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- CAP cases will be sorted into four categories:
 - CRN – CAP Regular Non-Premium
 - CRP – CAP Regular Premium
 - CMN – CAP Master Non-Premium
 - CMP – CAP Master Premium
- The CAP sort criteria above will be utilized for training purposes.

► Lottery

- It is assumed that the FY 2015 CAP will require a Lottery. All filings received during the CAP Lottery Window of April 1, 2014 through April 7, 2014 will need to be prepared for Lottery selection by April 13, 2014.
- On April 13, 2014, the CAP NFTS RPC ranges will be provided for USCIS review and routing to HQ for RNG list generation.
- USCIS will do a duplicate search between the two centers after all filings are keyed and rejects are in the CRIS database.
- A Random Number Generator (RNG) pull list will be provided by USCIS on Monday, April 14, 2014. These filings will be pulled and staged for keying.
- We will report all cases as pending in Data Entry until we have keyed the selected files and are instructed to reject the non-selects.

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- Non-selected lottery participants will be rejected and do not require ROP assembly.

► Data Entry

- A search will be conducted for any overlooked Premium Petitions beginning on April 9, 2014 and will be completed no later than two days prior to the end of the 15-day Premium Processing period.
- Based upon the 90,000 CAP forecast with a 25% premium percentage [redacted] are expected to be Premium Processing CAP cases. (b)(4)
- Data Entry
 - CAP Premium Petitions will be data entered once CPAU has given us approval to begin, which is anticipated to be April 14, 2014 at a planned rate of [redacted] cases per day.
 - The "received date" to be entered into Claims will be the date announced by CPAU. The actual "mail" received date will be stamped on the envelope and petition.
 - Data Entry will key three letter designators, "MAS" for Masters Qualified Visas and "REG" for the Regular Qualified Visas, in the Part 2, data field one "Prior Petition or Application" instead of what is written on the petition.
 - Starting on April 14, 2014 and until all premium cases are completed we will not run screen prints for regular I-129 Premium Processing or CAP Premium Processing cases so they can get to adjudications as quickly as possible.

► Rejects

- Any CAP cases received before April 1, 2014, will be rejected the day they are received to give the applicant time to resubmit within the CAP lottery window.
- CAP filings that are determined unacceptable will be processed as a rejected case. Rejects will be held for the duplicate comparison completed after the CAP winner keying phase.
- Petitions filed at CSC by beneficiaries from Chile or Singapore will be forwarded to VSC for processing, not rejected.
- Updated CAP Reject Letters will be provided by CPAU to include with the filings that are determined unacceptable, to address filings that were not selected for this year's CAP and for late filings.
- If there is a lottery, not selected cases will be held until keying is complete and instruction to reject has been provided by USCIS.
- If there is not a lottery, rejects will be processed on the day they are received.
- All CAP rejects will be manually rejected.
- For reporting purposes, filings that were included as a CAP case but then were later determined to be a non-CAP I-129 will be counted (not processed) as a CAP Reject. Re-categorized cases (premium to non-premium or master to regular, etc.) will not be counted as a CAP Reject.

► Fee Deposit

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- [redacted]
- A contingency plan specific to reverting to manual deposit procedures will be built and ready for implementation by April 1, 2014.



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▶ Contract & Billing (b)(4)

- "Out of Scope" tasks, listed in the CAP CLIN Creation section of the plan, and PR waiver requests are similar to last year and are listed in Sections 8 and 9. These lists have been submitted to USCIS for approval [REDACTED]

4. FACILITIES

- ▶ Presort Room – This room is located on the second floor at the CSC, which will be used for FY 2015 [REDACTED]

- ▶ Security Guards – From April 1, 2014 through April 4, 2014 and April 7, 2014 [REDACTED]

On April 5, 2014, we will be making a USPS mail pickup and a security guard will be needed at the second floor scanner from 11:30 AM until 1:30 PM.

- ▶ NARA room – This room is located on the first floor at the CSC [REDACTED]

- ▶ B2 room – This room is adjacent to the NARA room on the first floor at CSC and it will be used as [REDACTED]

- ▶ First floor Loading Dock – The large loading dock on the first floor will be the primary delivery point [REDACTED]

- ▶ Second Floor Loading Dock – The dock just outside the second floor mailroom will be used as the [REDACTED]

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▶ Maintenance Service -

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5. EQUIPMENT & SUPPLIES

The following is a list of equipment and supplies that will be used during CAP; these supplies will be needed in the NARA room on March 20, 2014:

SUPPLIES & EQUIPMENT REQUESTED FROM USCIS		
ITEM	QUANTITY	COMMENTS
Acco Fastener - Acco Fastener w/ Compressors 2"	1.5 Pallet	
Acco Fastener - Acco Fastener w/ Compressors 2-3/4" x 4"	1 Case	
Bar Code - Bar Code Labels	1.5 Pallet	
Bar Code - Bar Code Ribbons	1 Pallet	
Box - Packing Box (Brown) 15 x 12 x 10	12 Pallets	6,000 units
Chairs	450	
Copy Paper - 5 COLORS - Yellow, Pink, Green, Blue & Lavender	10 Reams	10 reams of each
Copy Paper - Goldenrod	1 Case	
Copy Paper - Orchid	20 Cases	
Copy Paper - White	1 Pallet	
Date, stamps, Impression size #1	170	UVX4011
Ink, Pad 2-3/4" x 4-1/4" Foam Pad	120	7510-00-526-1742
Ink, Stamp Pad, Black (refill)	60	7510-00-161-4237
Envelope - Kraft Envelope - 10 x 15	15 Cases	
Envelope - Kraft Envelope - 12 x 16	4 Cases	

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SUPPLIES & EQUIPMENT REQUESTED FROM USCIS		
ITEM	QUANTITY	COMMENTS
Envelope - Kraft Envelope - 9-1/2 x 12	6 Cases	
Envelope - White Envelopes (no window)	5 Cases	
File Folders - Blue (MASTERS CAP)	30 cases	15,000 folders (150 boxes)
File Folders - Brown	18 cases	9,000 folders (90 boxes)
File Folders - Burgundy (PREMIUM CAP)	28 cases	14,000 folders (140 boxes)
File Folders - Green (REG CAP)	110 cases	55,000 folders (550 boxes)
File Folders - Yellow (PP MASTERS CAP)	20 cases	10,000 folders (100 boxes)
Gloves - Latex Gloves (LG)	3 Boxes	
Gloves - Latex Gloves (M)	3 Boxes	
Ink, refill for self-inking Black	24	1 per distributor
Knife, Craftsman	24	1 per distributor
Letter Opener	80	
Ribbon - Slip Printer Ribbon Ink	150 ct.	
Ribbon - Time Date Stamp Ink	100 ct.	
Pallet Jack	3	All three down in the CAP rooms
Pallet Shrink Wrap	1 Box	4 ct.
Pallets	200 units	Placed at first floor loading dock pallet area by compactor
Pen, Ball Point, Med, Black 12/BX	45 Boxes	
Rubber Band, Oversized 7" x 16" x 1/8"	175 Boxes	
Rubber Band, size 33, 1/8" x 3-1/2"	115 Boxes	
Scissors	45	
Staple Removers	230	
Staplers - Desk Staplers	210	
Staples, standard	90	
Marker, Felt Broad-tip "Black"	2 boxes	24 markers
Marker, Felt Broad-tip "Red"	2 boxes	24 markers
Marker, Felt Fine-tip "Red"	6 boxes	72 markers
Table - standard 72"W X 30"W	103	103 through 4/18/14; 50 through 5/9/14
Table - heavy duty (500lbs) 72"W X 30"W	30	through 4/11/14
Tape Gummed 3" wide	5 boxes	50 rolls
Tape - Medium Desk Tape Dispenser	90	
Tape - Pressure 3/4" (scotch regular)	180 ct.	
Paper 2-hole punch Desk	200 ct.	
Endorsement stamps	90	
PSI M9108 date/time stamp (self-inking)	50	
Marsh Tape Dispensers	3	
CSC Yellow buckets	500	This is above and beyond the 6 pallets supply has downstairs

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6. STAFFING DETAILS

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Total contracting personnel on April 1, 2014

The table below is an assumption of how many FTEs will be assigned towards CAP.

Date	Total Needed	Mail/Lottery	File Set-Up	Data Entry	Deposit

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› Overtime

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CAIP Phase	Overtime Hours			Total	Staff Breakdown
	Week Ending	# of Clerks	# of hours		
Mailroom and pre-lottery	(b)(4)				(b)(4)
Premium key					
Non-premium key					
Non-premium key					
Non-premium key transition to Reject phase*					
Reject*					
Reject *					
Outbound*					

Overtime Hours				
CAP Phase	Week Ending	# of Clerks	# of hours	Total
Staff Breakdown				
Data Entry backlog elimination	(b)(4)			
*Data Entry backlog elimination is included in this phase			Total Hours:	(b)(4)

7. TRAINING

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Training Hours					
Process	Date Range	# of Clerks	Time	Total	Description
File Acceptability and key	(b)(4)				I-129 H1B File Acceptability and keying criteria; fee handling procedures
File Assembly					I-129 H1B File Assembly
Dock, Courier and 1 st Sort Teams					CAP Dock Team - Loading and unloading procedures, safety and dual custody, Mail sorting (daily versus CAP)
Cap Envelope Review & Mail Security					Envelope Review guidelines to validate if a package can be opened and suspicious mail verification steps
CAP Matrix Review w/ Mail processes					Basic Presort + Fee & Mail security, CAP Determination & Annotation, CIS Review, and Knowledge Review
Distributor Training + CAP Matrix Review					Routing and sorting of CAP work between the four CAP categories.
Folder and Box Team					Folder and Box process steps: CAP category review, safety

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Training Hours					Description
Process	Date Range	# of Clerks	Time	Total	
Dolphin Team	(b)(4)				CAP Refile - Charging CAP cases to categorized pallets and reconciliation
CAP Acceptability Refresher					File Acceptability and keying bullets specific to HIB CAP cases
Distributor training for File Assembly and DE key teams					Maintenance and distribution of the CAP incoming, work completion and outgoing areas.
Deposit					OTCNet and check scan training.
Lottery and Duplicate Pull Teams					Lottery and duplicate pulls, box and pallet maintenance, staging by lottery selection, report management
Premium File Review					Secondary file review of cases identified as non-premium to validate an i-907 was not missed.
Rejects					CAP Reject procedures
Mail Metering					Use of the mail meters and other outbound mail equipment
				Total Hours:	(b)(4)

8. PERFORMANCE REQUIREMENTS RELIEF

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► General Requirements

PR	Requirement	PR Granted Until
4.1.12	The Contractor shall maintain the capability to accommodate spikes in workload volumes that occur from time to time and that are predicted at least 45 calendar days in advance of the anticipated sudden increase in workload volumes. These spikes may be attributable to the beginning of an application period, anticipated changes in fees to be charged, or other phenomena.	04/30/14*
4.1.13	The Contractor shall maintain the capability to accommodate surges in data collection volume of up to 25% above the daily average received for the previous twenty business days. In the event the data collection volume exceeds 125% of the rolling daily average for the previous twenty business days, the Contractor is only held responsible for meeting the timeliness performance requirements for 125% of the rolling daily average; the balance may be processed on the next business day and may be considered - for the purposes of surge management only - as part of the data collection for the next day. If the surge extends beyond one day, then the Contractor shall continue to perform under the same rule for as long as the surge lasts, recalculating the rolling daily average data collection volume and the 125% volume each day based on the previous twenty business days.	04/30/14*
4.1.14	On Mondays and the first business day after federal holidays, the Contractor shall maintain the capability to accommodate surges in data collection of up to 50% above the daily average received	04/30/14*

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Training Hours					
Process	Date Range	# of Clerks	Time	Total	Description

8. PERFORMANCE REQUIREMENTS RELIEF

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► General Requirements (b)(4)

PR	Requirement	PR Granted Until
4.1.12	The Contractor shall maintain the capability to accommodate spikes in workload volumes that occur from time to time and that are predicted at least 45 calendar days in advance of the anticipated sudden increase in workload volumes. These spikes may be attributable to the beginning of an application period, anticipated changes in fees to be charged, or other phenomena.	04/30/14*
4.1.13	The Contractor shall maintain the capability to accommodate surges in data collection volume of up to 25% above the daily average received for the previous twenty business days. In the event the data collection volume exceeds 125% of the rolling daily average for the previous twenty business days, the Contractor is only held responsible for meeting the timeliness performance requirements for 125% of the rolling daily average; the balance may be processed on the next business day and may be considered – for the purposes of surge management only – as part of the data collection for the next day. If the surge extends beyond one day, then the Contractor shall continue to perform under the same rule for as long as the surge lasts, recalculating the rolling daily average data collection volume and the 125% volume each day based on the previous twenty business days.	04/30/14*
4.1.14	On Mondays and the first business day after federal holidays, the Contractor shall maintain the capability to accommodate surges in data collection of up to 50% above the daily average received	04/30/14*

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PR	Requirement	PR Granted Until
	volume for the previous twenty business days. In the event the data collection volume exceeds 150% of the rolling daily average for the previous twenty business days, the Contractor is only held responsible for meeting the timeliness performance requirements for 150% of the rolling daily average; the balance may be processed on the next business day and may be considered – for the purposes of surge management only – as part of the data collection for the next day.	

► Mail Room Operations (b)(4)

PR	Requirement	PR Granted Until
4.2.5	All mail (excluding certain exceptions) shall be opened, sorted, date stamped, properly handled, and timely processed and routed by the Contractor, in the assigned mail area.	04/30/14*
4.2.8	Outgoing Mail is metered by the daily scheduled time for the presort contractor	04/30/14*

► Data Entry Operations

(b)(4)

PR	Requirement	PR Granted Until
4.3.2	The Contractor shall review applications/petitions and supporting documents for completeness, jurisdiction, signature, and correct fee, and process those compliant and non-compliant applications/petitions.	04/30/14*
4.3.3	The Contractor shall collect information from forms and source documents and accurately input data into various formatted screens within established processing timeframes. Accuracy is defined as no data entry errors on the entire form or document.	04/30/14*
4.3.5	The Contractor shall generate and interfile screen prints as required.	04/30/14*
4.3.6	The Contractor shall accurately scan materials and, as required, perform cropping, scaling, and adjusting of contrast and brightness necessary to achieve an acceptable quality image for document production.	04/30/14*
4.3.7	The Contractor shall scan, process, and verify fingerprint cards (FD-258) for submission to the FBI.	04/30/14*
4.3.8	The Contractor shall create files during data collection.	04/30/14*
4.3.9	The Contractor shall accurately process manually rejected applications and petitions within established timeframes.	04/30/14*
4.4.1	The Contractor shall review receipted fees for acceptability and ensure the fee is endorsed in accordance with the Treasury Financial Manual	04/30/14*
4.4.2	The daily deposit is completed prior to the depository pick up time.	04/30/14*
4.4.3	The contractor shall submit a report showing individual clerk and individual system deposit totals to USCIS on a daily basis or as required.	04/30/14*



► File Room Operations

The File Room will assist with Mail Operations, as well as man the gunner (Dolphin) teams, and the storing of CAP files. Lottery and duplicate pulls, sorting, staging, reporting, and box/pallet maintenance will be completed by the File Room team.

It is anticipated that all File Room functions will be affected by CAP. [REDACTED]

(b)(4)

PR	Requirement	PR Granted Until
4.5.1	The Contractor shall create files when requested during file operations.	04/30/14*
4.5.2	The Contractor shall accurately request required files from external sources such as other centers, district offices, the NRC, etc. within established timeframes.	04/30/14*
4.5.3	The Contractor shall fulfill internal (within the service center) and external (originating from other centers, district offices, the NRC, etc.) file requests for information by identifying, locating, retrieving and delivering the correct file(s) within the established timeframes.	04/30/14*
4.5.5	The Contractor shall file and re-file records.	04/30/14*
4.5.6	The Contractor shall track and update files in NFTS upon movement or as requested by USCIS. The Contractor shall accurately update data in various USCIS systems (C3, C4, etc.).	04/30/14*
4.5.8	The Contractor shall accurately consolidate files physically and electronically within established timeframes.	04/30/14*
4.5.9	The Contractor maintains a tracking progress for files held in temporary holding areas. The Contractor moves files maintained in the temporary holding areas to the next stage of the process, when required.	04/30/14*
4.5.10	The Contractor shall accurately interfile, connect, and route correspondence or RFE with corresponding file(s) and update systems within established timeframes.	04/30/14*
4.5.14	The Contractor shall perform system queries and searches in USCIS systems, and places a screen print(s) of the search result(s) in the file, when required.	04/30/14*
4.5.15	The Contractor shall accurately scan materials and, as required, perform cropping, scaling, and adjusting of contrast and brightness necessary to achieve an acceptable quality image for document production.	04/30/14*
4.5.16	The Contractor shall correctly assemble E-filed applications and petitions into files. (No waiver for I-907 Upgrade)	04/30/14*
4.5.18	The Contractor shall pick up, continuously sort, and deliver for internal distribution printouts and files between mail stops within the service center as established by the COTR. The Contractor picks up mail, printouts, and files no less than twice daily as scheduled by the COTR.	04/30/14*
4.5.19	The Contractor shall photocopy application and petition-related documents when required.	04/30/14*
4.5.21	The Contractor shall accurately create I-512 documents within established timeframes.	04/30/14*
4.5.22	The Contractor shall process documents received from district, port of entry, or consulate offices.	04/30/14*

9. CAP CLIN's



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(b)(4)

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The following lines are currently available in and will be used for FY 2015 CAP:

Task Name	Description
CAP Sort	Initial Sort & routing packages to a presort staging area based on the CAP petition designations on the packages. Sorting of CAP cases into drop off points for folder and boxing after presort is complete. Distributor sorting of mail for CIS Review, CAP sort and Regular work drop offs. These sorts are not performed for normal daily petition processing.
CAP Courier	Transportation of mail or files beyond the two USPS trips that are potentially or specifically CAP related.
CAP Box Prep	Box preparation for files created for the CAP. These will be used for the scanner team to locate lottery winners and for ease of maintaining files & counts.
CAP Dock Team	Loading of bags of mail into cages or on pallets for transportation to the scanners. Loading of these packages into the scanner and then removal from the scanner. These bags/boxes will be re-loaded into cages or pallets and staged for transport to the 1st sort team.
CAP File Audit	Dolphin Team - Secondary audit of the boxes with lottery filings or buckets used during the lottery or duplicate pull.
CAP File Labeling	Labeling of the file folders with the lottery labels for the RNG.
CAP Folder and Box	Verification of the CAP category, placing of cases into folder and then a box.
CAP Matrix Review	Review of the I-129 to determine whether it is a CAP case and if so, what category it falls into.
CAP Premium Review	Searching through non-selected cases for possible premium filings that we may have identified as regular prior to day 15. This will result in SCOSS having to review and touch all the filings again to identify and pull out premium cases that may have been missed.
CAP Refile	Dolphin Team - Tracking the barcode numbers. After sort has been completed refilers charge all files to their box. This line will also be used for any electronic movement of the lottery files required during the lottery or duplicate pulls.
CAP Runner	If needed, a clerk who will go between the NARA room and Dolphin upload station near CSD (regular contracting area).
CAP Searches	File searches will be conducted by members of the Pick team as requested as needed to complete the project.
CAP Training	Training of clerks on processes associated with CAP operations
CAP Verification	If there is not a lottery, after the CAP 5 day window expires, identification of CAP cases. CAP Lottery number assignment and folder connection/staging will continue and reported on this line.
CAP Reporting	Review and generation of CAP related reports.
CAP Prep Work	CAP room setup, modification, and maintenance; may include other CAP specific activity requested by USCIS that is not already assigned a task line.
CAP File Acceptability	This task is to be used to charge time spent assessing the acceptability of a CAP file prior to rejection or submission to CIS review.
CAP Pallet Work	This line will track time spent building, maintaining and moving the pallets of boxes with lottery filings.

10. TASKS

The following are the tasks that will be performed during CAP.

- Cap Preparation
 - Box Creation
 - File Jacket Labeling

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- Room setup and other preparation
- Loading Dock and Courier Operations
 - Pallet jack team
- 1st Sort Operations
- Presort Operations
 - Envelope Review and Mail Security
 - CAP Matrix Review
 - Distributors
- Folder and Box / Gunner (Dolphin) Team
 - Pallet building/staging
- Lottery Pull Team
- Premium File Review
- Data Entry and Fee Receipting Operations
 - File Assembly only – Front End (4/1 through 4/13)
 - File Acceptability and Keying
 - File Assembly only – Back End (4/14 through 5/5)
 - Distributors (Keying and File Assembly)
- Deposit Room Team
- CAP Rejects
 - Selects
 - Non-selects
- Duplicate Pull Team
- Mail Metering Operations

► CAP Mail/File Operations

CAP work will be received primarily on the first floor loading dock however the second floor loading dock will be utilized as a secondary location. Below is the process flow for the initial stages on the first floor:

- Dock teams will load mail into cages or stage it on pallets on the first floor outside of the NARA room and transport to the mail scanner.
- Courier teams will load the mail onto the scanners and deliver the mail to the first sort team. CAP work will be sorted as follows:
 - Regular work (non-CAP or I-129) to the regular presort teams.
 - CAP or I-129 to the CAP Package Review teams.
- The Dock team will take work that has been through first sort to the second floor Presort room for package review.
- CAP Package Review teams will review for the following:
 - Envelope review for "Do Not Open Mail" packages.
 - Review for suspicious materials within each package.
 - Re-package CAP cases into assigned buckets to be delivered to B2 room for further processing.
 - Sort premium(white buckets) versus non-premium packages(yellow buckets)
- Courier teams will load buckets reviewed by the package review team onto carts and transport them to the dock.



- Dock teams will load the buckets onto cages which will be loaded onto the delivery truck to be driven to the first floor.

CAP work that has already been screened for suspicious material, will be received on the first floor for further processing. Below is the process flow for the second stage of CAP on the first floor:

- Courier teams will unload the cages from the truck and deliver them to the B2 room.
- CAP Presort teams will complete the content review and annotation of each CAP package.
- Distributors will move work to designated drop off points based on annotations on each CAP package. The drop off points are:
 - CAP Sort – four sorts within this area for the four CAP categories.
 - CIS Review.
 - Regular Work.
- CAP Folder and Box teams will verify each package based on the annotation on each package prior to placing the appropriate CAP folder over the package. CAP Folder will then be placed in the appropriate box and pallet.
- Dolphin Team will then perform a physical and electronic count of CAP files within each box.
- Pallets of lottery ready filings will be staged in the NARA room.
- The NARA room will also be utilized to maintain any backlogs for the CAP presort room unit on the 2nd floor.
- The Lottery team will complete the pulling of files based on the RNG list provided by USCIS and stage them for Data Entry keying.
- Data Entry will request CAP Premium Processing Master's cases first when they begin keying.

11. CAP PHASES

The following are each phase of our CAP plan with a lottery:

- ▶ Initial Planning (January 2, 2014 to February 15, 2014)
- ▶ Preparation (February 4, 2014 to March 29, 2014)
- ▶ Execution (April 1, 2014 to May 5, 2014):
 - April 1, 2014 to April 7, 2014:
 - Slit-n-peek, bar-coding, boxing process completed for first five days of CAP receipts
 - Evaluate decision to preassemble and evaluate Premium Applications, if possible, to minimize delay due to PP clock
 - April 5, 2014
 - Assembly of premium CAP cases
 - CAP mailroom operations supplementation
 - April 14, 2014 (through April 16, 2014)
 - Receive the Lottery RNG list and complete the pulling and staging of files
 - Begin keying of CAP Premium filings(if instructed)
 - April 14, 2014 to April 19, 2014
 - Process all premium CAP "winner" filings received during the lottery window
 - Reduced daily processing of Data Entry regular operations continues.
 - Daily keying of all non-CAP premium and specified I-129 classifications received.
 - Complete premium file review on all non-premium CAP filings
 - April 20, 2014 to May 5, 2014:

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- Process all non – premium CAP “winner” filings received during the lottery window
- Reduced daily processing of Data Entry regular operations continues.
- Daily keying of all non-CAP premium and specified I-129 classifications received.
- Begin keying of non-CAP I-129s and other form types in prioritization order.
- Post May 5, 2014:
 - If directed, pull additional CAP cases that were previously not selected for processing. (this may be done if the overall “winner” reject quantity is over 3,000 units)
 - Once directed, begin processing of CAP rejects.
 - Complete mailroom metering for all CAP rejects.
 - Continue to eliminate all operational backlogs.
- Backlogs back in compliance by no later than June 8, 2014

The following are each phase of our CAP plan without a lottery:

- ▶ Initial Planning (January 2, 2014 to February 15, 2014)
- ▶ Preparation (February 4, 2014 to March 29, 2014)
- ▶ Execution (April 1, 2014 to April 30, 2014):
 - April 1, 2014 to April 7, 2014:
 - Slit-n-peek, bar-coding, boxing process completed for first five days of CAP receipts
 - Evaluate decision to preassemble and evaluate Premium Applications, if possible, to minimize delay due to PP clock
 - April 5, 2014
 - Assembly of premium CAP cases
 - CAP mailroom operations supplementation (if needed) April 8, 2014 to April 16, 2014
 - Process all premium CAP filings beginning with oldest date
 - Reduced daily processing of Data Entry regular operations continues.
 - Daily keying of all non-CAP premium and specified I-129 classifications received.
 - Rejects will be completed daily as identified.
 - Complete premium file review on all non-premium CAP filings
 - Review all incoming I-129s for CAP cases; identify and stage all CAP cases by date and category.
 - April 17, 2014 to April 30, 2014:
 - Process all non – premium CAP filings beginning with the oldest date.
 - Reduced daily processing of Data Entry regular operations continues.
 - Daily keying of all non-CAP premium and specified I-129 classifications received.
 - Begin keying of non-CAP I-129s and other form types in prioritization order.
 - Rejects will be completed daily as identified.
 - Continue to eliminate all operational backlogs.
 - Backlogs back in compliance by no later than June 8, 2014